



Freedom Crossing Academy PTO Committee Chairperson Member Descriptions 2021-2022

Fundraising Chairpersons (3)

Spirit Wear
Fall Fundraiser/Boosterthon
Spring Event/Fundraiser

Event Chairpersons (7)

Boo-Hoo/Yahoo Kindergarten Breakfast
Book Fair (Fall/Spring)
Mother/Son Fall Event
Winter Holiday Event
Father/Daughter Event
Teacher & Staff Appreciation
Pastries w/Parents (Donuts w/Dad & Muffins w/Mom)

Volunteer PTO Support Chairpersons (8)

Room Parent Coordinator
Sunshine Cart Coordinator
Live School Store Coordinator
Falcon Friday Coordinator
Middle School Parent Coordinator
PTO Webmaster
Social Media Chairperson
Cheer-Up Coordinator

Teacher Support Chairpersons (2)

K-5 Teacher/Staff Liaison
Middle School Teacher/Staff Liaison

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Fundraising Chairpersons

Spirit Wear: The Spirit Wear Chair's main responsibility is to manage the design, ordering, and sale of FCA Spirit Wear using the budget provided by the FCA PTO Board. This includes managing and maintaining vendor relationships, selecting items to offer based on feedback from PTO Board and previous sales analysis, and coordinating with Social Media Chair to promote sales and advertisement. Most of these responsibilities take place during the summer prior to the upcoming school year and during the first quarter of school. Attend PTO meetings, present Spirit Wear status and provide feedback during the first quarter meeting.

Fall Fundraiser/Boosterthon: The Fall Family Fundraiser Event Chair Coordinator is responsible for planning and executing a fundraising event in September; directing the setup, decor, operation and break down of event. It is the Coordinator's responsibility to lead and recruit volunteers to assist with our current Fall fundraiser- Boosterthon. The Chair will be the PTO liaison when communicating with the Boosterthon representatives, assist with pledge related activities and events. Promote event through the PTO Social Media Coordinator and help disseminate prizes to students during school hours during the week of the event. Attend PTO meetings and share updates, discuss needed volunteers and help for the event, and information at each meeting prior to the event.

Spring Event/Fundraiser: The Spring Event/Fundraiser Event Chair Coordinator is responsible for planning and executing a fundraising event in the spring; directing the setup, decor, operation and break down of event. It is the Coordinator's responsibility to lead and recruit volunteers to assist with the event. Promote event through the PTO Social Media Coordinator to raise awareness and recruit volunteers for the event. Attend PTO meetings and share updates, discuss needed volunteers and help for the event, and information at each meeting prior to the event.

Event Chairpersons

Boo-Hoo/Yahoo Kindergarten Breakfast: The Boo-Hoo/Yahoo Kindergarten Family Breakfast Chairperson plans the flyer, menu, and purchases of food, beverages, paper products and decorations. Coordinates schedule for volunteers and oversees setup and clean up. Event is always on the first Friday of the first week of school. Attend PTO meetings and share updates, discuss needed volunteers and help for the event, and information at each meeting prior to the event.

Book Fair (Fall/Spring): The Book Fair Committee Chair is responsible for working with the school's Media Specialist and the Scholastic company to coordinate two Bookfair Events. Direct the setup, decor, operation and break down of Fair, coordinate teacher preview, classroom wish list, display, and reorder books as needed. Advertise through the PTO Social Media Coordinator and email to encourage parents to come to the Book Fair with their children. The Book Fair Chair helps recruit, organize, and oversee volunteers for the event. Coordinates with PTO Treasurer on all finances, reports, and earnings. The Book Fair Chairperson is responsible for being present at all Book Fair events and handle all monies. Attend PTO meetings and share updates, discuss needed volunteers and help for the event, and information at each meeting prior to the event.

