

Redeemer Parent Teacher League (PTL) Guidelines

Mission:

The Parent Teacher League's mission is to involve parents, teachers and others in the lives of the children at Redeemer Lutheran School and Pre-School. Those involved will support the school by working together to produce the strongest possible environment for meeting our children's full educational needs. All members will work to the glory of God, "Praise The Lord!"

Purpose:

- An organization that promotes collaboration and communication between parents, teachers, Principal, and school.
- An organization that supports the school by organizing activities, social events, and fundraising initiatives.
- An organization that encourages parent/teacher volunteerism.
- An organization that cultivates a social climate that helps meet the networking needs of parents.

Structure:

The Parent Teacher League serves as an official organization through which volunteers are organized to carry out necessary school support, family functions and fundraising activities. It is structured so that all volunteers work under the direction of an "Activity Chairperson." Each Activity Chairperson in turn works together with the PTL Core Leadership Team.

Positions: Core Leadership Team

- **Chairperson (1 year term)**
 - Market PTL to all grades at the beginning of the school year with the individual teachers to generate excitement and support amongst their parents. Coordinate the PTL information table for Back to School Open House. Staffing of the table is up to the chairperson. Co-create with the Program Coordinator the master PTL activities sign-up sheet to be used at Back to School Open House, Opening day coffee and throughout the school year.
 - Provide direction and leadership for all monthly meetings of Core Leadership Team members and Support Team
 - Act as a resource person for all PTL positions.
 - Act as point person for PTL communications with the Principal and School Board.

- **Vice-Chairperson (2 year term, one year as Chair)**
 - Act as a resource person for the Chairperson.
 - Preside over PTL monthly meetings in the Chairperson's absence.
 - Facilitate the acquisition of Activity Chairpersons as needed.
 - Facilitate marketing and advertising activities for PTL sponsored events.
 - Facilitate the annual nomination process to elect PTL officers.

- **Secretary (1 year term)**
 - Record and report meeting minutes at the monthly meetings.
 - Submit meeting minutes to Chairperson within one week of meeting. Notes will be kept in the PTL Handbook.
 - Update PTL Handbook as needed.
 - Supply an internal directory of names and contact information for the Core Team and Committees to use throughout the year.
 - Can assist in the creation of needed promotional materials throughout the year.

- **Treasurer (1 year term)**
 - Develop the yearly budget.
 - Keep a detailed account of PTL transactions such as deposits and withdrawals. Be the point person for these transactions.
 - Report financial transactions at the monthly meetings. File monthly budget reports in the PTL Handbook.
 - Maintain the PTL financial accounts.
 - Be the point person for all activity receipts and re-imbusement of receipts.

- **Program (Volunteer) Coordinator (1 year term)**
 - Keep an updated list of volunteers and their contact information. File this information in the PTL Handbook.
 - Organize the committee structure and help facilitate the acquisition of Committee Chairpersons for the various activities.
 - Be in constant communication with the various Activity Chairpersons.

- **Faculty Position (monthly rotation)**
 - Each faculty member will choose a month in which to participate.
 - The faculty member will then attend that month's meeting and be able to communicate that month's activity and its' goal to the rest of the faculty. A clear line of communication will be kept open between parents and teachers.

- **Fundraising Chairperson (month as needed)**
 - Oversees the operation of two ongoing fundraisers, Redeemer Wear sales and, the Concession Stand.
 - Assemble a team of volunteers to manage each fundraiser.
 - Report activity and status during the month that the fundraiser is taking place.

Positions: Support Team

- **Activity Chairperson (monthly)**
 - This position is crucial in making PTL function as smoothly as possible.
 - The responsibilities of this position fall on a month-to-month basis depending upon which activity is taking place.
 - Volunteers choose with which to get involved.
 - Once a volunteer chooses an activity, this person will spearhead that activity.
 - Each Activity Chairperson will be responsible for assembling a committee of workers for the given activity.
 - Activity Chairpersons will report the status of their activity at the monthly meeting(s) scheduled during the time frame of the activity.

- **Members at large (Volunteer Base)**
 - Help the individual Activity Chairpersons to perform the necessary tasks needed to complete the given activity.

1. Activities:

A. Room Parents:

- Welcome new families into the school and classroom.
- Provide teachers with requested assistance for classroom activities.
- Organize a birthday celebration for the teacher.
- Organize how the class can help in times of an emergency. (e.g.) provide meals, child care, hospital visits and the like.
- Help organize classroom Christmas and Valentine's Day parties.
- At the beginning of the year, compile an e-mail and phone list.
- Act as a resource person for the Program (Volunteer) Coordinator.

B. Moms in Touch:

- Meet once a week to pray for our school, our staff, our children, our families, and other needs as requested.
- Promote the use of prayer request envelopes in the classroom throughout the year.

C. New Family Welcome Group:

- Be responsible for acquiring and assembling materials for New Family Gift Bags and organize the distribution of the gift bags will then be distributed to new school families.
- A mentor/mentee program will be established in each classroom that has a new family(s).
- The activity Chairperson for this activity will seek a current Redeemer parent to serve as a "mentor" to a new "mentee" family.

D. Teacher Meals:

- Organize a meal for the teachers on Parent-Teacher Conference days.
- Organize a meal for Teacher Appreciation days or Time Off Lunches.

2. Socials:

A. First day of School Coffee:

- Volunteers will be responsible for organizing refreshments before morning chapel on the first day of school.

B. Christmas Program Reception:

- Volunteers will be responsible for organizing refreshments for the reception that follows the Christmas Service.

C. Spring Program Reception:

- Volunteers will be responsible for organizing refreshments for the reception that follows the Spring Program.

D. Closing Day Coffee:

- Volunteers will be responsible for organizing refreshments before morning chapel on the last day of school.

E. All School Picnic:

- Volunteers will be responsible for organizing the picnic site for good weather as well as bad weather.
- Volunteers will be responsible for all food and student activities.

3. Fundraisers:

A. Concession Stand:

- There are multiple leadership positions for this activity.

A. Food Buyer: This person is responsible for the purchasing of all of the food sold at the concession stand, such as hot dogs, buns, chips, cheese, drinks, popcorn etc.

B. Inventory/Items: This person is responsible for making sure that all of the items needed for running the stand are accounted for. Napkins, popcorn machine, signs, crock pots, utensils, etc. If anything is needed, this person will take care of getting it.

C. Baked Items Coordinator: This person will be responsible for giving notices to the Principal for the I-Witness Newsletter regarding the need for baked goods to be sold at the stand.

D. Volunteer Organizer: This person will be responsible for making the schedule and making sure that the stand is staffed appropriately for all games.

E. Set-Up Person: This person will be responsible for making sure that the stand is set-up properly before each game.

F. Take -Down Person: This person will be responsible for making sure that the stand is taken down after each game. If there is anything needed, a list should be made and given to the Inventory/Items person.

B. Redeemer Wear:

- Volunteers will create a regular selling area within the school and market and sell Redeemer Wear throughout the school year.