

Parent Teacher Fellowship (PTF) Three Points Executive Board (E-Board) and Volunteer Chair Positions

- ✚ **PTF E-Board** - All officers serve a preferred, but not mandatory, two-year term.
 - A member may extend their term by one year through re-election.
 - **The Executive Board**, four positions, (E-Board) will meet once a month with Principal on a designated day/time that works for all members.
 - If an E-Board member cannot make a meeting, they can video conference call in or view the meeting recording at a later/time.

PTF Lead – Organizes and moderates monthly E-Board meetings and PTF meetings.

Utilizes strong administrative and leadership skills. Feels comfortable communicating with school administration, staff, and families.

- Leads the E-Board members to deliver successful outcomes
- Leads school community to help and support teachers and administrators
- Actively and warmly invites all families to participate in PTF and encourages attendance to New Family Orientation, Back to School Night, and other events throughout the school year
- Works with Principal to create PTF calendar and adjusts the calendar, as needed, throughout the year
- Plans budget with Treasurer and Principal
- Attends and moderates monthly E-Board meetings with the Principal and other possible All-PTF meetings
- Participates on the JAT Allocation Committee
- Helps to facilitate nominations for new E-Board members

PTF Co-Lead – Supports the PTF Lead with the above responsibilities and has the option of assuming the PTF Lead role if current Lead chooses not to continue at the end of their term.

Secretary – Records and distributes minutes at both E-Board meetings and PTF meetings.

Attentive, detail-oriented, and reliable.

- Voice for parent community
- Records and distributes meeting minutes to E-Board
 - Maintains records of PTF meetings and bylaws
- Works with Office Manager to have BCS Communications team update the PTF website/online documents as needed
- Coordinates the volunteers sign up process & fliers in Fall
- Maintains PTF rosters, event calendar, and PTF information documents

Treasurer – Maintains financial records for the PTF.

Must be familiar with Excel and be detail-oriented

- Voice for parent community
- Creates budget for PTF with PTF Lead, Co-Lead, and Principal
- Works with the Office Manager to keep records updated
- Maintains financial records for the PTF
 - Delivers the current budget snapshot before each E-Board
 - Reports the budget quarterly to Office Manager to then be placed in Three Points Post
- Participates on the JAT Allocation Committee, as needed

Three Points Committees 2020-2021

June 2020

✚ **Three Points PTF Supported Events** – The E-Board oversees Event Coordinators for the below events. If an event sits open or a coordinator steps down, and the parent community does not step in to fill the position, the Board is not responsible to cover the event, yet may reach out to the BCS Advancement Team to help fill the position. Current PTF Chairs and the E-Board are responsible for reaching out to parent community to fill chair positions for the following:

- **Jog-A-Thon (2)**
- **Teacher Appreciation Week / Staff Luncheons (2-3)**
- **Parents in Prayer (1)**
- **Field Day (1)**
- **Popcorn Friday (1)**
- **Book Fairs (2)**
- **Talent Show (2)**
- **Latte Cart (2)**
- **School Pictures (1)**
- **New Family Orientation/ Popsicle Social (1)**
- **Community Service (1-2)**

Fall

New Family Orientation / Popsicle Social (1 chairperson, plus 2 volunteers)

School Picture Days (1 chair, plus 2 volunteers)

Back to School Night (1 chair)

Jog-A-Thon (2 co-chairs, plus volunteers)

Book Fair (2 co-chairs, plus volunteers)

2 Staff Luncheons – (1 chair, plus volunteers) Back to School Picnic, planning week before school & Fall Conference Week

Winter

Staff Appreciation Week and Luncheon (2 co-chairs plus volunteers from)

Talent Show (2 co-chairs, plus volunteers)

Spring

Book Fair (2 co-chairs, plus volunteers)

Be Our Guest Day (1 chair)

Field Day (1 chair, plus volunteers)

Ongoing

Latte Cart Day (2 co-chairs, plus volunteers)

Popcorn Fridays (1 chair, plus volunteers)

Parents in Prayer (1 chair)

Christian Community Service Coordinator – **Proposed New Role** (1-2 co-chairs, plus volunteers)

Three Points Committee Chair Descriptions

Staff Luncheons and Staff Appreciation Week (2 co-chairs)

This event is to allow parents and students the intentional opportunity to show our amazing staff how much we appreciate and love them. Parents come together to help with all aspects of planning, supplying food (homemade or purchased), set up, clean up and service during the luncheon days. Funding is allocated from PTF.

- **Staff Appreciation Week** is four days long ending with a luncheon. The two Co-Chairs lead the planning and execution of this event, with many extra helping hands. Arrangements will need to be made with Classroom Parents to cover classrooms so that staff can attend events and luncheon. Ideas for activities throughout the week include flower and a note day, latte / treat day, supply day, spa day (rent 2 massage chairs) etc. Commitment: May for Staff Appreciation Week and Fall luncheons.

