

CTES PTA

2017-18

Membership Guide



We Have Paw Pride!

WELCOME

Hello CTES Parents and Staff,

My name is Matthew Newman and I am the PTA President for the 2017-2018 school year. First, I would like to thank you for joining the Chesapeake Terrace Elementary School PTA. We are a group of dedicated parents, teachers, and staff who really want to make this school a better place for our students.

In lieu of traditional fundraisers where we could sell candles or candies, the PTA holds three major fundraisers during the school year – Fall Fest, Fall Fun Run, and Basket Bingo. These events are a lot of fun and generate most of the funds we use for assemblies, free family events, in class incentives, and supplies for the school. Working together, we *will* make this a successful school year while having a lot of fun!

Participation in the PTA can be as big as running an event, as small as reading our emails, or something in between. Joining the PTA does not mean you are assigned to participate in a specific event. No matter your level of participation, your support has a huge impact on our students at CTES, especially your own.

This packet is a welcome and guidance packet. Inside you will find information about who we are, what we do, how we do it, and contact information for the PTA leadership. I hope this proves to be a useful resource to you. If you have any questions at all, feel free to contact the leadership board via email at ctepta.info@gmail.com.

Sincerely,

Matthew Newman

Chesapeake Terrace Elementary School PTA President

Our 2017-2018 Leadership Team

President — Matthew Newman

Vice President — Mallisa Sacco

Secretary — Kim Herl

Treasurer — Erin Waters

Keep an eye out for our monthly newsletter which will include updates on upcoming events. Our first few events and additional important school dates are:

September 5, 2017 — First Day of School

September 11, 2017 — First PTA Meeting

September 19, 2017 — Ice Cream Social

October 14, 2017 — Fall Fest

What is the CTES PTA?

Chesapeake Terrace Elementary School PTA comprises families, teachers, and school staff devoted to the educational success of students and the promotion of family and community engagement at our school. CTES

PTA is a registered 501(c)(3) nonprofit association that prides itself on being a powerful advocate for our children and serving as a relevant source for families and the community. Our members have the tools and ability to be involved and make a difference for the education, health, and welfare of all CTES students.

What does the CTES PTA do?

- Provides educational enrichment for our children through assemblies, in-school speakers and authors, classroom programs, and learning incentives throughout the year.
- Supports our school by providing teacher and resource staff with grants for classroom resources, providing volunteer support, hosting staff appreciation days, and special in school events like Sports Day.
- Builds family and community involvement through fundraisers like Basket Bingo, Fall Fest, and Spirit Nights as well as fun free events such as Donuts with Dad, Movie Night, and many more.
- Provides scholarships for graduating high school seniors who attended CTES.
- Compiles and oversees the annual CTES Yearbook.
- Communicates through monthly newsletters, flyers, emails, social media, and the CTES PTA website.
- Provides families and school staff with the tools needed to work together for the betterment of our children's time at CTES.

How does being a CTES PTA member benefit me?

By joining the CTES PTA, you become an advocate for all children at CTES, including your own. CTES PTA members are able to support the students in ways the school is unable to do on its own. You become a member of a supportive team, working together for the well-being of our children and betterment of our school. Members can chair or lead committees and events. Members have a voice and vote in the business of the CTES PTA. As a member of the CTES PTA you also automatically become a member of the Maryland and National PTAs. You can visit PTA.org for valuable tools, resources, and discounts available to members.

What happens at a CTES PTA meeting?

Our general PTA Meetings are where we discuss the activities, fundraisers, budget, and other items planned for the school year. Meetings include updates from the PTA President, the Principal, the Treasurer and a representative from each committee to keep members informed of what is happening, what is planned, and our current budget. Each meeting ends with an open forum for new ideas, questions, or concerns parents and teachers bring. Meeting minutes are prepared by our secretary and sent out soon after the meeting to keep everyone who may have missed the meeting informed of what we discussed.

How do I get involved?

There are many ways you can get involved! You can come to meetings, volunteer for a committee, or participate in our many events throughout the year. If you are interested in an event, you can reach out to the committee members or the PTA leadership board who can direct you to the right person to help you get involved.