Mother/Son Fall Event: The Mother Son Event Committee Chair coordinator is responsible for planning and executing an event in November; directing the setup, decor, operation and break down of event. Will coordinate volunteers and vendors, working within the given budget provided by the PTO Board. Advertise through PTO Social Media Coordinator. Attend PTO meetings and share updates, discuss needed volunteers and help for the event, and information at each meeting prior to the event.

Winter Holiday Event: The Winter Holiday Event is an on-campus event for FCA families in December. The Committee Chair for this event will help plan, organize, executive, and lead the event at the school in the budget given by the PTO Board. The Winter Holiday Event Committee Chair will also arrange details with the Holiday House company or create our own independent PTO led Holiday House for students to purchase items for family members. The Chair will help organize volunteers for the event. Attend PTO meetings and share updates, discuss needed volunteers and help for the event, and information at each meeting prior to the event.

Father/Daughter Spring Event: The Father Daughter Event Committee Chair coordinator is responsible for planning and executing an event in February; directing the setup, decor, operation and break down of event, coordinate volunteers and vendors, and working within the given budget provided by the PTO Board. Advertise through PTO Social Media Coordinator. The Chair will help organize volunteers for the event. Attend PTO meetings and share updates, discuss needed volunteers and help for the event, and information at each meeting prior to the event.

Teacher & Staff Appreciation: The Staff and Teacher Appreciation Committee Chair helps plan, organize, reaches out to businesses, and provides gifts, luncheons and/or breakfasts throughout the year for faculty and staff within the budget given to them from the PTO Board; and coordinates Teacher & Staff Appreciation Week. Will work closely with the PTO Board and FCA school administration. The time commitment is periodic, with the greatest concentration in the spring for Appreciation Week. The Chair will create a theme for Appreciation Week and will help to create suggested daily student gifts for the entire school to use as a model. Attend PTO meetings, provide update on Teacher Appreciation Week, plan and request volunteers if needed.

Pastries w/Parents (Donuts w/Dad & Muffins w/Mom): The Pastries w/Parents Committee Chair will plan, organize, execute, and lead the two mini events for the school year. These two events will take place between 8:00-8:25 am at the school, one in the fall and one in the spring. It will consist of ordering, picking up, and setting up the food needed for each event within the given budget provided by the PTO Board and decorating the food table. The Chair will help organize volunteers for the event. Attend PTO meetings and share updates, discuss needed volunteers and help for the event, and information at each meeting prior to the event.

Volunteer PTO Support Chairpersons

Room Parent Coordinator: The Room Parent Coordinator provides a crucial link between the Room Parents, the PTO Board, and teachers. The Room Parent Coordinator shares monthly events happening at the school, assists with SignUp Genius templates for classes, and provides ongoing communication to Lead Room Parents via email and a Facebook group. This Chairperson collects info from volunteer parents and ensures each classroom has at least 1-2 (no more than 2) Room Parents to assist classroom teachers as needed and serve as a liaison between teachers, classroom parents and the PTO. Room Parent Coordinator will work with the PTO Board to hold a short meeting with Room Parents in the first few weeks of school. Communicate through email and a Facebook Page specific for Room Parents on details/updates on Room Parent responsibilities, classroom events and school events. Support Room Parent with ideas for Winter/End of Year parties and Teacher & Staff Appreciation Week that are executed within FCA guidelines provided by administration. Attend PTO meetings and share updates and information at the meetings on upcoming needs.

Sunshine Cart Coordinator: Sunshine Cart Coordinator will put together a monthly Sign Up Genius for Room Parents to share among their classes in order for parents to donate items and snacks for the Sunshine Cart for Teachers. The Sunshine Cart is to provide midday light refreshments and snacks to brighten up the days of our hard-working teachers! The Coordinator will set up, decorate, and stock the Teacher & Staff Sunshine Cart at school as needed as supplies are donated. Attend PTO meetings and share updates and information at the meetings on upcoming needs.

