



Committee Chair Positions

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 have special Lincoln dining days to raise funds for the school.
- **eScrip/Amazon Smile Program**: Encourages parents to sign-up for eScrip and Amazon Smile (programs that automatically gives money back to Lincoln) and keeps track of Lincoln's participation in the programs.
- **Jog-A-Thon** (November): Organizes and facilitates the yearly school-wide jogging event.
- **Spring Benefit Event** (Spring): Organizes and facilitates the annual parent-night fundraiser event. Supported by committee.
- **Spring Benefit Auction** (Spring): Organizes and leads a team to solicit and gather items for the silent and live auctions at the Spring Benefit. Supported by committee.
- **Lincoln Spirit Wear**: Coordinates the ordering and selling of Lincoln t-shirts and apparel.

Community Outreach

- **Blood Drive** (September): Coordinates with the American Red Cross and promotes the annual blood drive at Lincoln.
- **SOS Donation Drives** (November/December): Organizes and collects holiday gift donations from students/families and delivers them to the SOS organization for the Giving Tree Program. Helps to coordinate the SOS Adopt-a-Family via Room Parents for participating classrooms.
- **Legislative/Advocacy** – Attends four Quarterly Advocacy meetings at Fountain Valley District office. Attends Sacramento Safari (if possible, but not required) and reports to our parent community on Legislative and Advocacy issues impacting our children.

School Community

- **Family Fun Events** (1-2 x year): Works with the Vice Principal to organize free family nights for the Lincoln Community. Examples: bingo night, carnival, movie night, etc.
- **Lost & Found**: Organizes lost clothing/items cart. Donates items left over to Goodwill.
- **Hospitality**: Responsible for scheduling and hosting the Teacher's Back to School Breakfast (August) and Teacher Appreciation Lunch (May) and arranging the refreshments for the First Day of School Parent Coffee (September).
- **Open House** (June): Organizes and oversees the Open House food truck sales and bake sale.
- **Talent Show** (May/June): Oversees and coordinates the annual Lincoln Talent Show.
- **Green Team**: Oversees the "No Trash Tuesday" initiative each Tuesday at lunch and coordinates special lunchtime activities during Earth Week.
- **Recycling**: Oversees school recycling of cans/bottles, paper, ink/toner cartridges and any other recycling initiatives (as desired by the volunteer and/or school).
- **Garden Club**: Works with upper graders (4-6th) to maintain and plant in school enrichment gardens during lunchtime several days per month.



- **Conscious Cooks:** Helps a Lincoln teacher lead this lunchtime club where upper grade students (4-6th) prepare easy but healthy snacks/meals with an environmental lesson tied into each session. Usually meets once per month.
- **Kindergarten Summer Playdates (August):** Organizes one or two summer playdates at the park for incoming kindergarten families.
- **Positive Teacher Appreciation Grams:** Maintains program by ensuring grams slips are available for students to fill out and delivers grams to teachers during Teacher Appreciation Week.

Communications

- **Directory:** Organizes school directory for publication.
- **Eblasts / Emails:** Compiles and maintains Lincoln email address book. Compiles weekly e-blasts based on information provided by committee chairs, PTA president and/or school Principal.
- **Marquee (Front):** Updates front marquee on a monthly basis.
- **Marquee (Kindergarten):** Updates kindergarten marquee on a monthly basis.
- **Membership:** Promotes Lincoln PTA membership.
- **Membership Tracking:** Records and maintains Lincoln PTA membership rolls.
- **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 to answer any questions and to make them feel welcome.
- **Room Parent Liaison:** Provides general direction and an orientation for classroom Room Parents. Oversees and disseminates occasional communications from the PTA or the school administration to the Room Parents.

Programs

- **Art Liaison:** Works with and assists the art teacher to display student artwork in the front office.
- **Art Contest Submission Assistant:** Assists the art teacher with preparing student art work (labeling, backing, etc.) for submission to the annual Orange County art contest.
- **Enrichment Liaisons:** Works with grade-level lead teachers to schedule enrichment programs & field trips in a particular grade level. Scheduling usually occurs at the beginning of the school year. One liaison per grade, grades 1-6.
- **Art Reflections (September/October):** Promotes National PTA Art Reflections program to Lincoln students, organizes art submissions, coordinates judges and hosts small reception in the Lincoln Library one morning.
- **Science Fair (February):** Organizes and oversees the winter science fair open to all students (K-6th).