Frequently Asked Questions

Q: I'm new. How do I start?

A: First, thanks for joining and we're so glad to have you with us! You can start by reading this guidebook which we hope provides useful information for you as a new member. You can also attend our monthly PTA meetings which will give you a good idea on what we are planning for the coming school year. More questions? Send us an email at ctepta.info@gmail.com.

Q: I already donated \$6, why do I need to donate more?

A: Your \$6 membership dues do not go to support our events. The dues are used to pay for our National and State PTA memberships which provide us with invaluable resources. It is also used to pay for our insurance fees that cover all members of CTES PTA throughout the school year. Additional fundraisers we hold throughout the year generate the funds we use to support the school.

Q: I joined the PTA last year, do I need to pay my dues again?

A: Yes. Dues are collected annually and are used to pay for our National and State PTA Memberships as well as our insurance policy fee which covers all CTES PTA members throughout the school year. Memberships can be purchased any time during the year, but expire at the end of the CTES PTA fiscal year.

Q: Where does the money we raise go?

A: We distribute detailed budgets at each of our PTA business meetings which will provide much more detail than can be filled in this space. However, the funds are used for in class incentives, free family events, supplies for the school, assemblies and much more.

Q: Can a family share a membership?

A: Yes and no. A family is more than welcome to share a membership, however that means the family has only a single vote on PTA business.

Q: Who can join the PTA?

A: Anyone in the community can join the PTA.

Q: Do I have to be a PTA Member to Volunteer?

A: No, we strongly suggest it but we are always looking for volunteers at PTA events. All volunteers in school must undergo Baltimore County Public School's Volunteer Training. However, all events will be coordinated and led by PTA members.

Q: I'm interested in helping for an event, but there's already names on the sign-up sheet. Can I still volunteer?

A: Absolutely. Our events are run by committees made up of many volunteers. There is always a need for as much help as possible.

Frequently Asked Questions

Q: How does the PTA raise money?

A: The CTES PTA has three primary fundraisers (Fall Fest, Fall Fun Run, and Basket Bingo) which generate most of the funds we use for the school year. However, we also have additional fundraisers such as Spirit Nights throughout the year. We also generate funds for the school by collecting Box Tops for Education!

Q: What's the deal with these smaller fundraisers? I thought you said up front there were only three?

A: While it's true that the Fall Fest, Fall Fun Run, and Basket Bingo secure most of the funds we use during the school year, it does not pay for everything. That is why we hold other, smaller fundraisers, such as Spirit Nights, throughout the year

Q: Can I volunteer for more than one committee or event?

A: Of course! All help is welcome and PTA members may find they are interested in more than one committee. You can be as involved as much or as little as you like.

Q: When are the PTA Meetings? How long are the meetings?

A: Meetings are generally held on the first Monday of each month at 6:00 PM in the school library, except in the event of a holiday. The anticipated meeting dates are listed on the last page of this packet. Meeting lengths can vary depending on the topics discussed, however, we strive to keep meetings to no longer than one-hour long.

Q: I can't come to a meeting; how will I know what happened? Can I still volunteer?

A: The PTA sends out meeting minutes following each PTA meeting which provide a detailed look at the items discussed during the meeting. While we encourage attendance at our meetings, you can absolutely volunteer even if you cannot make it to the meetings. There are events that occur at various times throughout the week and things that you can also do at home. Your support is always welcome!

Q: I have a new idea for a fundraiser or an event. How do I bring it up?

A: Generally, new activities are planned for the upcoming school year during the spring as we plan the budget for the coming year. However, new events can be proposed at any time during the "Other Business" section of our general business meetings. They can also be emailed to the leadership board at ctepta.info@gmail.com if you are unable to attend the meeting.

Q: I have a question that was not included in this FAQ. Where can I direct questions?

A: You can ask any question at meetings or you can email your questions to us at ctepta.info@gmail.com.

Committee Roles and Responsibilities

All CTES PTA events are run by committees of members and volunteers. Each committee will have a committee chair(s) who is a member of the CTES PTA. Committees can consist of PTA members and non-members, but per the CTES PTA bylaws only a member can chair or lead a committee or event due to insurance coverage.

