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# PFC Board and Committee FAQs

## What is the PFC Executive Board?

The PFC Executive Board is composed of elected parent volunteers, the principal and two teacher representatives. Additional parent volunteers serve in over 40 positions to support the school.

## Who can be on the Board?

PFC Board positions are open to ANY parent/guardian of a currently enrolled student and do not require previous board experience. We are ALWAYS in need of volunteers.

## How do I get on the Board?

Notify the PFC President if you are interested in keeping your current position, are interested in another position, or are available for general nomination.

## Who has priority over Board positions?

Priority is given to current PFC Board members that have served in the same position for fewer than 2 years in a row. Holding the same position for more than 2 years requires Board approval. In this case, priority can be given to another person interested in that same position. Requests are responded to in the order received and based on open availability of a Board position.

## How long do Board positions last?

The term of office for all elected and appointed positions is one school year. Board members are encouraged to hold their positions for 2 years for continuity.

## What do I do if I have a particular skill that I do not see directly relating to any Board position or if I want to help out somehow but do not know exactly how?

We are ALWAYS in need of your skills, so please contact the PFC President if you would like to discuss what you can add. Whether you are on the Board or not, we can ALWAYS find a way to put your expertise to good use!

## What if I want to do a bunch of things? Can I fill more than one role?

The goal is to make all the jobs as bite-sized as possible and have lots of people only doing one (or even a half if you share a role!). The goal is to have fun with a large group of parents who are all pulling together to make our kids' elementary years the best they can be. There are plenty of opportunities for you to volunteer as helpers for other committee chairs as well as in your child's classroom if you want to do more.

## I'm nervous that if I step up that I will be asked to do more than I want to do....

The PFC is committed to not asking too much of any one individual. See answer above.

# PFC Executive Board

## President

Time Commitment: Ranges (averages 2-4 hours/week), includes PFC Board meeting

Busiest times of year: Ongoing

The PFC President shall: manage yearly objectives of the Parent Faculty Club; preside at all meetings; appoint all standing and special committees (except Recruitment Committee); serve as an ex-officio member of all committees; create agenda and call meetings of the PFC and PFC Executive Board; create a budget with Executive Committee; have the authority to countersign all checks drawn by the Treasurer; along with the Vice-President, shall oversee the Community Development, Events and Education Committees; and, engage, with the approval of the Executive Board, an independent party to review the financial records. The President shall serve on the PFC Executive Board the year prior to assuming duties as President.

## Vice-President

Time Commitment: Ranges, includes PFC Board meeting

Busiest times of year: Ongoing

The Vice-President shall: support the President in all endeavors; have the authority to countersign all checks drawn by the Treasurer; serve as the Chair of the Recruitment Committee; along with the President, shall oversee the Community Development, Events and Education Committees; and, serve on other committees as the President and Vice-President deem necessary. In the absence of an auditor, the Vice-President shall also review all bank statements for accuracy of deposits.

The Vice-President shall act in the absence of the President and in the event of such absence, shall assume the duties and responsibilities of the President.

## VP Strategic Funds

Time Commitment: Ranges, includes PFC Board meeting

Busiest times of year: August/September

The VP Strategic Funds shall oversee the process of creating a Strategic Plan that will help to prioritize projects funded with strategic funds. The VP Strategic Funds will; convene community meetings to determine possible projects; determine the priorities of projects; will recommend projects to the PFC for a vote; and, oversee the project (directly or indirectly, independently or by committee, depending on the projects needs).

The VP Strategic Funds shall act in the temporary absence of the President and Vice-President and, in the event of such absence, shall assume the duties and responsibilities of the President.

