

# Kilgour PTA

## Quick Reference Guide



### WHAT IS THE KILGOUR PTA?

The Kilgour Parent and Teacher Association is a volunteer group of parents and teachers who serve as a strong support network for Kilgour Elementary School providing fundraising, community building, and the necessary tools to strengthen the educational/enrichment environment for our students. Since 1912, we have strived to collaborate with parents, teachers, and other interested members of our community to provide the unique experiences and opportunities that complement Kilgour School's quality education and make it an "Excellent Neighborhood School".

### PURPOSE & PLAN

Based on parent and teacher feedback from April 2015 surveys, the Kilgour PTA Board developed an action plan for the 2015-16 school year. Thank you for your feedback and please join us in our efforts to achieve our goals this year!

<b>Mission</b>	Collaborate with the Kilgour faculty, parents and community members to provide a safe, well-rounded, learning environment for all Kilgour students.		
<b>Vision</b>	Ensure the Kilgour environment provides a strong foundation supporting the mental, social, physical and spiritual development for all Kilgour students.		
<b>Goals</b>	<p><u>Identify the top three education/enrichment gaps and close one by May 2016 while continuing to raise funds for Kilgour school.</u> By understanding needs of parents/teachers, researching offerings of other local schools, and determining "21st Century Learning" best practices of U.S. elementary schools, closing gaps will help all students achieve a strong foundation for their development.</p>	<p><u>Create "Best-in-Class" communication between parents/community and teachers by showing continual improvement through May 2016 as measured by our year-on-year survey.</u> By partnering with teachers, offering platforms for academic/enrichment discussions, and showcasing student achievements on regular basis, parents/teachers can act as one unit, achieve common goals, and explain academic/enrichment offerings at Kilgour.</p>	<p><u>Become the "Most Involved School" of the community by implementing 1-2 strategies by May 2016.</u> By representing the needs of all families, partnering with teacher leads/ reps, appreciating local/Cincinnati establishments and supporting the greater good of our community, we can ensure longevity and strength of our Kilgour community for future generations.</p>

### GOVERNANCE

Organized in six committees, the Kilgour PTA is led by an executive committee with board members that hold positions in fundraising, enrichment, community, communication and infrastructure. The 2015-16 Board Member list and contact information can be found on our website ([www.kilgourpta.org/board](http://www.kilgourpta.org/board)).

EXECUTIVE	FUNDRAISING	ENRICHMENT	COMMUNITY	COMMUNICATION	INFRASTRUCTURE
<ul style="list-style-type: none"> <li>• President</li> <li>• President-Elect</li> <li>• Treasurer</li> <li>• Vice-Presidents</li> <li>• Auditor</li> <li>• Recording Secretary</li> <li>• Parliamentarian</li> </ul>	<ul style="list-style-type: none"> <li>• Sponsorship</li> <li>• Solicitations</li> <li>• Silent Auction</li> <li>• Carnival</li> <li>• Great Gatherings</li> <li>• Spaghetti Dinner</li> <li>• Flower Sale</li> <li>• Restaurant Nights</li> <li>• Reward Programs</li> <li>• Box Tops</li> <li>• LaRosa Buddy Cards</li> </ul>	<ul style="list-style-type: none"> <li>• Finance Advisory Board</li> <li>• Room Parents</li> <li>• Teacher Reps</li> <li>• Parent/Teacher Liaison</li> <li>• CRC</li> <li>• Mustang Mondays</li> <li>• COSI</li> <li>• Everybody Counts</li> </ul>	<ul style="list-style-type: none"> <li>• Membership</li> <li>• Directory</li> <li>• Yearbook</li> <li>• Scholarship</li> <li>• Harvest Jam</li> <li>• Holiday Fair</li> <li>• Clubs (Bowl/Skate/Ski)</li> <li>• 6<sup>th</sup> Grade Events</li> <li>• Outreach</li> <li>• Wellness</li> </ul>	<ul style="list-style-type: none"> <li>• Communication Chair</li> <li>• Technology</li> <li>• Newsletter</li> <li>• Social Media</li> <li>• Public Relations</li> <li>• Corresponding Secretary</li> <li>• Surveys &amp; Feedback*</li> <li>• Photographers*</li> <li>• Graphic Designers*</li> </ul>	<ul style="list-style-type: none"> <li>• Buildings &amp; Grounds</li> <li>• Apple iPad Configurator</li> </ul>

\*Non-board

### JOIN

Please join the Kilgour PTA to make a difference for your child and their school community! Memberships can be purchased for \$5 at most PTA events and at [www.kilgourpta.org/membership](http://www.kilgourpta.org/membership). As a registered Kilgour PTA member you can:

- VOTE on Kilgour PTA issues and proposals (1 membership = 1 vote at a Kilgour PTA Monthly Meeting). Non-members can attend monthly meetings as spectators only.
- Serve in the capacity of a board member on the Kilgour PTA.
- Receive information from Ohio and National PTA on legislation, training, etc.

