



## **Parent Association Committees**

### **2018-2019**

#### **SPECIAL EVENTS COMMITTEE**

1. Organizes special events and activities, which shall occur during a school year.
2. These events are not fundraising events; they are events geared for the students and school wide community.
3. The events will usually be held at school.
4. Some examples: Welcome Back BBQ, Valentine's Day Party, Gallery Night and Field Day!
5. We are looking for people who like or have experience in making fun events and parties. New ideas are welcome and encouraged.

#### **FUNDRAISING COMMITTEE**

1. Organizes events and other initiatives with the goal to raise funds for the school.
2. There are three main subcommittees: Box Tops, Book Fair, and Social Events.
3. The committee may identify other fundraising opportunities to be approved by the administration, school commission and church.
4. This year the social events have been secured for the first Thursday of each month at the Miami Shores Country Club from 5:30-9pm. A percentage of all sales from MSPCS community members will be donated back to the school. There will be child activities and supervision.
5. In addition, we are currently talking with Tory Burch in Bal Harbour about the possibility of a shopping event with them as well. Our goal is to find partnerships in the community to further our fundraising goals.
6. Tentative Events: Book Fair, Parents Socials, Box Tops Competition, Used Uniform Drive

#### **FACULTY & TEACHER APPRECIATION COMMITTEE**

1. Will plan and streamline the annual Faculty Appreciation Week.
2. The committee is new so the people on this committee will have the freedom to come up with creative ideas to honor our teachers and faculty during that week.
3. They will organize and/or to recruit parents to help make a special week for the faculty of MSPCS. This committee should work closely with the Room Parent Coordinator and Room Parents (Ideas pot luck brunch, gift card drive, coffee truck or other treat sponsored by parents, class or outside sponsors, sell flowers for kids to buy teachers, etc).
4. Tentative Events: Teacher Appreciation Week

#### **COMMUNITY SERVICE COMMITTEE**

1. This Committee is new so the sky is the limit.
2. Will work with the school, church, Community Leadership Partnership (CLP), to plan, implement and assist in mission driven community service activities.
3. Will identify and approach charitable institutions that we can partner up with for the events.
4. This Committee can also explore the creation of a Community Service After School Club.



## Parent Association Committees 2018-2019

5. Tentative Community Service Events: Cancer Walk (CLP), Thanksgiving Food Drive (PA), Living Nativity (MSPC), Beach Clean Up (PA), Lenten Challenge (MSPC)

### **ANNUAL GALA COMMITTEE** (*Night Under the Stars*)

1. Gala Committee (Night Under the Stars) plans and manages the school's largest annual fundraiser.
2. Identify corporate sponsorship opportunities to fund the event.
3. Plan and Produce the Event: Food, Décor, Entertainment, Venue, Ticket Sales, Logistics.
4. Acquire Auction Items and organize the Silent Auction.
5. This committee will meet and begin planning in October.
6. This year we would like to come up with a theme early on and incorporate it into other school events so as to create excitement around the event.
7. Tentative Date for Night Under the Stars: Saturday, March 16, 2019

### **TEACHER WISH LISTS**

1. Teachers provide the PA with their wish lists.
2. PA researches the information received from the faculty.
3. PA may ask questions, seek alternatives, etc.
4. PA will vote to fund some of the items on the wish lists depending on funds.

### **VOLUNTEER COORDINATION**

1. Send sign-up email to recruit volunteers for all PA events.
2. Socialize with the parent community to seek more involvement and participation in all PA events.

### **ROOM PARENT COORDINATOR / ROOM PARENTS**

#### **Room Coordinator will**

1. Work with the PA president & board, head of school and teachers to coordinate Room Parents at the school to build stronger family-school partnerships, identify how parents can be more involved at school, and oversee the recruitment and training of room parent volunteers for each classroom and grade level.

#### **Room Parents will**

2. Send communications to the classroom parents regarding the school and PA events.
3. Organize the class parties by sending sign up emails to parents requesting items.
4. Be the teacher/parent liaison for your class. Help the teacher with her requests: materials, field trips, etc.