



GREENWOOD ELEMENTARY SCHOOL PTA 2009-2010

The Greenwood Elementary PTA is made up of parents and teachers who serve as advocates for the children of Greenwood Elementary.

PTA MEETINGS – The Greenwood PTA meets on the 1st Tuesday of every month at 7:30pm in the media center. Everyone is welcome to the PTA meetings. Occasionally a parent information night will be held in conjunction with the PTA meeting.

PTA COMMUNICATION & CORRESPONDENCE – The PTA communicates with parents through monthly meetings, postings from our PTA Yahoo Group, a monthly newsletter and memos and notices sent home via Backpack Express. “Backpack Express” is simply your child’s backpack. We send all flyers about specific upcoming events and the monthly newsletter home with the students. These items sent home by the PTA will be printed on yellow paper. Please check your child’s backpack daily for PTA and school notices.

- Flyers and other PTA information are available on the Greenwood PTA Yahoo Group at <http://groups.yahoo.com/group/greenwoodpta/>. We invite you to join this group so that you may access and refer to all posted PTA materials at your convenience.
- Materials are also available in the flyer display and posted on the PTA bulletin board located inside the School’s main entrance.
- In addition, we keep the school’s website up to date with upcoming events, our calendar, newsletter and minutes from the PTA meetings. The website address is: www.meps.k12.md.us/schools/greenwoodes.

ORGANIZATION

(Bylaws Greenwood PTA approved by Maryland State PTA on 6/12/07)

OFFICERS

The officers are the elected officials of the Greenwood PTA. Elections are held each May. These positions are as follows: President, Vice President, Secretary and Treasurer. Each officer serves for a term of one year. An officer cannot serve more than two consecutive terms in the same office (Art. VI, Sec.2)

BOARD of DIRECTORS

The Board of Directors consists of the officers of the PTA, the chairs of the standing committees, the MCCPTA Delegates, and the principal of the school. (Art. VIII, Sec. 2)

EXECUTIVE COMMITTEE

The elected officials are members of the Executive Committee. (Art. IX, Sec. 1)

STANDING COMMITTEES

CHAIRS

Each standing committee of the Greenwood PTA has a chairperson with the following responsibilities:

- Chair committee meetings
- Meet with PTA President to discuss plans for the year
- Clear all mailings and handouts with the PTA President and then the Principal
- Notify the President of all committee meeting dates and times
- Report committee activities at monthly PTA meetings
- Maintain an open line of communication with each committee member
- Clear all expenditures through the Executive Board and keep receipts of expenditures
- All contracts must be reviewed by the Executive Board and signed by the PTA President
- Put all proposals for new ideas/programs in writing in the form of a “**Plan of Work**”.

COMMITTEE MEMBERS

Each of the standing committees have several subcommittee chairs that are responsible for organizing specific committee events. Each subcommittee chairperson has the following responsibilities:

- Talk with the person who had the job the previous year to learn about the job
- Communicate with the Committee Chairperson and the President regarding all ideas; put proposals for ideas in writing and give to the Committee Chairperson for approval
- Clear all handouts through the Committee Chairperson
- Prepare progress reports for PTA meetings
- Attend PTA meetings whenever possible
- Clear all expenditures through the Chairperson and keep receipts of all expenditures
- Keep copies of all handouts and reports for future committee members

COMMITTEES

The standing committees of the Greenwood PTA are: Communications, Programs, Technology, Ways & Means, and Volunteers.

Communications Committee

The committee’s purpose is to serve as a conduit for information and resources for Greenwood parents. Committee members represent Greenwood Elementary at different schools, various educational programs, and community events.

Communications Subcommittees:

CommuniGator: The monthly PTA newsletter to inform parents of school and PTA news.

Gifted and Talented: Resource for programs and information to parents of students identified as Gifted and Talented.

SIP: School Improvement Plan is a committee consisting of parents and Greenwood staff, formed to make an educational plan for Greenwood students. This committee meets monthly.

Sherwood Cluster: Meets monthly with representatives from the other schools in the Sherwood Cluster to stay informed about what is happening in our area.

Special Needs: Resource for programs and information to parents of students identified as special needs.

Yahoo Group: Monitor and assist with the maintenance of the Greenwood PTA Yahoo group.

Programs Committee

Programs are not fundraisers and are not intended to make a profit. A small fee may be charged, but that fee is solely to cover any expense that the PTA incurs in order to host the events. These events are planned for the purpose of providing Greenwood families an opportunity to get together in a low cost and fun environment.

Programs Subcommittees:

Craft Night: Simple and fun crafts that are perfect for the gift giving season.

Earth Week: Environmental awareness activities to highlight Earth Day.

Health Week: A week of health related activities ending in our famous Health Walk!

Grounds Beautification: They plant the trees, grow the flowers and pull the weeds! Now we have two courtyards to beautify so we need lots of help.

New Parent Orientation: An evening of introductions and orientation for parents of incoming new students and kindergarteners to Greenwood.

