



Committee Chair Positions 2016 / 2017

Ways & Means

- **Book Fairs** (Fall & Spring): Schedules and organizes the fall and spring book fairs in the Multi-Purpose Room.
- **Dine-In / Dine-Out Days**: Coordinates with local restaurants to raise funds for the school.
- **eScrip Program**: Promotes and keeps track of Lincoln's participation in online fundraisers. A great at home position.
- **Jog-A-Thon** (October): Organizes and facilitates the yearly school-wide event.
- **Spring Benefit** (March): Organizes and facilitates the yearly dinner, dance, silent auction and live auction fundraiser. Supported by committee.
- **Lincoln Spirit Wear**: Coordinates the ordering, selling and distribution of Lincoln Wear.

Communications

- **Directory**: Organizes school directory for publication and assists Vice President with PTA membership data.
- **Eblasts / Emails**: Compiles and maintains Lincoln E-mail address book. Keeps everyone informed on Lincoln meetings, events and happenings via e-mail.
- **Marquee (front)**: Maintains front marquee on a monthly basis.
- **Marquee (Kindergarten)**: Maintains kindergarten marquee on a monthly basis .
- **Membership**: Generates PTA Memberships through promotion and "Watch Us Grow" theme.
- **Website**: Oversees and organizes PTA website.
- **Yearbook**: Organizes, edits and produces Lincoln's annual yearbook.
- **Welcome Committee**: Responsible for reaching out to parents new to the school; greeter at the Back to School Parent Coffees and school events; checks-in with Pam in the front office throughout the year to see if new families have joined our school.
- **Room Parent Liaison**: Organizes volunteer sign-ups and orientation for classroom lead parents. Oversees communications to parent community through Room Parents. Liaison between Room Parents and office staff.

Programs

- **Art Liaison**: Works with and assists the art teacher. Puts student artwork in the front office for display.
- **Enrichment Liaisons**: Works with VP of Programs and grade level lead teachers to schedule enrichment programs & field trips in a particular grade level (1 – 6).
- **Art Reflections** (October): Organizes, promotes and facilitates National PTA Art Reflections program.
- **Science Fair** (January/February): Organizes and oversees the winter science fair open to all students K-6th.



Community

Community Outreach

- **Blood Drive** (September): Organizes annual drive with American Red Cross.
- **Military Support:** Goodwill ambassador. Coordinates Lincoln gift giving to this community. Works with Principal.
- **SOS Donation Programs** (November): Organizes and collects donations from students and delivers them to the SOS organization.
 - SOS Giving Tree Program (December)
 - SOS Canned Food Drive (January)
 - SOS Shoe Box Snacks (Spring)
- **Legislative/Advocacy** – Attends four Quarterly Advocacy meetings at Fountain Valley District office. Attends Sacramento Safari and report to our parent community on Legislative and Advocacy issues impacting our children. Provides reports at PTA General Meetings and on our Web Page via our Web coordinator.

School Community

- **Family Fun Events** (3 x year): Organizes with Vice Principal free family nights for the Lincoln Community. Examples: bingo night, carnival, etc.
- **Hospitality:** Responsible for scheduling and hosting these events. Coordinates with front office for scheduling.
 - Parents Coffee (September): Hosts coffee on the first day of school
 - Teachers Breakfast (TBD)
 - Teacher Appreciation Lunch (May)
- **Positive Teacher Appreciation Grams:** Manages program by ensuring grams slips are available for students to fill out. Delivers grams to teachers on a regular basis based on your schedule.
- **Open House** (June): Organizes and oversees activities and events related to Open House including bake sale/coffee.
- **Lost & Found:** Organizes lost clothing/items cart. Donates items left over to Goodwill.
- **Recycling:** Oversees the various aspects of our school-recycling program.
- **Angel Bin Program:** Responsible for marketing of program to community. Works with organization for pick-up of donates items.
- **Red Ribbon Week** (October): Organizes and facilitates with Principal all Red Ribbon Week activities.
- **Talent Show** (May/June): Oversees and coordinates the annual Lincoln Talent Show.