Committees will:

- Plan, promote and organize all aspects of CTES PTA fundraisers and events.
 - This includes scheduling dates and times, designing flyers, and acquiring donations.
 - Acquiring all applicable Facilities Use Permits and required state/county licensing or other certifications.
 - Recruiting volunteers for set-up, during the event, and clean-up.
- Schedule meetings at the committee's convenience.
- Submit an outline of the committee's plan prior to the start of the committee's work on the event.
- The committee chair or their designee will provide updates at the monthly meetings.
- Committee chair is responsible for proper handling of all money collected and turning it over to the treasurer as quickly as possible.

Basket Bingo – Basket Bingo is an annual fundraiser usually held in March. The committee will plan, organize, and promote the event. The committee recruits volunteers, solicits donations, sets up the event, purchases food, files for proper licensing, and runs the Bingo Night.

Box Tops – This committee continually collects Box Tops for Education throughout the school year. They plan Box Top drives, organize contests, and set up collection campaigns. The committee is also responsible for tracking our Box Tops account and submitting the documentation/Box Tops.

Fall Fest – Fall Fest is an annual fundraiser held on the weekend in October that includes games, food, crafts, a silent auction, and prizes for students. The committee plans and supports this event. They line up vendors, raise funds/donations for auctions, coordinate food, plan crafts, purchase prizes, and run the event. This event commonly solicits assistance from non-committee members to operate booths during the event.

Fall Fun Run – The Fall Fun Run is an annual fundraiser held during the school day in November encouraging our children to get outside, get active, and have fun while raising funds for the school. The committee supports and plans this event by purchasing prizes, coordinating with the school for the in-school activity, and (if able) run alongside the children during the event.

Family Activities – This committee manages, promotes, and coordinates all aspects of various fun, free events for families. These include Muffins with Mom, Easter Crafts, Game Night, Movie Night, and Paint Night. Volunteers are needed to organize food, purchase items, set-up, run, and clean-up each event. Each individual event may have a different coordinator depending on availability and interest.

Fifth Grade Committee – The Fifth Grade Committee is primarily comprised of Fifth Grade parents and teachers and they plan the events, activities, gifts, and graduation items for the fifth grade class.

Committee Roles and Responsibilities

Message Grams – This committee purchases, promotes, and distributes items approved by the PTA to students at various times throughout the year. Each item is purchased by parents or students and distributed during the

school day with a message to the recipient.

Santa's Workshop – Santa's Workshop is a fundraiser event held in December at CTES. The event gives students an opportunity to do holiday shopping for family and friends with funds provided by parents or guardians. This committee plans the event, secures vendors/purchases gifts for sale, helps students shop for/wrap gifts, handle payments for gift, coordinate snacks for students, and set-up/clean-up.

School Spirit – The School Spirit Committee manages the design, procurement, and sale of CTES t-shirts and other items as approved by the PTA.

Spirit Nights – The Spirit Night committee helps identify and secure dates with local businesses to set up spirit nights. During Spirit Night events, the restaurant or other business will donate a portion of sales during a specified time period. A flyer may be needed depending on the venue. Volunteers may be needed on-site to coordinate with the local business and hand out flyers if allowed. They may also couple this with additional fundraisers such as bake sales or raffles depending on what is allowed at the venue. This is generally done on a monthly basis coordinated with the school.

Yearbook – The Yearbook Committee leads the creation, sale, and design. Distribution is done in school by school staff. Volunteers are needed to take photos during school and at CTES PTA or school sponsored events. This includes activities held both during and after school hours.

CTES PTA meets the 1st Monday of every Month, (school calendar permitting) in the
CTES Library at 6pm. Join Us!

2017

September 11th

October 2nd

November 6th

December 4th

2018

January 8th

February 5th

March 5th

April 9th

May 7th

June 4th



Email us: ctepta.info@gmail.com



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Twitter: @PTAatCTE



CTES Website: <https://chesapeaketerracees.bcps.org>