



**2019-2020**  
**Parent Faculty (PFC)**  
**Resource Guide**

## THANK YOU FOR JOINING

### You are a valuable member of our organization!

#### Welcome

We hope you enjoyed the summer. It is hard to believe that it is already September. We are excited to start the 2019-2020 school year and look forward to the many opportunities that the year will bring to our children.

For our new families that are joining us, as well as our returning families, we would like to take a moment to explain what the PVF PFC is and does for the school. This document will provide you with information about the organization. PVF PFC stands for Paul V. Fly Parent Faculty Club. As a parent/guardian of a child that attends Paul V. Fly Elementary School, you are automatically a member of the organization.

The purpose of the PFC is to promote a harmonious relationship between home and school. We work together with the teachers and staff to promote student success. Throughout the year the PFC sponsors many events for the students. The events provide opportunities for the students to learn, achieve, and hopefully make wonderful memories of their years at PVF School.

#### Do I Have the Time to Volunteer?

All positions within the PFC (Executive Committees, Chairpersons, Committee member, are **volunteer** positions. It takes the assistance of many to ensure that ALL of our children have the best experience this school year. We look forward to all of our families working together with the faculty to accomplish our goal. Together we do make a difference for each and every child that attends PVF.

Please see descriptions of positions and consider if you may be interested in volunteering to take on an open position. **Many positions DO NOT require that you be available during the day.** Some positions do require minimal time in school.

If you are not able to accept an Executive or Chair position, consider volunteering to assist a particular committee. We need volunteers to help support and run the events at the school. Time requirements also vary for these positions.

If you are interested in helping, we will try to work around your schedule. Please look for and complete the volunteer sheets with your interests and return them to the school office. If you are volunteering to assist a specific committee the chairperson will contact you as that particular event approaches to check your availability. If you are volunteering for an Executive or Chair position, an Executive Member or the Volunteer Coordinator will contact you to discuss the position.

#### PFC Meetings

The PFC meets the first Thursday of each month at 6:30PM in the school Library (2<sup>nd</sup> Floor – use main stairs at entrance). We meet to discuss planned events within our school as well as to determine the best ways to promote the relationship between home and school.

***Informational sessions are incorporated into some PFC meetings. Please let us know specific topics that you would like to learn more about at PVF that may pertain to the curriculum and/or programs. The following contains the dates we plan to meet. Please note that schedule may change due to unforeseen circumstances.***

**10/03/2019 11/07/2019 12/05/2019 01/02/2020 – No Meeting  
02/06/2020 03/05/2020 05/07/2020 06/04/2020**

## **PFC Publication**

The FLYer is a monthly newsletter from the PFC to provide information about current and upcoming events for students and families at PVF. The publication is a one page, two-sided document distributed via email, posted to the school's social media accounts and also available on the school website.

## **What events do we support/sponsor?**

The PFC provides hands on support as well as financial support to programs for our children.

The funds raised by the PFC are used to pay for field trips, assemblies, Field Day, Reading is Fundamental (student book distribution), snacks for students during standardized testing, fourth grade promotion gifts and awards and other special events throughout the year. Funds are also used to provide special breakfasts and/or luncheons for teacher and staff appreciation.

With regards to 'hands on' support, there are events over the school year that will require parent/guardian volunteers to help run the event. Examples of these events are Pod Parties, Reading is Fundamental (RIF), Socials, Jubilee, and Field Day.

## **Dues**

There are NO DUES or membership fees. You are automatically a member.

## **How do we provide financial support of programs for our students?**

In order to run our financially supported programs we raise money through fundraisers. The PFC Fundraising team hosts a variety of fundraisers throughout the year. There is certainly something for everyone. We typically have three large fundraisers over the school year. We may adjust the fundraising schedule according to our earnings. If a planned event does not do as well as anticipated, we may add smaller fundraisers during the year to try and recoup the difference. All of the money that is spent on our children for the programs mentioned above must be raised by us.

The PFC follows a budget. Each program is budgeted a specific amount of money. The allocated money is based upon number of students for each event/program. Prior to the start of each school year, the budget is reviewed and adjustments are made to ensure that the money that we have allocated for programs and events is at least matched by income. The budget is re-evaluated at different points through the school year to determine if revenue goals are met or on target for the year. If the PFC is not able to raise the money as initially planned, then some programs/events will need to be cut.

Participation in the fundraisers is OPTIONAL. No student/family is required to participate; however, keep in mind that your participation allows our school and students to enjoy some great activities and events. If you choose not to participate please return the materials to school or recycle them.

Flyers and additional fundraising materials will be sent home with your child(ren) in their Wednesday Folder. Please be sure to check this folder weekly to ensure that you do not miss out on any of our great events.