## VP Communication

Time Commitment: Ranges (averages 2-3 hours/week) + PFC meetings

Busiest Time of Year: July-September with another push in late October

The VP Communications will oversee all communications activities undertaken by the PFC. As such the VP Communications will support the following Coordinators: Bobcat Tracks, New Family Liaison, Head Room Parent, and Webmaster. The VP Communications will ensure that the various communication activities are on track, both in terms of timing and tasks as well as with volunteers. The VP Communications shall: work with the Principal, PFC President and the Board to determine the need and timing of communications from the school to the parents; work with the Tracks Coordinator and the Webmaster to publicize PFC and school events; along with the Head Room Parent, ensure that as many emails from families are captured in Konstella; oversee the calendaring and use of Konstella; help to connect new families to the New Family Liaison; and, in the event that there is no Vice President, shall serve as the Chair of the Recruitment Committee. If there is no Coordinator for a communication activity, it will not fall on the VP Communications to undertake the activity, rather the VP Communications will make every effort to fill the empty position.

## **VP Fundraising**

Time Commitment: Ranges + PFC meetings

Busiest times of year: around the various fundraisers

The VP Fundraising will oversee all fundraising activities directed at our own community of families. As such, the VP Fundraising will oversee the beginning of year donation campaign (ex. Dollar A Day) and support the fundraising event Coordinators (ex. Auction, Walk A Thon, etc). The VP Fundraising will ensure that the various fundraisers are on track, both in terms of timing and tasks as well as with volunteers. The VP Fundraising will assist with site use and raffle permits and will also coordinate thank you notes to major donors. If there is no Coordinator for a fundraiser, it will not fall on the VP Fundraising to undertake the fundraiser, rather the VP Fundraising will make every effort to fill the empty position.

## **Treasurer**

Time Commitment: Ranges (averages 1-2 hours/week) + PFC Board meeting

Busiest times of year: August/September, Auction, and Taxes in March

The Treasurer shall: oversee the Assistant Treasurer; keep accurate account of all receipts and disbursements in accordance with the budget; monitor expenses against budget; sign checks that are approved in accordance with Article VI, Section 2 of the Constitution and By Laws; file all tax returns by the governing agency deadlines; and, make available to the membership at each PFC meeting current copies of the check register, P/L budget comparison, and balance sheet.

## **Parliamentarian / Historian**

Time Commitment: 3-4 hours per month, including PFC meetings

Busiest Time of Year: Ongoing

The Parliamentarian shall advise the President on matters of parliamentary procedure and on items of business required to be conducted throughout the year as indicated in the By-Laws. The Parliamentarian's role is purely an advisory or consultative role since the President alone has the power to rule on questions or order. The Parliamentarian shall have on hand at all PFC and PFC Executive Board meetings a copy of Robert's Rules of Order, the PFC Constitution and By-Laws, job descriptions for the standing committees, and copies of the previous year's minutes, agendas, bank statements, and budget, and will be the archivist of PFC documents and shall pass all of the above to the succeeding Parliamentarian. The Parliamentarian shall also help the PFC Board and committee members to archive their documents so that the knowledge library of the PFC is maintained.

## **Recording Secretary**

Time Commitment: 3 hours per month, including PFC meetings

Busiest times of year: Ongoing

The Secretary shall keep accurate record of the proceedings of each meeting and provide draft copies for review at subsequent PFC meetings for vote of approval. Upon request of the VP Communications or President, the Secretary shall: notify officers of their election and chairpersons of their appointments; send out notices of all correspondence of the association meetings; and, assume the correspondence of the association when so ordered by the President.

## **Financial Secretary**

Time Commitment: 1.5 hours every other week

Busiest Time of Year: Ongoing

The Financial Secretary shall prepare and make all deposits for the PFC in accordance with the Cash Controls. The Financial Secretary reports to, and gets support from, the Treasurer.

# Standing Committees/Volunteer Positions

Standing Committee and Volunteer Position may vary from year to year based on the number and type of events and fundraisers to be hosted by the PFC and the number of available volunteer. Below is a list of typical roles, please contact the PFC Executive Board for specific information.

## Assistant Treasurer

Time Commitment: Ranges (averages 1-2 hours/week)

Busiest times of year: August/September, Auction, and Taxes in March

The Assistant Treasurer shall: receive all monies of the association (with deposits made by Financial Secretary); pay out monies of the association by check signed by Treasurer (and another signor if needed) and approved in accordance with Article VI, Section 2 of the Constitution and By Laws; assist in processing and responding to corporate matching gifts.