Christian Community Service Liaison (1-2 chairs)

Organizes and develops Three Points outreach missions. Some past outreach missions include: Ninos Tres Rios, Eastside Academy, Gospel Mission, and Renewal Food Back. The Liaison helps nurture the relationship between Three Points and outreach missions and facilitate service events within the local community. Liaison seeks to partner with the Mack campus in combined outreach projects. Enjoys serving while encouraging others to do the same. Commitment: To be defined.

Parents in Prayer - PIP (1 chair)

Parents come together to pray over our school, our students, and our staff. Coordinates prayer requests with Community Service Liaisons, teachers, and Room Parents. Chair has option to define the role or event as needed. Commitment: To be defined.

Popcorn Fridays (1 chair)

On Fridays, one day per month, students can purchase a delicious bag of popcorn for 50 cents and support a great cause. Parent Volunteers make and sell the popcorn during the lunch recess hour. All proceeds are tithed. Commitment: 2-3 hours per month.

School Picture Days (1 chair)

Individual student and class pictures are taken for the yearbook and for family memories. Parent volunteers help move students and classes through the process on the picture and retake days. Fall time commitment: 2 days in September and October.

Book Fair (2 chairs)

Two Book Fairs are held each year in the Library and feature a wide selection of books. Often, other items are available for purchase. The sales help promote the gift of reading and support our Three Points Library. Parent volunteers help set up the sale of items and work the cash register during sale hours. (Nov & March) Time Commitment: 8-10 hour.

Field Day (1 chair)

Field Day is an all-school, end-of-year celebration at Three Points the afternoon before school is out. K-5 students participate in a variety of games. The event coordinator(s) works with a small committee in the planning of games, gathering of volunteers, communication, preparation and running of each field activity. (May-June) Time Commitment: 4-8 hrs. for planning and day of event.

Latte Cart (2 chairs)

Parent volunteers bless the Three Points Staff with lattes and special drinks. Two Wednesday mornings a month, parent volunteers make and deliver the drinks. The Chair coordinates the parent volunteer schedule and latte supplies. Commitment: 4-5 hours per month.

Talent Show (2 chairs)

This is a popular community event that gives students the opportunity to let their talents shine! The Event Coordinators will share responsibilities in the planning, delegation and organizing of advertising, auditions, and dress rehearsal along with the planning and scheduling of the evening performances. Commitment: 20-25 hours and evening of event. Date TBD, prior day activities & evening event

Be Our Guest Day - (1 chair)

Meets with Principal, Office Manager, Band Director, and the Music Teacher to support the planning and execution of the program. Works with Office Manager to ensure that the MPR is reserved with chair and table configurations for coffee and snacks if needed. Coordinates for potential parent runners between classroom and MPR. Sets up exterior Welcome Table with table covering, banner, and name badges. Consider an icebreaker game with prizes. Commitment: All of this is flexible.

Carnival Cake Walk (1 chair plus volunteers)

In collaboration with Mack, the Cake Walk is one of the most popular events at the all-school carnival each fall. Coordinator sends out a request to the Three Points community for donated cakes. The coordinator and volunteers collect cakes in the car chute the morning before the Carnival then transport them to the Clyde Hill campus for set-up. Commitment: TBD

Popsicle Social /New Family Welcome (1 chair, Formerly Ice Cream Social)

Purchases the popsicles and decorates tables on Supply Drop off Day. Serves as lead at the table and is a welcoming presence to potential new families that might come by. Turns in receipts to the PTF box. Commitment: 2-3 hours one day before school starts.

Back to School Night (1 chair)

Coordinates with Principal, Office Manager, and Facilities Manager to make sure the MPR is set up with a/v and chairs. Chair sets up and hosts PTF table outside MPR with welcome banner, nametags, and potential refreshments. Commitment: 2-3 hours day of the event.

Jog-A-Thon (JAT) Co-Chairs (2 positions - filled for 2020)

The JAT chairs are the fundraising arm of PTF. This person will lead the parent organization JAT fall event by coordinating fundraising, logistics, and volunteers. Commits to the role for 2 years.

- Communicates with families on how to use the fundraising allocation.
- Leads Sprit Week
- Works with Principal, Treasurer, and JAT Co-Lead on budget allocation. In the past, JAT has raised money to purchase chapel/MPR improvements, classroom collaboration spaces, new workroom die cut system, campus drinking fountains, physical education equipment for all grade levels and funding for the Teaching for Transformation program; 10% of funds raised to help others by giving 5% to Eastside Academy, an alternative Christian high school for at-risk youth, and 5% to Ninos Tres Rios, an educational assistance program for children in El Salvador.