



**Summit Family Association
DIRECTORY
2011-2012**

Mission Statement

To foster the relationship with our Summit families through communication and inclusion, and to promote the Summit Experience through events and volunteer activities

Our Goal is to have all families feel connected to the school

ELECTED POSITIONS

President

Term of Service: July 1-June 30 (rolls up to Past President the following year)

Responsibilities:

- Preside at all meetings of the Summit Family Association (SFA).
- Preside at all SFA Officer's meetings.
- Prepare and discuss meeting agenda with Director.
- Oversee/delegate to all SFA committees.
- Serve as ex-officio member of the Board of Trustees of Summit Charter School.

Vice-President

Term of Service: July 1-June 30 (rolls up to President the following year)

Responsibilities:

- Assist the president as necessary.
- Assume duties of President in case of his/her absence.
- Work with SFA committees as necessary.

Secretary

Term of Service: July 1-June 30

Responsibilities:

- Prepare and maintain minutes of the SFA meetings and Officer's meetings.
- Assist in communication with parents, faculty and staff.
- Prepare SFA articles/information for Bear Express.
- Sits on the SFA PR Committee and is responsible for activities related to this committee.
- Prepare SFA officers contact information (i.e.: e-mail addresses, phone #'s) at the beginning of the school year and distribute to all officers

Treasurer

Term of Service: July 1-June 30

Responsibilities:

- Keep an account of all receipts and disbursements for SFA sponsored events/activities.
- Communicates funding and billing requests to business director

NON-ELECTED POSITIONS

Past-President

Term of Service: July 1-June 30

Responsibilities:

- Will serve as an advisor for the new elected President.

Committee & Programs Coordinators

Terms of Service: July 1-June 30

Responsibilities:

- Will vary according to position descriptions

SFA PUBLIC RELATIONS
Term of Service: July 1-June 30

The Public Relations Committee functions as the communication arm of SFA. It provides an avenue of communication between the school and its families as well as the community.

Home Room Parent Coordinator

- Serve as a Liaison between teachers, SFA and home room parents
- Attends Monthly SFA Planning Meetings

Home Room Parents

- Assist classroom teachers with needs
- Coordinate parent support with SFA/Summit events and needs

Public Relations Chairman

- Attend monthly SFA Officer's meetings
- Assist in staffing PR subcommittees:
 - Writers
 - Photographers/Videographers
- Oversee and report on all internal/external public relations activities related to SFA and Summit Charter School.

Photographers/Videographers

- Takes photos/video at Summit events/activities

Summit Ambassadors

This committee is responsible for welcoming/mentoring new families to Summit, promoting enrollment at Summit at local preschool and daycares and attending community events as necessary.

Committee Coordinator

- Identifies new/prospective family needs
- Coordinates Ambassadors and related events
- Recruits Ambassadors

Ambassadors

- Contact new/prospective families to answer questions and welcome them
- Speak at local preschool/daycare family meetings to promote Summit
- Promote Summit as necessary
- Work with new homeroom parents (introduce them to the annual events)
- Promote Summit events as needed with personal contact

VOLUNTEER PROGRAMS

Terms of Service: July 1-June 30

Volunteerism is an essential component to the Summit mission. Through the Family Partnership Agreement, Summit families pledge their commitment in volunteer hours. A large component of the SFA is to facilitate family involvement and to provide volunteer and support opportunities. Numerous programs have been created to fulfill volunteer needs and financial support to the school.

Coordinator(s)

- Attend monthly SFA Officer's meetings
- Oversee and report on all volunteer activities/needs
- Coordinates Home Room Parents
- Assists in recruiting Volunteer Coordinators
- Record keeping for volunteer paperwork
- Necessary reports/letters related to fulfillment of Family Partnership Agreement
- Coordinates/recruits volunteers for childcare during the SFA meetings

Car-Line Coordinator

- Coordinates/recruits volunteers for car line drop off

Car-Line Support

- Assists with morning drop-off

Program Coordinators

- Research SFA fundraising opportunities
- Coordinate school-wide fundraising and recycling programs
 - Box Tops
 - Campbell Soup Labels
 - Ingles Cards
 - Tyson Chicken Labels
 - SFA Fundraiser
 - Inkjet/Cell Phones

Bears' Den Coordinator

- Coordinate school store merchandise & apparel
 - Ordering & Sales
- Coordinate used uniform sales

Family Work Days (Facility lead, Homeroom Parents)

Contact Volunteer Chairman to request parent sign up each

- Secure any equipment necessary
- Prepare PR info on event and get to PR Chairman for proper coverage/disbursement
- Contact Volunteer Chairman and request volunteers

SFA EVENTS

2011-2012

The SFA is responsible for planning and implementing several educational and social events throughout the school year. The SFA Officers and Event Coordinators will oversee each event.

Welcome Back Picnic (September 8, 2011)

- Assist in recruiting volunteers for event
- Contact Volunteer Chairman and request volunteers
- Coordinate food/drinks
- Prepare PR info on event and get to PR Chairman for proper coverage/disbursement
- Coordinate volunteers for day of event

SummitFest (October 7, 2011)

- Contact Volunteer Chairman to request parent sign up for manning game booths/food booths
- Contact Homeroom Parents to coordinate class game.
- Order prizes
- Coordinate food/drinks
- Prepare PR info on event and get to PR Chairman for proper coverage/disbursement

Christmas Parade Float (Highlands- Dec. 3, Cashiers- Dec. 10, 2011)

- Assist in recruiting volunteers for event
- Contact Volunteer Chairman and request volunteers
- Work with volunteers to develop what float will look like
- Coordinate making of float
- Prepare PR info. on event & get to PR Chairman for proper coverage/disbursement
- Coordinate volunteers for day of event

Family Game Night (February 23, 2012)

- Secure prizes for event
- Secure any equipment necessary
- Prepare PR info on event & get to PR Chairman for proper coverage/disbursement
- Contact Volunteer Chairman and request volunteers
- Coordinate setup and cleanup

Theme Party (March 17, 2012)

- Assist in recruiting volunteers for event
- Contact Volunteer Chairman and request volunteers
- Coordinate food/drinks/activities/decorations
- Prepare PR info on event and get to PR Chairman for proper coverage/disbursement
- Coordinate setup and cleanup

Night on the Trail (April 26, 2012)

- Assist in recruiting volunteers for event
- Contact Volunteer Chairman to request parent sign up for food preparation
- Prepare PR info on event and get to PR Chairman for proper coverage/disbursement
- Coordinate project/booth needs from each class

Teacher Appreciation Week (May 7-11, 2012)

- Coordinate with homeroom parents with on going activities during the week
- Prepare PR info on event and get to PR Chairman for proper coverage/disbursement
- Contact Volunteer Chairman and request volunteers
- Secure food for event
- Coordinate set-up and clean up