The Assistant Treasurer reports to, and gets support from, the Treasurer.

## Auditor

Time Commitment: 5-10 hours at fiscal year end (July)

The Auditor shall review all bank statements for accuracy of deposits and other measures for cash control in accordance with the Cash Controls adopted on October 14, 2002.

The Auditor reports to, and gets support from, the President.

## Auction Committee Chair/Co-Chairs

Time Commitment: The Auction team is a yearlong project. At the beginning of the project the commitment is to meet with Team and attend PFC meetings x1/mo. until November. January through Auction day the team meets weekly/daily.

Busiest times of year: January – April

The Auction chair/Co Chair is responsible for selection of auction date/theme, facility and catering event reservation and planning, creation of event invitations and promotional items, determine overall communication strategy and promotion of event with the Communication Lead. Chair/Co Chair will update all forms with current year's theme, update donation letter with current year information, create and manage auction raffle as well as overseeing other committee leads. At the beginning of the project the commitment is to meet with Team and attend PFC meetings or provide updates to the PFC as needed. The Auction Chair/Co chairs oversee all aspects of the on-line and live auction event with the Technology lead and work closely with the Procurement lead. Chair/Co Chair will be responsible for all printed auction material including auction catalog.

The Auction Committee Chair reports to, and gets support from, the VP Fundraising.

## Auction: Procurement Lead + Assistants

Time Commitment: The Auction team is a yearlong project. At the beginning of the project the commitment is to meet with Team and attend PFC meetings x1/mo. until November. January through Auction day the team meets weekly/daily.

Busiest times of year: December – early March

The Procurement Lead is responsible for the procurement of all goods and services that will be bid on or raffled off via the Auction. Responsibilities include: Hold Procurement team meetings (or meet in conjunction with general auction meetings) to discuss strategies, areas of concerns, etc; determine donations strategy; work with CTL to enter items into database as they are donated to include description of each item; keep all items organized until distribution; work with Auction Chair/s to create donations forms, donations solicitation

letters, etc.; oversee Procurement team's effort to send letters and solicit donations; and, provides contact information to Donor Gratitude Coordinator to thank all donors after the event.

Procurement Assistants support all efforts of the Lead in procuring Auction items.

### **Auction: Communications and Technology Lead (CTL) + Assistants**

**Time Commitment:** The Auction team is a yearlong project. At the beginning of the project the commitment is to meet with Team and attend PFC meetings x1/mo. until November. January through Auction day the team meets weekly/daily.

**Busiest times of year:** December-March

Communication duties include: Work with the Auction Chair/s to determine overall communication strategy and promotion of event. Communication includes creating signs/flyers/Constant Contact messages for promotion. Technology duties include: In conjunction with the Auction Chair/s, the CTL is responsible for managing the auction website. Responsibilities include: work with Procurement Lead to pull donation information; create website for online event registration as well as coordinating all aspects of the closing/back office at the Auction, including: printing and formatting bid sheets; inputting volunteers in data base; assigning bid numbers to attendees and volunteers; networking computers; acquiring of printers; recruiting, training, and scheduling and managing the back office volunteers during Auction night; and, assisting the PFC treasurer in finalizing payments of items after the Auction.

CTL Assistants support all efforts of the Lead for event communications, website, technology needs, etc.

### **Auction: Hosted Party/Grade Level Basket Coordinators**

**Time Commitment:** The Auction team is a yearlong project.

**Busiest times of year:** December – February

The Hosted Party Coordinator is responsible for gaining commitment from Bancroft Families to host parties and events for the Hosted Party section of our Auction Event. Types of Parties will be discussed and decided on by the Auction Team as a whole. Work with Room Parents at each grade level to guide and direct donations for the Grade Level Baskets.

### **Auction: Dessert Coordinators**

**Time Commitment:** The Auction team is a yearlong project.

**Busiest times of year:** January – Auction Night

The Dessert Coordinator is responsible for securing dessert donations and coordinating the pickup and storage of desserts the day of the event. Coordinator also responsible for creating a dessert menu for each table and preparing dessert packages (plates/forks/spoons etc) for each dessert auction winner.