## EVENTS & ACTIVITIES

Parents, teachers and our community work together to fulfill student needs with fundraising, enrichment, and community events and activities:

### Fundraising

To support many needs and opportunities for the school, the PTA hosts fundraising events:

- **Sponsorships/Solicitations** – please consider participating as a donor or family/business sponsor
- **Silent Auction** - 11/13 for adults
- **Flower Sale** - % of flower sales order to PTA in late Jan
- **Spaghetti Dinner** - 3/18 for families
- **Carnival** - 5/13 for families
- **Great Gatherings** - year round parent/teacher-hosted parties w/ticket proceeds to PTA
- **Restaurant Nights** - monthly family discounts w/ % of sales proceeds to PTA
- **Reward Programs** – year round shopper programs w/ % sales proceeds to PTA from Kroger, Remke, Target, Coke Rewards & Amazon Smile (coming soon)
- **Box Tops for Education** – year round collection and quarterly homeroom competition w/ 10¢ to PTA for each Box Top
- **NEW! LaRosa's Buddy Cards** – shopper card fundraiser offering 14 pizza deals per card w/50% of proceeds to PTA

### Enrichment

To provide supplemental learning opportunities, the PTA coordinates enrichment events with teachers:

- **Room Parents** – teams of 3-5 parents plan events for homeroom teachers (class parties, teacher appreciation events, PTA needs)
- **Mustang Mondays** – year round supplemental programs for all students based on partnerships with Cincinnati organizations (e.g. language classes)
- **COSI** – annual roadshow from Center of Science & Industry on current STEM topics (1/5-6 on “Exploring Ecology”)
- **Everybody Counts**- annual in-class program that educates children on various types of special needs and disabilities in Feb/Mar
- **Field Trip Transportation** – year round for all grades
- **Theme Weeks** – collaborate w/ teachers to offer weekly themed programs for students:
  - **Career Week** – Jan
  - **Right to Read Week** – Feb
  - **Multicultural Fair** – 3/25
- **NEW! Speaker Series** – 2-3 topic presentations for parents (TBD)

### Community

To build community and/or provide learning, the PTA plans special occasions, projects and resources:

- **Harvest Jam** - 10/30 Halloween event for grades 4-6
- **Holiday Fair** – holiday sales shop for students only from 12/10-11
- **Clubs** – Bowling and Roller Skating after-school student events and Ski weekend family event in Jan & Feb
- **6<sup>th</sup> Grade Events** – annual trips and events for 6<sup>th</sup> grade students
- **Outreach** – annual Thanksgiving Meals & Holiday Giving Tree donation programs and monthly “Kilgour Cares” program
- **NEW! Wellness** – resources to allow students, teachers and families to “choose” wellness
- **Scholarship** – annual \$1,000 scholarship contest for Kilgour alumni awarded in May
- **Yearbook** – annual student yearbook created by PTA sold in Apr; images can be submitted to [yearbook@kilgourpta.org](mailto:yearbook@kilgourpta.org)
- **Directory** – complimentary hard-copy family contact listing collected and distributed by PTA in Sep/Oct
- **Fall/Spring Clean-Ups** – Saturday volunteer events to help w/ school grounds clean-up

## CONNECT

To receive communications and information regarding PTA events and activities, please connect with us:

- Visit our website at <https://www.kilgourpta.org>
- Like our Facebook page “Kilgour School PTA”
- Sign-up to receive our bi-weekly newsletter called “Synopsis” at <https://www.kilgourpta.org/synopsis>
- Stories & pictures are welcome for our communication/public relations needs (submit at [pr@kilgourpta.org](mailto:pr@kilgourpta.org))

## VOLUNTEER

We always need help from parents, teachers and other community members at all our PTA events and activities. Please visit our **NEW!** Volunteer page to see all volunteer needs at <https://www.kilgourpta.org/volunteer>.

## PROPOSALS

Any parent, teacher or community member can submit a proposal to the Kilgour PTA. Submissions must be entered into the online “Kilgour PTA Proposal Form” ([www.kilgourpta.org/forms](http://www.kilgourpta.org/forms)) by the 15<sup>th</sup> of each month. Our **NEW! Finance Advisory Board (FAB)** serve as facilitators to help submitters prepare their proposal entries to present at upcoming monthly PTA meetings. For questions, contact the FAB at [finance@kilgourpta.org](mailto:finance@kilgourpta.org).

## QUESTIONS?

For any questions about the Kilgour PTA, please feel free to contact Deb Mills ([president@kilgourpta.org](mailto:president@kilgourpta.org)), Chris Almand ([presidentelect@kilgourpta.org](mailto:presidentelect@kilgourpta.org)), or our general mailbox ([board@kilgourpta.org](mailto:board@kilgourpta.org)). Thank you for supporting Kilgour School!