PTA Committee Descriptions

**Budget/Finance** – Works with Treasurer and President(s) to develop a budget by reviewing the previous year’s budget to determine how well it worked and then providing input into the current year.

**Communications** - Edits and distributes the BES PTA Newsletter to keep parents and students informed of school and PTA events each nine weeks.

**Cultural Arts** – Works with the BES staff on selecting and planning in-house field trips for the classrooms throughout the year.

**Earning for Learning** - Coordinates corporate sponsored programs that donate funds or products to the school; responsible for collection and redemption of GM box tops, Campbell’s and Tyson labels, My Coke Rewards, Sunny Delight, etc.

**Fifth Grade Finale** - Coordinates this event with BES staff; usually Fifth grade and Fourth grade parents work together to coordinate this event in order to help transfer the knowledge for the following year.

**Fundraising** - Organizes PTA fundraising projects and tracks funds raised.

**Fun Fridays** - Promote Fun Fridays which benefit various PTA programs; hang posters and collect money.

**Health and Wellness** - Sponsors events that promote the health and wellness of children.

**Hospitality** - Fosters a warm and welcoming connection with the staff; coordinates events during Teacher/Staff Appreciation Week; help supply/coordinate baked goods as needed; generate ideas for honoring our staff.

**Legislative** – Keeps everyone informed on state and national level legislative issues as it relates to children and their education, advises and advocates the PTA’s recommendations.

**Male Involvement** – Supports the evolution of our male parents in PTA. Coordinate All Pro Dad events/breakfasts.

**Media Center** - Supports the reading program at BES and works with the Media Center staff to coordinate fundraising activities and special events.

**Membership** - Responsible for the PTA membership drives and distribution of all membership cards; establishes contests and other incentives to increase membership and volunteer participation.

**Red Ribbon Week** – Coordinates activities throughout a week in October that support and encourage a drug prevention campaign within the school and community.
Reflections - This is a fine arts competition sponsored by National PTA. This committee organizes the competition for Burnette.

Room Parent Coordinator - Coordinates the activities in your child’s classroom by working with each class’s designated Room Parent to facilitate communication with the parents; distributes Room Parent Handbook.

Special Events – Coordinate school-wide family fun events, such as Bingo Night, Burnette Dance, Spring Carnival, etc. Each event usually has its own Special Committee.

Spirit Nights - Coordinates family fun nights that include different restaurants and other special events; help staff table at Chick-fil-A Nights; other events currently include Sky Zone and Skate Country.

Spirit Wear - Coordinates the sale of school spirit wear items such as t-shirts, sweat shirts, etc. and work with vendor on designs, orders, website maintenance, etc.

Volunteers – Coordinate and track volunteers for all PTA-sponsored events and activities and communicate information using Signup Genius tools.

Yearbook - Coordinates the creative design, sales and distribution of the school yearbook; take pictures at school and PTA events.