If you do not want to participate in the school's event(s), but would still like to make a contribution to the students and school, donations are accepted and greatly appreciated. Checks should be payable to Paul V. Fly PFC.

## **What are some of the fundraisers for this year?**

We have several large fundraising activities planned this year. They include an Outdoor Movie night, a Fun Run as well as the Yankee Candle catalog drive.

In addition to these activities, we have additional activities planned. They include:

- **Dine Out Nights-** Usually once a month we participate in a Dine Out Night for families of Paul V. Fly. On the designated evening, a percentage of your total bill (or funds raised) is donated back to the school. Coupons or Flyers will be sent home with your child(ren) to notify you in advance of the dine out night.
- **Social Events (Dances/Trivia night)-** On the designated evening, the funds raised at the event are donated back to the school. Flyers are sent home with your child(ren) prior to the event. If you need to complete an admission request, please print legibly and provide a form of contact for any issues that may arise. If you are able to make it out to one or more of our PFC sponsored events, we would love to see you there!!!
- **Spirit Wear-** Show your Paul V. Fly Eaglet Spirit and purchase a T-Shirt or sweatshirt! The Fundraising team offers a great selection of PVF spirit wear and magnets that are purchased through a local supplier.
- **Store Purchase Programs-** Sign your Giant SuperCard up for PVF school credit. At the end of the year we receive a payment based upon the total amount of money spent by our families at Giant. This is a great way to earn money for our school. It just takes a minimal time to set up...then no other commitment.
- **Shoparoo-** Download the Shoparoo app and simply take pictures of your receipts to earn cash for the school. More information will be sent home regarding this awesome and easy fundraiser.

Other fundraisers such as Box Tops for Education, Jubilee, Bake Sales, Book Fair, etc. occur throughout the year and are supported by individual chair positions (see below).

#### **Activities/events that require volunteers:**

##### **Art Goes to School (As scheduled during the school year)**

Volunteers are needed to make art program presentations at public and private schools in the district, day care centers, nursing homes, and other locations to encourage children to respond to art and share their ideas and feelings. This is a separate program from the PFC that we are asked to provide volunteers. Time requirements: Volunteers must be available during the day. One full week for approximately 40 minutes a day.

##### **Auxiliary Fundraising**

Volunteer needed to assist the 2<sup>nd</sup> Vice President(s) with fundraising. Events that fall in this category are: Box Tops, Dine-Out Nights, Socials, Concert Souvenir Tables etc. Time Requirements: As needed. Does not require availability during school hours.

##### **Book Fair (Usually twice a year: Fall and Spring)**

Chairperson(s): Organize event (select dates, arrange delivery of books, organize volunteers to staff/support the book fair). Volunteers are needed to assist with running the book fair (set up, re-stocking, sales, assisting students to find/select books). Time Requirements: Approximately 2-3 hours/day. The book fair runs over a one week period. We welcome your assistance on any or all days (normal school hours). There is usually an evening viewing/purchasing session. If you would like to volunteer but are unable to assist during normal school hours, please consider providing assistance during the evening shopping session.

##### **Box Tops for Education**

Chairperson: Organize the collection of boxtops. Count and submit labels and report earnings back to the school. Organize a reward twice per year for the classroom with the most returned labels.

Time Requirements: Monthly collections and two submissions per year, November and March. Does not require time during regular school hours. (Note: These labels are collected off of many different products. When you come across the label – cut, collect, and return them, separately, to school in a bag marked with your child's name and homeroom. The homeroom with the largest collection of Boxtops wins a party. We are able to earn money for the school for each label returned.)

## **Activities/Events (continued)**

### **Election Day Bake Sale**

Chairperson(s): To organize event (set up/break down, obtain baked good donations for sale) and coordinate volunteers.

Volunteers: To bake or donate items for bake sale. To staff the tables during Election Day. Time Requirements: 2-3 hour shifts on Election Day to staff tables. If you are not able to provide coverage on the event dates please consider donating a food item for the sale. Donated items can be dropped off at the school the day or evening prior to event. You do not need to be available during regular school hours.

### **Field Day (May-typically the last Friday)**

Chairperson(s): Coordinate the volunteers for the various events; assist teachers with organization/planning of day.

Volunteers are needed to work with teachers at field day events. The students compete on 4 teams and complete athletic activities over the day. Scores for the 4 teams are tabulated at the conclusion of the day to determine the placement of the teams. This event promotes health and fitness as well as team work. Time Requirements: Approximately 4-5 hours (over the course of the school day).

**Holiday Shoppe (Beginning December)** - Please note, this is not a fundraiser rather an opportunity we provide for our students to shop for their families during the holiday season.