### **Auction: Bar Coordinators**

**Time Commitment:** The Auction team is a yearlong project.

**Busiest times of year:** January – Auction Night

The Bar Coordinator is responsible for working with the Auction Chair/s and Procurement lead to solicit alcohol donations. Coordinator will obtain alcohol license prior to event. Coordinator is also responsible for creating a themed drink for Cocktail Hour, stocking the bar, staffing the bar during the event, taking inventory prior to and at the end of the event in addition to washing all wine glasses before after the event and returning them to the school.

### **Auction: Creative Coordinators**

**Time Commitment:** The Auction team is a yearlong project.

**Busiest times of year:** February – Auction Night

At the beginning of the project the commitment is to meet with Team to review event theme and discuss decoration ideas. Creative coordinators are responsible for all aspects of event decoration planning, implementing and removal. Must be at facility the day of the auction to set up all decorations including bar

decorations and arrange for decoration removal & disposal at the end of the event. Also includes preparation of all table linens (bringing from the school, ironing if necessary, setting up day of event, taking home to clean and returning to storage unit at school).

### **Walk-A-Thon Chair/Co-Chairs**

Time Commitment: 60 Hours

Busiest times of year: September/October

The Walk-A-Thon Coordinator is responsible for our Fall fundraising event. Responsibilities include: develop a theme and update Walk-A-Thon documents to reflect current year theme, date, etc.; create a communication plan and design flyers, website content, signs, Constant Contact messages to promote event; update and print pledge envelopes; work with Simply Selling Shirts for t-shirt design (if desired) and create order form; sell t-shirts prior to event; solicit donations for water and snack bags for event; order running bibs, and distribute to classes before event; communicate the day's schedule to teachers and families; organize event volunteers, decorate, set-up field, music, water station, snack bag distribution, lap counters and field monitors for event day; put together music playlist for event; record laps run and give to students on day of event; host award ceremony for high lap runners; and, collect pledges, count money and deposit.

The WAT Coordinator reports to, and gets support from, the VP Fundraising.

### **Box Tops Coordinator**

Time Commitment: 5 hour per month, excluding October and February

Busiest times of year: October, February - 10 hours per month

The Box Tops Coordinator's responsibilities include: coordinate collection of box tops; organize "collection drive"; coordinate prizes and/or school reward; monitor Box container in school office and individual classrooms; count, sort, and bag batches of 50 unexpired Box Tops and mail to BTFE in October and February (optional in May); update PFC website with collection sheets; and, track reimbursement. Some of this work may involve coordinating with the other Community Development positions to streamline information dissemination.

The Box Tops Coordinator reports to, and gets support from, the President or Vice President.

### **Dine-To-Donate Coordinator**

Time Commitment: 4+ hours per month

Busiest time of year: Ongoing

The D2D Coordinator directs the effort to partner with local eating establishments to raise money for Bancroft. Responsibilities include: research & choose participating restaurants; negotiate rates and times; coordinate event timing with the PFC President to make sure it is not in conflict with other Bancroft events; submit Bancroft's I-9 & contracts to the restaurant; obtain approval of event and flyer by Mrs. Schuler; promote restaurants to the Bancroft community and neighbors; publicize the fundraising events online, through Constant Contact, on Bancroft Marquee, and via email to Room Parents & Teachers; write short monthly newsletter section announcing the results, informing parents of next event, asking parents for new dining ideas, locations, etc.; attend events when possible; and, follow up with restaurant to ensure check is sent and when necessary picks up the check.

The D2D Coordinator reports to, and gets support from, the President or Vice President.

### **Benefit Coordinator**

Time Commitment: 2-3 hours per month

Busiest time of year: August and September

The Benefit Coordinator manages all aspects of our participation in Benefit, an easy fundraising program that is tied to participants' gift card purchases. Responsibilities include; attend Info Days and assist families in registering for Benefit; track Benefit donations and coordinate efforts to increase Benefit participation; hang Benefit banner at front of school; provide Benefit information at key school events, including Kindergarten

Registration; write article about Benefit for enews; link to easy Benefit sign-up from website; respond to email questions; and, attend monthly PFC meetings to report on performance (optional).

