

## 2017-18 YBPFA Committee Openings

**Help us put the P in PFA! We need YOU to fill these roles!**  
Please email us at [verbabuenapfa@yahoo.org](mailto:verbabuenapfa@yahoo.org) if you are interested.

Committee chairs are invited to all general meetings, plus executive board meetings when their programs are happening. They are empowered to recruit a team of helpers - PFA takes a village! We welcome people who are passionate about supporting our kids and our school.

You can volunteer to be on the committee or, where marked, chair it!

### Fundraising Jobs

**Direct Donations (Boosters)** : Help with our direct donations program, in which 100% of parent gift goes to PFA general fund to pay for staff, supplies, equipment, and activities for students. This is typically the bulk of our budget. Very busy at the beginning of the school year, with maintenance and follow-up throughout. Duties include formulating the direct donation ask, designing or updating the flyer and payment form, being present at Check Your Teacher Day and Kindergarten Picnic, assisting treasurer with donation tracking, sending out thank you letters, administering monthly parking space prize drawing.

*2017-18 Chair: Sara Khatchatourian*

**Corporate Sponsorship Sales:** We need a team of friendly, outgoing, fearless parent volunteers who connect with businesses in the community to obtain cash donations to YB in return for promotion in our newsletter, directory, banners, T-shirts, events, and activities. This team will also solicit auction prizes, in-kind donations of supplies or food, etc., and send thank you letters and gifts, if applicable.

**2017-18 Chair:**

**Spring Auction:** Produce event in the spring that brings the surrounding community to YB for family fun. Silent auction happens at this event. Committee will coordinate, organize, and execute all aspects of the event and work with sales team and volunteer group for support. One of the the biggest fundraisers of the year, and a bulk of our operating budget.

**2017-18 Chairs:**

**Family Fun Dance:** The dance will be in February. Requires planning and organization in the months leading up to the events, gathering of donations, recruitment of volunteers, leading the events one night each.

*2017-2018 Chair: Sarah Dhillon*

**Family Sports Night:** On September 15, YB will host a Family Sports Night extravaganza! We need a Chair to organize games and activities for a night of fun.

**2017-18 Chairs:**

**Annual Raffle:** This fundraiser event engages students and families. Solicit donation of large prize (last year it was 4 park hopper tickets!), sell raffle tickets at Open House and after school the following week. Winner drawn at assembly and, of course, all proceeds benefit YBPFA's programs for the children.

**2017-18 Chair:**

**Routine Fundraisers:** Help publicize and organize restaurant nights (when 20% of proceeds from a business goes to YB), fundraiser sales on campus (like Jamba Juice Fridays), and other activities that come up occasionally. Can be run mostly from home.

**2017-18 Chair:**

**Free Money for YB:** Help to promote and track all passive income sources to YBPFA, like Amazon affiliate, Box Tops, Wash Bucks, Target RedCard, Ralph's, etc. Home-based job with occasional needs for getting parents to sign up, like on Check Your Teacher day and Back to School Night.

**2017-18 Chair:**

**Box Tops/Wash Bucks:** Collect Box Tops and Wash Bucks from classrooms and prepare them to send in for redemption for cash for YB. Requires easy work you can do at home or with friends a few times during the school year.

*2017-18 Chair: Aimee Chernoff*

## Communications

**Room parent** - Lead and inspire the other parents of children in your child's class to support their teacher, organize and throw class parties, distribute messages from PFA and the school via personalized email.

*2017-17 Room Parent Coordinator: Elizabeth Carpenter*

**Directory** - Keep track of directory database, make sure information is accurate, help people purchase, troubleshoot. Requires love of smartphone, comfort with online work, data entry.

**2017-18 Chair:**

**Social Media:** Most information is sent via email, online, or social media to reduce paper waste. Works directly with VP Marketing.

*2017-18 Chair: Charlotte D'Souza*

## Operations

**Green Team:** This group of volunteers joins parents, staff, and students in the effort to reduce waste on campus and increase recycling and environmentally responsible living. Activities include collecting CRV, running e-waste recycling event in January, educational games for students, helping with waste sorting especially in March when YB participates in the annual Recycling Competition, and promote general eco-awareness.

*2017-18 Chair: Kerstin Ehry*

**Staff Appreciation Luncheons:** Parents bring dishes to school that the teachers and staff can have for a luncheon that celebrates everything they do for our kids. Three times a year: first day of school, right before Winter Break, and May.