Live School Store Coordinator: The Live School Store Chairperson is responsible for working with school administration and the PTO Board to keep stock of Live School items, recruit and manage 2-3 weekly volunteers to help in the Store 2-3 days a week (Tues/Thurs, every other Friday) using a Sign Up Genius, and to play an active role in helping order items, helping students' shop, and maintaining the store. This is a weekly commitment, 2-3 days a week during lunch times (11:15-1:00 T/TH, 10:00-11:30 every other Friday) to help run the Live School Store within the school. Coordinator would also need to order and pick up Chick-Fil-A sandwiches from the San Jose Chick-Fil-A store every first Friday of the month (9:00 am) and deliver to the appropriate personnel at the school for Middle School Live School incentive. Attend PTO meetings and share updates and information at the meetings on upcoming needs.

Falcon Friday Coordinator: The Falcon Friday Coordinator helps order, organize, and distribute Falcon Friday incentive prizes to students one Friday morning a month between the hours of (7:50-8:45). Students will receive these prizes as they walk in the building (2 teams of 2 volunteers each, one at the bus loop and one at car riders/walkers) if wearing their FCA Falcon or Live School House spirit wear on that unannounced day. The Falcon Fridays will be predetermined by the PTO Board, but kept a secret from the students on which Friday of the month they will receive a prize. The Falcon Friday Coordinator will be responsible for recruiting and managing volunteers as needed for the once a month distribution days. Attend PTO meetings and share updates and information at the meetings on upcoming needs.

Middle School Parent Coordinator: The Middle School Parent Coordinator will serve as the liaison between the Middle School teachers, students, parents, and the PTO Board. They will share and disseminate information with focus on the specific needs of FCA's Middle School. They will help assist, organize and plan any Middle School events (ex. Dance, graduation) with the Middle School Teacher Liaison and the Middle School team and school administration. Attend PTO meetings and share updates and information at the meetings on upcoming needs.

PTO Webmaster: The PTO Webmaster is responsible for creating, updating, maintaining, and continually adding to the PTO website and Spirit Wear Store as needed. The PTO Webmaster will work with the PTO Board, school administration, and county guidelines on website updates and event flyers that will be needed from Event Coordinators throughout the school year's events. Attend PTO meetings and share updates and information at the meetings on upcoming needs.

Social Media Chairperson: The Social Media Chair's main responsibility is to work closely with the school and PTO Board to identify, post, and share events to be highlighted via social media platforms (Facebook and Instagram). This will include weekly posts on both platforms about events, meetings, volunteer needs, and additional information to encourage a strong foundation of communication between the school, PTO, parents, and the community. In addition, responsibilities include updating social media accounts with school calendar events, national holidays, school closures and weather delays. Attend PTO meetings and share updates and information at the meetings on upcoming needs.

Falcon Flock Support: The Falcon Flock Support Coordinator will work with the PTO Board in executing ways to extend support and uplifting needs within the school, teachers, staff, and PTO. This will include purchasing and sending out cards or small gifts for those in need and working with the budget provided by the PTO Board. Attend PTO meetings and share updates and information at the meetings on upcoming needs.

Teacher Support Chairpersons

K-5 Teacher/Staff Liaison: The Teacher/Staff Liaison bridges communication under the direction of the Principal, to serve as a liaison between teachers, parents, support staff and the PTO community regarding educational programs, services and student issues in areas related to the school. The Liaison will serve as an informational resource to the Board and parents and provide information concerning related activities, standards, guidelines, processes, policies and procedures that the school has in place. The K-5 Teacher/Staff Liaison will share upcoming events and volunteer opportunities for the teachers and staff to attend. Attend PTO meetings and share updates and information at the meetings on upcoming needs.

Middle School Teacher/Staff Liaison: The Middle School Liaison is a teacher or staff member that bridges communication between the Middle School and PTO to raise awareness, share information, and coordinate Middle School events. Attend PTO meetings and share updates and information at the meetings on upcoming needs.