The Benefit Coordinator reports to, and gets support from, the President or Vice President.

### **Partners For Educational Achievement (PEAK) Rep**

Time Commitment: 1 hour per month

PEAK is a non-profit education foundation, dedicated to preserving and enriching students' learning experiences in the six Walnut Creek schools that are in MDUSD, including Bancroft. PEAK's goal is to help buffer the deep cuts in government funding. PEAK seeks to enrich our students' educational experiences both through direct project funding and through inspiring partnerships with local government and businesses for the enduring benefit of our community.

The PEAK Rep is the Bancroft Representative to Partners For Educational Achievement ([www.peakwalnutcreek.org](http://www.peakwalnutcreek.org)). Responsibilities include: attend monthly; type meeting minutes and submit on the PFC website and/or verbally report back information from the meetings at the PFC meetings; and, optionally, volunteer at different community events such as the Turkey Trot or Walnut Creek Chamber of Commerce meetings.

The PEAK Rep reports to, and gets support from, the President or Vice President.

### **5th Grade Promotion Coordinators (one 5th and one 4th Grade parent position)**

Time Commitment: (hours per week - 5-10 during the month of June)

Busiest time of year: 1-2 weeks before and during Promotion

The 5th grade parent Promotion Coordinator's responsibilities: making a class poster to be displayed at 5th grade promotion ceremony; and, recruiting fifth grade parents to help decorate the multi-use room the day before and day of ceremony.

The 4th grade parent Promotion Coordinator responsibilities: gathering breakfast items (donuts, bagels, cream cheese, fruit, juice coffee, creamer, plates, table cover etc.) for a refreshment table at the 5th grade promotion; recruiting volunteers to help set up early in the morning of the promotion (getting coffee going by 7am, setting up table, slicing food, and working the table during the ceremony); and, helping clean up after the ceremony.

Bancroft has a 5th grade promotion fund of \$150. All food should be purchased within this amount minus \$25-\$30 for decorations (usually streamers and balloons) which the 5th grade coordinator is responsible for taking care of. Both coordinators should work together to make sure they stay within this budget.

The 4<sup>th</sup> and 5<sup>th</sup> Grade Promotion Coordinators report to, and get support from, the President or Vice President.

### **Book Fairs Coordinator**

Time Commitment: 2-3 hours a week one month before Book Fair opens; 4-6 hours per day while Book Fair is on campus.

Busiest times of the year: Fall & Spring around the 2 book fairs

The Book Fair Coordinator's responsibilities include: attend 2-3 PFC meetings before, during and/or after Book Fair; coordinate marketing, administration and volunteers for Book Fair; coordinate Family Event during Fall Book Fair and Open House during Spring Book Fair; schedule Teacher/Student Sneak Peak Day; organize Book Fair raffle; create bookmarks to give to Mrs. Gay for distribution; request seed money; and, make daily deposits when Book Fair is open.

The Book Fair Coordinator reports to, and gets support from, the President or Vice President.

### **Fall Festival/Carnival Coordinator (4<sup>th</sup> Grade Family Position)**

Time Commitment: 1-4 hours a week starting about 6 weeks prior to event plus at least 10 to 15 hours the week of the event.



Busiest time of year: October (event usually held the Saturday before Halloween)

The Fall Festival Coordinator oversees planning and implementation of the October Fall Festival, Bancroft's largest community-building event and fundraiser. Responsibilities include: fill and manage key positions (Haunted House, Cake Decorating Contest, Food, Tickets, Decorations, etc); request and collect donations; obtain approvals from MDUSD for use of facilities and kitchen; rent games and sort through stored decorations and games (replace items where necessary); support position leads where necessary (especially for Haunted House and Cake Decorating); advertise event to Bancroft students and families; manage committee; and, manage the Festival budget. This is a good job for a team of 2-5 lead people, especially for 4th grade parents, since any profit goes to the following year's 5<sup>th</sup> grade Outdoor Ed program.