Chairperson(s): Coordinate event (schedule dates, set up shopping times for classrooms –coordinate times with teachers, order/schedule delivery of merchandise) and organize volunteers to staff and assist. Volunteers to assist children in selecting their purchases for family and friends. Also in need of volunteers to set up, re-stock, and pack up returns. Time Requirements: Approximately 2-4 hours per day during normal school hours. Your assistance is welcome on one or multiple days.

### **Homeroom Parent** (throughout the year)

Volunteers needed (1/classroom) to support the teacher and classroom by: coordinating class pod parties (2 per year) with the support of Pod Party Chairperson, communicating classroom needs to class families per teacher request and assisting in the collection of donations and assembly of raffle basket for Jubilee.

### **Hospitality & Testing Snacks**

Chairperson(s): To coordinate and organize volunteers as needed for special events and PSSA testing days. Utilize PSSA snack budget to provide daily snack to students that are taking the standardized tests (may order through school food services). Volunteers needed to provide coffee, tea cold beverages; to set up, clean up for events held at the school –as needed. Time Requirements: Few hours for special events (as needed based on event).

### **Jubilee**

Chairperson(s): Coordinate event (schedule date, arrange for games/prizes, food, etc.) and organize volunteers to staff event. Volunteers to distribute food, run games, distribute prizes, sell raffle tickets. The Jubilee is a carnival type event where students and families can come together to enjoy an evening of fun and games. Time Requirements: Typically 2 hour shifts for volunteers on the evening of the event.

### **Jubilee Basket Manager**

Chairperson(s): Coordinate donations from local business (send letters, apply on-line, arrange for pick-up/shipment, making phone calls, etc.) and organize basket assembly. Time Requirements: Weekly efforts 2 months prior to event and daily efforts the month of event.

### **Library** (Throughout the year)

Volunteers: To assist Librarian with tasks [checking in and filing books, etc]. Time Requirements: Flexible time during regular school hours, usually towards the start of the school day.

### **Pod Parties** (2 parties within the school year: Winter Celebration and End-of-Year Picnic)



Chairperson: Coordinate with teachers and homeroom parents to ensure all students in each grade are having similar celebrations. Organize volunteers to staff party. Follow up with volunteers to ensure that all homerooms/grades are covered for party. Volunteers needed to supply paper products, baked goods, beverages, and snacks for party.

Time Requirements: Approximately 2 hours for party. If you are not able to attend party to assist but would still like to contribute, please consider donating food/beverage/paper product items that may be needed for the party. These items may be delivered early to school or possibly sent in with your child.

□ PLEASE NOTE:

- **The PFC requests the donation of \$5 per student at the beginning of the school year for Pod Parties expenses.** The money that is collected is held in the PFC account to cover expenses over and above items not received by donations -which may range from food and drink to crafts and supplies. The money that is collected **DOES NOT COVER** the full cost of these parties. We therefore appreciate any food/beverage donations that you are able/willing to provide for the scheduled parties.

**RIF – Reading is Fundamental** (Book distribution to students 2-3 times per year).

This program promotes reading. Originally supported fully by grants, the program ensures that every student at PVF will receive his/her own books to read. The children get to select one book at each distribution to keep for his/her own library. The children are encouraged to read every day. They are asked to complete a reading log to track the number of books

read. If the student body reaches the reading goal set for the year, then they receive a reward for their accomplishment. The past few years the Kona Ice truck visited the school to provide shaved ice to all of the students.

**Funding for this event (the cost of books as well as the cost of the reward) is heavily PFC sponsored. Grants only cover a small portion of the expenses.**

Chairperson(s): 1<sup>st</sup> Vice Presidents - Organize (select and order books – working within budget, separate and organize books by grade level, schedule dates for RIF distribution, work with teachers to arrange student selection time, track student books read to determine if reading goal met) and coordinate volunteers. Volunteers: Assist students with book selections during distribution dates. Usually 2-3 volunteers for each grade distribution. Time Requirements: 2-3 hours during the school day during RIF distribution week.

### **School Board Representative**

Attend

scheduled School Board Meetings. Report summary of School Board Meeting to parents at the monthly PFC meeting. Time Requirements: 2-3 hours on Monday evenings/scheduled School Board Meetings.

**School Pictures** (twice a year – fall and spring; also repeat picture day for students that miss scheduled picture day)

Chairperson(s): To organize volunteers to assist with students on picture day. Schedule times for classes to have photos taken. Ensure that each student has their photo taken in the fall. Collect picture order forms. Volunteers: To assist photographers on picture day. Ensure children have their order forms ready for photographer. Time requirements: 5 hours on picture day (during regular school hours). The school receives a percentage of the money that LifeTouch charges for picture packages. Ordering photos supports our school.

**Staff Appreciation** (Typically 2 evenings and 1 morning during the school year)

Chairperson(s): To schedule, organize, and coordinate volunteers as needed for event. Volunteers: To donate food, beverages, paper products, etc. To help staff events as needed. Time requirements: 2-3 hours on day of event. If you are not able to assist at the time of event please consider donating an item towards the event.

