



## Committee Chair Positions

### Ways & Means

- **Amazon Smile:** Encourages parents to sign up for Amazon Smile, a program that automatically donates money back to Lincoln, and keeps track of Lincoln's participation in the program
- **Book Fairs** (Fall & Spring): Schedules and organizes 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
- **Jog-A-Thon** (November): Organizes and facilitates the yearly school-wide jogging fundraiser
- **Lincoln Spirit Wear:** Coordinates the ordering and selling of Lincoln t-shirts and apparel
- **Spring Benefit** (Spring): Organizes and facilitates the annual parent-night fundraiser event, including the procurement of silent and live auction items. Supported by a committee.

### Communications

- **Directory:** Organizes school directory for publication
- **Marquee (Front):** Updates front marquee on a monthly basis
- **Marquee (Kindergarten):** Updates kindergarten marquee on a monthly basis
- **Membership:** Promotes Lincoln PTA membership. Records and maintains membership rolls.
- **Room Parent Liaison:** Provides general direction and an orientation for classroom Room Parents. Oversees and disseminates communications from the PTA or school administration to the Room Parents.
- **Website Designer & Webmaster:** Designs, updates, and maintains the Lincoln PTA Website
- **Website Liaison:** Oversees and organizes PTA website
- **Welcome Committee:** Responsible for reaching out to new parents, answering any questions, and making them feel welcome
- **Yearbook:** Organizes, edits and produces Lincoln's annual yearbook

### Programs

- **Art Contest Submission Assistant:** Assists the art teacher with preparing student artwork for submission
- **Art Liaison:** Works with and assists the art teacher to display student artwork in the front office
- **Art Reflections** (September/October): Promotes National PTA Art Reflections program to Lincoln students, organizes art submissions, coordinates judges, and hosts a small reception in the Lincoln Library
- **STEAM Week** (April): Organizes and oversees the week-long STEAM event and science fair, which is open to all students (K-6<sup>th</sup>)
- **Talent Show** (May/June): Oversees and coordinates the annual Lincoln Talent Show

### Community

- **Blood Drive** (September): Coordinates with American Red Cross and promotes the annual campus blood drive
- **Conscious Cooks:** Helps a Lincoln teacher lead this lunchtime club where upper grade students (4-6<sup>th</sup>) prepare easy but healthy snacks/meals with an environmental lesson tied to each session. Usually meets once per month.



**Community (Continued)**

- **Family Fun Events:** Works with the Vice Principal to organize free family nights for the Lincoln Community
- **Garden Club:** Works with upper graders (4-6<sup>th</sup>) to maintain and plant in school enrichment gardens during lunchtime several days per month
- **Green Team:** Oversees the “No Trash Tuesday” initiative each Tuesday at lunch and coordinates special lunchtime meetings and activities during Earth Week
- **Hospitality:** Responsible for scheduling and hosting the Teacher’s Back to School Breakfast (August), Teacher Appreciation Week (May), and arranging refreshments for the First Day of School Parent Coffee (September) as well as General PTA Meetings (once per month)
- **Kindergarten Summer Playdates (August):** Organizes one or two summer playdates at the park for incoming kindergarten families
- **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.
- **Lost & Found:** Organizes lost clothing/items cart. Donates items left over to Goodwill.
- **Open House (June):** Organizes and oversees the Open House, food truck sales, and bake sale
- **SOS Community Donations (November/December):** Coordinates the Giving Tree Program, organizing and collecting holiday gift donations from students/families; delivers them to the SOS organization. Helps coordinate the SOS Adopt-a-Family program via Room Parents for participating classrooms.