The Fall Fest Coordinator reports to, and gets support from, the President or Vice President.

### **Family Nights Coordinator**

Time Commitment: 1-2 hours a week starting about 6 weeks prior to event plus 6 hours the week of the event.

Busiest time of year: the months when you have a Family Night planned

The Family Nights Coordinator oversees planning and implementation of 1-3 Family Nights per year. Responsibilities include: plan, schedule, advertise for one to three family nights per year (possibilities include: movie night, science night, math night, game night, etc); request and collect donations if needed; obtain approvals from MDUSD for use of facilities and kitchen; advertise event to Bancroft students and families; solicit for and manage a committee if needed; and, manage the Night's budget. These nights are not fundraisers, they are community-building events; there is budget to cover these nights, which can be offset by concessions, if desired.

The Family Nights Coordinator reports to, and gets support from, the President or Vice President.

### **Hospitality Coordinator**

Time Commitment: 40 hours total, mostly in August, September and May

Busiest times of year: August, September and May

The Hospitality Coordinator's responsibilities include: coordinate the Back to School Coffee on the first day of school, the Ice Cream Social in the early fall, two staff luncheons (Back to School Staff Luncheon in August and Staff Appreciation Week Luncheon in May); support Staff Appreciation Week (via room parents); submit donations requests 90 days prior to event; ensure permit is secured for event, if required; arrange for volunteers to bring food, beverages, setup, and cleanup; communicate events to the Bancroft Community; maintain inventory of hospitality supplies (cups, plates, etc...) in the staff room; and, provide any additional hospitality as needed throughout the year.

The Hospitality Coordinator reports to, and gets support from, the President or Vice President.

### **5<sup>th</sup> Grade Yearbook Coordinator**

Time Commitment: Ranges

Responsibilities include: recruit volunteers for layout coordinators and photographers; design format of yearbook, including a cover; attend and/or delegate volunteers to various school events to take pictures; proof yearbook pages; submit final proofs to yearbook company; and, distribute yearbooks at end of year.

The 5<sup>th</sup> Grade Yearbook Coordinator reports to, and gets support from, the President or Vice President.

### **Spirit Wear Coordinator**

Time Commitment: 5-10 hours at beginning of year, sporadically as year progresses

This person is our liaison between Bancroft and our t-shirt vendor, Simply Selling Shirts. This person works with them during the summer to come up with the design for the next year's Spirit Wear. The Coordinator creates the t-shirt order form for Welcome Packet at beginning of year, sets up Spirit Wear table at fall events, fulfills orders, keeps t-shirt closet (in PFC closet) orderly and stocked. The Spirit Wear Coordinator can also decide to use the same design as a previous year, or not make new shirts and have a t-shirt swap or just sell

vintage shirts. This person would also be the go-between for other t-shirt needs such as Walk-A-Thon tees and 5th grade tees.

The Spirit Wear Coordinator reports to, and gets support from, the President or Vice President.

### **After School Enrichment Coordinator**

Time Commitment: 40 hours per session (2 or 3 sessions per year)

Busiest time of year: before and during registration process for classes

The After School Enrichment Coordinator oversees the after school enrichment classes funded by the PFC to provide hands-on experiences for the students of the school. Responsibilities include: research programs; contact instructors; schedule classes; manage registration forms and fees; manage contractor insurance requirements and fingerprinting requirements; apply for permits for the rooms used; submit class rosters to Dianne Adair; solve problems of attendance as needed.

The After School Enrichment Coordinator reports to, and gets support from, the President or Vice President.

### **Art Appreciation Coordinator**

Time Commitment: 10 hours the first month of school, then 3 hours a month

Busiest Time of the year: August and September

The Art Appreciation Coordinator is responsible for overseeing Bancroft's Art program. Responsibilities include: coordinate Art Appreciation parent volunteers and create a volunteer address list in Gmail account; hold monthly training sessions; answer questions as needed throughout the year; order and maintain art supplies in the art room; update art lessons as needed; and, identify art supplies to purchase and keep track of expiration dates.