Performances in School: The PTA funds in-school assemblies for the entire student body.

School Banking: Sandy Spring Bank opens a weekly branch in Greenwood to allow the students the opportunity to actively maintain a savings account.

Family Fun Nights: These events are planned for the purpose of providing Greenwood families an opportunity to get together in a low cost and fun environment. Events include Back to School Picnic, Movie on the Hill, Swim Night, Bingo Night, and Dance Night. Look for more information to come home via flyers and the monthly newsletter about event days and times.

Creative Art Adventures: All students can explore their artistic side in this after school program.

Yearbook: Greenwood Elementary Yearbook is published every spring. Beautiful colored pictures of the students, staff, and various events that take place throughout the school year.

FLES: Foreign Language in the Elementary School offers Spanish before school to students in grades K-5.

Mad Science: Explorations of scientific themes and phenomena. An after school program open to all students.

Technology Committee

This committee keeps an up-to-date website of pertinent school information. It also assists in technology related issues. **Bookmark this website! The address is long, but well worth the visit: www.mcps.k12.md.us/schools/greenwoodes**

Ways and Means Committee

This committee is the fundraising arm of the PTA. Our fundraising events are throughout the year to provide funds for all of the enrichment programs planned for the upcoming school year.

Ways & Means Subcommittees:

Membership & Directory: Our goal is to register every Greenwood family as PTA members! The rights of each PTA member are to vote, to speak and be heard, to hold office and the right to be informed. With your membership comes the directory, an invaluable listing of students who have agreed to have their names and addresses listed. The directory also includes classroom roster, a staff member list, a PTA committee listing and other information that many parents find very helpful.

Sally Foster: Our major fundraiser! We make 50% of every collected dollar. Packets will be sent home the 1st day of school. We ask that you not allow the students to sell the paper door to door.

General Mills Box Tops: General Mills gives us \$0.10 for each box top we submit, so save those box tops! Look for a flyer in the spring about a school collection.

Giant/Safeway: Help Greenwood purchase computers, software and other educational equipment by shopping at these stores. A flyer will be available early in the fall explaining this program and how to register for it.

Dining Out Night: Greenwood families eat for their school! On a specified night, local restaurants donate a percentage of that evening's proceeds.

Book Fair: A Scholastic book sale held in early November. Everything from bookmarks to posters to early readers and novels!

Variety Show: All students are invited to participate in this annual fun event which is more about encouraging performance and less about raising money.

School Supplies: Pre-order school supplies in the spring for the following year.

School Fair: A springtime carnival of fun!

Spirit Wear: A new year, a new look for our school T-shirts, shorts, sweats! Proudly wear the Greenwood Gator!

Volunteers Committee

The Greenwood PTA could not function without the support of its many volunteers. All parents or guardians are encouraged. Any and all help is greatly appreciated. There are many opportunities for volunteering through the PTA. We make every effort to include all those who express an interest in a particular volunteering opportunity. This Committee is designed to coordinate our volunteers although we use volunteers for many of our other programs and activities, as well.

Volunteers Subcommittees:

Birthday Recognition: A bulletin board, which is changed monthly highlighting photos of students with a birthday that month.

Hospitality: Hosts and supplies refreshments at selected PTA events.

Room Parents: Plan and coordinate the Halloween, Valentine, end of the year parties and other special projects taking place in the classroom.

The Great Greenwood Book Bonanza: A book sponsorship program to keep our reading books in great condition.

Read to Me/Talk with Me: A literacy program designed for kindergarten.

Read to Me/Explore with Me: A literacy program designed for first grade.

Super Readers: A literacy program designed for second grade.

Accelerated Reader: A literacy program designed for third & fourth grades.

Handwriting Without Tears: Helps all students master the art of handwriting.

Math Facts / Gator Raiders: Helps all students master their math facts.

Lunch Bunch: A once a week small group lunch and math program.

Kindergarten Orientation: A springtime orientation for next year's kindergarteners.

Field Day: A springtime physical education event for the students.

Staff Appreciation Week: Every spring where the PTA recognizes the hard work and talent of the Greenwood staff.

5th Grade Recognition: Plans and coordinates the 5th grade "graduation" and party.

How to Volunteer for the Greenwood PTA:

1. Join the PTA (The membership drive is at the beginning of the school year, but you may join at any time during the year. Contact our Membership Chair, Roni Septoff.) **Non-members also may volunteer for any program or event.**
2. Fill out the “blue volunteer forms” selecting the activities and volunteer opportunities that interest you. This form will be distributed in the first PTA information packet of the school year.
3. All committee and subcommittee chairs are listed in the Greenwood Directory. Contact the committee or subcommittee chair directly if you missed the form.
4. In the unlikely event that you are not contacted by the subcommittee for which you had expressed an interest, please contact Susan Donsky, Volunteer Committee Chair, or any of the Executive Board members directly.

NOTE – The PTA does not coordinate classroom volunteers. If you wish to volunteer in your child’s classroom, please contact your child’s teacher.