*2017-18 Chair:*

**Back to School Night:** The night when most parents come to school to see what's in store for the year. We need a coordinator to organize food trucks, direct donations table, volunteer table, spirit wear table, etc. Requires organization and work in the weeks leading up to Back to School Night in September, then a post-event review meeting, then you're done for the year.

*2017-18 Chair:*

**Fifth Grade Committee** - Need parents to organize end-of-year activities for fifth graders, including end of the year party, help distribute yearbooks, fifth grade field trip, 5th grade give back project, and Rites of Passage.

*2017-18 Chair: Shawna Traver and Samantha Carpenter*

**Picture Days** - help the staff and photography company line kids up for their pictures. Help recruit volunteers for both Fall and Spring Picture Days. A few hours on campus, twice per school year.

*2017-18 Chair:*

**Open House** - similar to back to school night, but with kids! The night when most parents come to school to see what their children have learned this year. We need a team to organize food trucks, help direct parents to YB Silent Auction, monitor staff parking, and vote in PFA board election. Requires organization and work in the weeks leading up to Open House.

*2017-18 Chair:*

## Community Engagement

**Baker's Dozen:** Lead bake sale organizer manages a list of parents who love to bake and are willing to donate goods for bake sales and other events that happen from time to time.

*2017-18 Chair:*

**Helping Hands:** Have a few hours to donate here and there and want to help, but you don't have time to be a committee chair or serve on a committee all year? Sign up for helping hands and someone will call you when there's a one time need, whether it be painting letters on a wall, setting up chairs in the MPR, selling tickets at events, etc.

**2017-18 Chair:**

**Reyes Adobe Days:** Parent volunteers work with students to decorate, staff, and supply our booth at the city event in October. Need several parents to help with gathering supplies, arts & crafts, and shifts to staff the booth on that Saturday and Sunday.

**2017-18 Chair:**

**Trunk-or-Treat:** Need parent volunteers to decorate cars and hand out candy or treats to children who trick-or-treat at the cars, volunteers to help organize, gather donations of supplies from classes and community, take photographs during event, sell pizza, clean up, run other features. Requires some organization ahead of time and a few hours the evening of October 27.

**2017-18 Chair:** *Marilou Ambrosio*

**Welcome Back Social:** Help out at our annual family fun picnic and social on the YB Field, August 25. Hand out a treat for the kids, and meet new and returning friends.

**2017-18 Chair:**

**Science Night** - Help produce event with vendor. Requires recruitment of several volunteers. But the company provides everything you will need for this event. You just need to advertise, sell tickets, and get help for the night of, January 18.

**2017-18 Chair:**

**Kindergarten Picnic** - Volunteer at Kindergarten picnic the day before school, and host incoming Kinder/Journeys playdates over the summer so they already have friends when they get here. June through August. Must love Kindergarteners!

**2017-18 Chair:**

**Volunteer Coordinator** - This person is responsible for making sure that each event is staffed with enough volunteers.

**2017-18 Chair:**

## Marketing

**Publicity** - inform local news outlets (Acorn, local websites, etc.) about events happening at YB - either to brag about them afterwards, or invite the public as attendees! Helps if you are a great photographer, either pro or hobby, and can write well.

**2017-18 Chair:**

**Events Marketing** - help design posters, e-flyers, and the occasional printed flyer for YB events, fundraisers, and other programs. Manage the creation, posting, and timely removal on campus and in the community. Work with chairs of other committees to get all this done. Can be done from home in your own time, as long as you can make the deadline!

*2017-18 Chair: Seija Riddle*

**Photographer** - looking for a few good photographers/parents who love to be behind the camera to capture the moments that make our school wonderful. Be the “official” photographer for events on our PFA calendar throughout the year. Your work will be seen online and cherished by kids and parents and staff. Would love to run a student photography club! Anyone interested?

**2017-18 Chair:**

**Yearbook:** Need 5 parents to help collect images and design yearbook in conjunction with student committee. Includes marketing to the 5th grade parents, collecting ads in the yearbook software, adding them to the yearbook as well as setting up the yearbook community for them to be able to buy online. Organize the now and then pics and collect the baby pictures from 5th grade parents as well, add them to the yearbook. This is a two people job that can work together. This requires them to understand the yearbook software very well. It's easy extremely time consuming though. We need someone to take over the live portrait section, videos you can pull-up on your phone by scanning over a picture. Also someone who can take class pics in the classroom.

*2017-18 Chair: Bari Fairly*

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If you see an opportunity for improvement in the way something is done, now is the time to volunteer to do it better!

*Please email us if you are interested.*

***yerbabenapfa@yahoo.com***