The Art Appreciation Coordinator reports to, and gets support from, the President or Vice President.

### **Library Aide Coordinator**

Time Commitment: 5-15 hours at the beginning of the year, then less than 1 hour a month

Busiest time of year: August and September

The Library Aide Coordinator's responsibilities include: coordinate parent volunteers to work in the library during the year; train new volunteers with the help of the librarian; coordinate with librarian to fill volunteer slots; manage other projects as needed or determined by librarian; and, be a resource for the volunteers. The Library Aide will also coordinate Birthday Books. Responsibilities include: input all the students who have made a donation to the school library onto Excel spreadsheets; organize the spreadsheets by month of birthday (or half-birthday for summer birthdays); and give the spreadsheets to Mrs. Gay who references them throughout the school year and prepares birthday books accordingly. Birthday book forms will trickle in throughout the year, so new forms will be processed accordingly throughout the school year.

The Library Aide Coordinator reports to, and gets support from, the President or Vice President.

### **Parent Advisory Council (PAC) Representative**

Time Commitment: 2-4 hours every other month

PAC meetings are led by the Superintendent of MDUSD. The purpose of the meetings are: to increase the opportunities that she has to speak with a broader group of parents; to address concerns that parents on our leadership teams (PFC, School Site Council, ELAC) have around district issues; to provide a more comfortable setting to have parents and the superintendent to have a conversation in; and, improve overall district communication.

Responsibilities of the Feeder Pattern Rep include: post monthly PAC meeting agenda on PFC website; attend 4-6 PAC meetings per school year; Voice site-related questions/issues on behalf of Bancroft to increase awareness and response at the district level; and, report back information from the meetings at the monthly PFC meetings.

The PAC Rep reports to, and gets support from, the President or Vice President.

## **Bobcat Tracks Coordinator**

Time Commitment: 3-4 hours per month

Busiest time of year: Ongoing

The Bobcat Tracks Coordinator is responsible for putting together the monthly Tracks newsletter from the various articles and information that are submitted. The VP Communications will also advise the Tracks Coordinator of possible articles. A draft is put together and sent to a "test" group of 5-7 people who review the Tracks. Then the final draft is sent to the community. No layout expertise is required; the Tracks are sent out via Constant Contact, a website that has an easy-to-use format for pasting in the articles. Tracks have typically come out mid-month, but that is adjustable depending on the Tracks Coordinator's needs.

The Bobcat Tracks Coordinator reports to, and gets support from, the VP Communications.

## **New Family Liaison**

Time Commitment: 15-20 hours in the spring and summer and then 1 hour per month ongoing

Busiest Times of year: April, July and September

Responsibilities include: create and distribute an info packet at K Acquaintance Days; work with the office to distribute the packet to other new families as they register; welcome new students to Bancroft with 2 park play dates in the summer, including recruit some returning families to attend; recruit current families to buddy up with new families in order to orient them to their new school; and, work to incorporate welcoming new families during the school year.

The New Family Liaison reports to, and gets support from, the VP Communications.

## **Room Parent Coordinator**

Time Commitment: 5-10 hours at beginning of year, 1-2 hours per month

Busiest time of year: September, then around Walk-A-Thon, Fall Fest, Auction, Mathletics, and Teacher Appreciation Week

The Room Parent Coordinator will support the Room Parent volunteers throughout the year. Responsibilities include: identify Room Parents, and set up e-mail group; assist Room Parents throughout the school year with general questions and procedures; act as liaison between PFC Board and Room Parents for disseminating email communication; update Room Parent information tab documents on PFC website as needed; and, work with Hospitality to plan Staff Appreciation Week.

The Room Parents Coordinator reports to, and gets support from, the VP Communications.