Teacher Appreciation – Twice a year, the day of evening conferences. Supply teachers with dinner.

Faculty/Staff Appreciation – Once a year. Provide breakfast for PVF Faculty/Staff.

**Writing Center** (Typically October through May)

Chairperson(s): Coordinate schedule for center, organize and order supplies to run center. Organize volunteers to staff center. Volunteers: To assist students publish their hand written stories. Laminate and bind the student

books. This program promotes a love of writing. Time Requirements: 2-3 hours a week during school hours. Writing Center hours are based upon our parent volunteer hours.

### **Volunteer Coordinator**

Chairperson needed to collect and process volunteer forms. Organize volunteer contact sheets to provide to event chairs.

Time Requirements: As needed to process forms, create lists, and distribute to chairpersons. Does not require time during regular school hours.

### **Spirit Wear**

Chairperson: Organize and arrange for selection of items for purchase (shirts, sweatshirts, etc.), take student orders, process orders and deliver products to students. Time Requirements: As needed to collect and process orders.

### **Yearbook**

Chairperson(s): Organize (set up contract, take/collect pictures, plan/create book, submit to publisher, take student orders, distribute and deliver books to students) and coordinate volunteers. Volunteers: To take pictures of school events for incorporation in yearbook. Time Requirements: As needed to take pictures during the school events and to design book during non-school hours.

## **The Officers of the Executive Board**

### **President**

The President shall be chief executive officer and shall preside at all meetings of the PFC. The President shall be Chairperson of the Executive Board and shall appoint all Committee Chairpersons and shall be an ex-officio member of all committees except the Nominating Committee. The President upon election shall review the By-Laws. The President shall serve as representative to the Parent Club Council (PCC) of the Norristown Area School District. The President has the option to elect someone to represent the PFC at Parent Club council. The President shall obtain the final draft of minutes from each meeting and submit them to the Corresponding Secretary. Before anything is sent to the school secretary for graphics, the President shall approve request and send it back to the requestor to send to school secretary.

### **1st Vice President**

The First Vice- President shall be chairperson of the Program Committee. The duties of the Program Chairperson are to plan and arrange all programs for student assemblies. The First Vice-President shall be the chairperson of the RIF (Reading is Fundamental) program, and as such shall plan and coordinate at least two RIF distributions a year including RIF incentive programs. The First Vice-President is given permission to sign all contracts with RIF, Inc. and must follow the policies thereof. In the absence or incapacity of President, the First Vice-President shall perform the duties of President.

### **2nd Vice President**

The Second Vice-President shall be chairperson of all Ways and Means. The duties of the Ways and Means Chairperson are to plan and arrange for methods of raising money. Plans must have the approval of the Executive Board. All monies will be accountable through the Treasurer. In the absence or incapacity of both the President and the First Vice-President, the Second Vice-President shall perform the duties of President.

### **Treasurer**

The Treasurer shall keep accurate records of all monies received and disbursed, and shall pay all bills. The Treasurer shall present a financial report at the monthly PFC meeting.

### **Corresponding Secretary**

The Corresponding Secretary shall obtain a final draft of the previous month's meeting minutes from the President to be published in a monthly newsletter: The FLYer. The FLYer will also include a two-month outlook of dates and times of PFC meetings and school events (coordinated with calendar in the office) and an Officer's message obtained from the President. Once final draft of the FLYer is completed, it is submitted to President for review. Once approved by the President, the FLYer is sent back to Corresponding Secretary to be forwarded to the School

Secretary to send to graphics for copying, enough for entire student body and extra for the next PFC meeting. Once back from graphics, the Corresponding Secretary is responsible for distribution to student body via teacher's mailboxes.

### **Recording Secretary**

The Recording Secretary shall record minutes of all PFC meetings. The Recording Secretary shall be responsible for distributing copies of the minutes to the President, Principal, and Teacher Representative for review prior to the next scheduled PFC meeting. The final draft of the meeting minutes are submitted to the President who will then send it to the Corresponding Secretary who will attach it to the monthly FLYer for all members to read and prepare comments for the next scheduled PFC Meeting and corresponding motions for approval.

### **Staying Informed and/or Getting Involved**

Our PFC email address is [paulvflypfc@gmail.com](mailto:paulvflypfc@gmail.com). Use this address to 1) Send us your contact information so that we can include you on all important PFC-related notifications and communications and 2) Share with us any questions or suggestions for the PFC. We will not share your contact information with any outside group.

If you are considering volunteering in any capacity, please complete the **PFC Volunteer Form** and return it to the front office at the school. Your interest does not hold you to any specific responsibilities.

Thank You!