

# Raise Your Hand and Take an Active Role!

Are you interested in becoming involved in the 2008-2009 Langston Hughes Middle School PTA?

Run for office! Chair a Committee! LHMS PTA needs You!

Please indicate your interest in holding a PTA office or chairing or co chairing a committee. Check each position you would consider volunteering for during the 2008-2009 academic year. You will be contacted regarding your choices.

Name \_\_\_\_\_  
Child's Name \_\_\_\_\_ 2008-09 Grade \_\_\_\_\_  
Phone # \_\_\_\_\_ E-Mail \_\_\_\_\_

## **PTA Office**

- \_\_\_\_\_ President
- \_\_\_\_\_ Vice President Communications
- \_\_\_\_\_ Vice President Ways and Means
- \_\_\_\_\_ Secretary
- \_\_\_\_\_ Treasurer

## **PTA Committee Chair**

- \_\_\_\_\_ **Art Show** (help the art department coordinate the USGS Art Exhibit - spring)
- \_\_\_\_\_ **Bulletin Board** (display student art on PTA bulletin board monthly)
- \_\_\_\_\_ **Community Service** (coordinate several service projects during the Year)
- \_\_\_\_\_ **County Council Representative** (attend monthly FCCPTA Meetings)
- \_\_\_\_\_ **Directory** (early fall)
- \_\_\_\_\_ **Directory Advertising** (summer and early fall)
- \_\_\_\_\_ **Diversity Academic Achievement** (attend monthly meetings)
- \_\_\_\_\_ **Eighth grade Celebration** (spring)
- \_\_\_\_\_ **Hispanic Outreach** (mail our ESOL families a translated abridged newsletter and provide Spanish translation of several newsletter articles. Monthly)
- \_\_\_\_\_ **Hospitality** (Staff breakfast, Career Day snacks, Touch Base Lunch, Holiday Sweet Treats, Teacher Appreciation Lunch)
- \_\_\_\_\_ **Keep In Touch/email Administrator** (sending out weekly information to those signed up For Keep In Touch)
- \_\_\_\_\_ **Membership**
- \_\_\_\_\_ **Model Campus Representative** (serve on the school Model Campus Committee)
- \_\_\_\_\_ **Multicultural Fair** (overall PTA representative)
  - \_\_\_\_\_ coordinate costume modeling
  - \_\_\_\_\_ coordinate display tables
  - \_\_\_\_\_ coordinate food
  - \_\_\_\_\_ coordinate talent
- \_\_\_\_\_ **New to Hughes** (help welcome new teachers to LHMS.)
- \_\_\_\_\_ **Outside Message Board** (post upcoming dates on the school/outside)

- \_\_\_\_\_ message board. Generally a monthly activity)
- \_\_\_\_\_ **Panther End of Yr. Field Day** (PTA representative to this school Committee. Spring)
- \_\_\_\_\_ **Parent Workshops** (coordinate several workshops before PTA Meetings)
- \_\_\_\_\_ **Photographer** (attend school events, take photographs and coordinate with Publicity to get photos into the newspaper)
- \_\_\_\_\_ **Poetry Contest** (coordinate this spring contest)
- \_\_\_\_\_ **PTA Newsletter** (prepare information monthly for the PTA Newsletter in *The Hughes News*)
- \_\_\_\_\_ **Publicity** (serve as a link between the school and our local community, businesses, schools and newspapers)
- \_\_\_\_\_ **Reflections** (coordinate this fall National PTA program for LHMS. We host a reception in the spring )
- \_\_\_\_\_ **Special Education Representative Liaison** (attend FCCPTA Special Education Committee meetings and report back)
- \_\_\_\_\_ **Student Recognition Programs** (BUG and Hughes Stars)
- \_\_\_\_\_ **Superintendent's Parent Advisory Rep.** (attend meetings and report back)
- \_\_\_\_\_ **Teacher Mini Grants**
- \_\_\_\_\_ **Volunteer Coordinator** (compile data regarding parent volunteer selections and provide this information to committee chairs)
- \_\_\_\_\_ **Website Administrator** (update the PTA website on a monthly or as needed basis)

**Ways and Means subcommittee chairs**

- \_\_\_\_\_ Basketball game (coordinate tickets, concessions and other sales with Herndon Middle school Rep. – spring)
- \_\_\_\_\_ Box Tops for Education
- \_\_\_\_\_ Bulb Sale (September)
- \_\_\_\_\_ Discount Card (update and prepare the discount card. Summer)
- \_\_\_\_\_ Grocery Receipts
- \_\_\_\_\_ Pizza Sales (coordinate weekly sales to students on Wed after school)
- \_\_\_\_\_ Skate Night
- \_\_\_\_\_ Dining for Dollars (organize dinners at local restaurants in our area)
- \_\_\_\_\_ Spirit ware sales (on and off throughout the year)

**Summer Assistance**

- \_\_\_\_\_ Collate the summer back to school mailer in late August

Parent Education workshop topics you would like to hear

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Please contact Joan Burkhart [President@lhmspta.com](mailto:President@lhmspta.com) with your questions.  
 This form can be mailed to, or dropped off, at the Langston Hughes office:  
 11401 Ridge Heights Road  
 Reston, VA 20191