## **Webmaster**

Time Commitment: 1/2 -1 hour per week

Busiest times of year: Ongoing

The Webmaster is in charge of the PFC's website. Responsibilities include: coordinate and stay up to date with Communications Team and PFC Exec Board on information relating to school calendar, school events and activities, and school related news/announcements; be a valuable source to keep the Bancroft community well-informed on school related information; maintain and update content on [www.bancroftpfc.org](http://www.bancroftpfc.org) website (technical/html experience NOT required - quick training is all that is needed); maintain/add/update pictures, artwork and graphics as needed to embellish the Website content, as well as the general look and feel of the website; update the general website content and any weblinks to external sites or to MDUSD; and, be creative and share/come up with new ideas which can make the Bancroft PFC website more user-friendly, and keep our Bancroft community well connected and well informed of all it has to offer!

The Webmaster reports to, and gets support from, the VP Communications.

## **Dollar-A-Day Coordinator**

Time Commitment: 60 hours

Busiest times of year: mid-August to mid-September

The Dollar-A-Day Coordinator is responsible for our biggest fundraiser of the year. Responsibilities include: edit Dollar-A-Day information and receipts to reflect current year; prepare communications to Bancroft families (website information, Info Days packet flyers, Constant Contact information, etc.); participate at Information Days by representing Dollar-A-Day; collect and process forms and accompanying payments (in coordination with the Treasurer); maintain a master spreadsheet of DAD Fund donations; collect DAD Fund forms throughout the school year and prepare weekly deposits; and, work with the Treasurer to verify corporate matches.

The DAD Coordinator reports to, and gets support from, the VP Fundraising.

### **Mathletics Coordinator**

Time Commitment: 10-15 hours mostly in spring

Busiest time of year: the month of Mathletics in spring

The Mathletics Coordinator's responsibilities include: plan the date for the Mathletics with office staff; work with teachers and Principal to organize math stations; prepare packets about Mathletics for students to take home; correct tests and tally pledges due; collect pledge money and make deposits; order prizes (every student who participates gets a prize); and, organize volunteers to help with all pieces.

The Mathletics Coordinator reports to, and gets support from, the VP Fundraising.

### **Disaster Preparedness Coordinator**

Time Commitment: Couple of hours per month, particularly in August and September

Coordinate selling and assembling of Emergency Food Kits for students as well as delivery to classrooms; communicating emergency preparedness information via e mail; work with principal to update emergency site documents / plan and emergency response procedures; work with other PFC chairs to switch out and restock water supply in classrooms; and, maintain Disaster Shed, teacher backpacks, Nurse's Office and MUR emergency storage cans as needed.

The Disaster Prep Coordinator reports to, and gets support from, the President or Vice President.

### **Traffic/Safety Coordinator**

Time Commitment: Couple of hours per month, mostly September, then on going

Recruit for traffic volunteers. Establish a volunteer schedule and set up calendar for the year. Prepare calendar for the website and send out e-mail reminders to volunteers.

The Traffic/Safety Coordinator reports to, and gets support from, the President or Vice President.

# Bancroft School Site Council (not a PFC position)

## 5 SSC Members

Every school is required to have a School Site Council (SSC) made up of ten members. Five members are parents (non-employed by MDUSD) and five are staff members (four certificated staff and one classified staff member). At the middle and high school levels students would also be included.

School Site Council is a separate group from the PFC, led by the Principal. Membership in the SSC is obtained through a nomination (self or of others) process of each of the groups. Staff nominates staff and parents nominate parents. Once nominations are received, ballots of nominees are presented for voting. Parents vote for parents and staff votes for staff. Term of services is for two-year period.

The duties of the SSC member are to: To attend the monthly meetings that are typically held after school on the 3<sup>rd</sup> Thursday of each month (exception- December and June); To have oversight and input on school wide plans and planned improvements for safety, equity, student achievement, professional development, parent involvement, school and community pride; To have oversight and input on budget and expenditures aimed at all areas of planned improvement activities; To become knowledgeable in the strategies and technologies being used or acquired for instructional programming; To be ambassadors to our community as it relates to all aspects of programming and to building relationships for the ongoing betterment of learning, innovation, safety and community involvement at Bancroft School; and, SCC membership allows for a voting right on all issues (all parents and staff are invited to attend the SSC meetings, however only elected members may vote).