

Cabin John PTSA Primer

What is the PTSA? The PTSA is the Parent Teacher Student Association

What does the PTSA do? The PTSA assists the school in organizing events and coordinating special projects and improvements to the Community. For example, the Cabin John PTSA sponsored various cultural resource programs for all students, such as the Slam Poetry Program and Reflections. The PTSA also sponsored a back to school picnic and an end of year carnival. The PTSA works to support the faculty and staff of the school through activities such as Teacher Wish List and Staff Appreciation. This year the CJMS PTSA is working on an expanded after school program. The PTSA also prepares a directory which is provided only to PTSA members.

How do I join? Membership Forms will be included in the summer mailing (scheduled for August 1). Forms also are available on-line via the PTSA website www.cabinjohnPTSA.org.

The Mission of the PTSA

- To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;
- To assist parents in developing the skills they need to raise and protect their children;
- To encourage parent and public involvement in the public schools of this nation.

The Purposes of the PTSA

- To promote the welfare of the children and youth in home, school, community, and place of worship.
- To raise the standards of school & home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

PTSA Committees

COMMITTEE	DESCRIPTION
Newsletter	The Newsletter Editor coordinates the preparation and printing of the Cougar News, the bimonthly PTSA newsletter. . The Newsletter Committee assists the newsletter editor with copying, collating, assembly, and distribution of the newsletter.
Website	The PTSA webmaster updates the information on the Cabin John Middle School PTSA website
Listserv	The Listserv Chair serves as moderator of the Cabin John PTSA Listserv e-Group.
Cultural Arts	Cultural Arts identifies and implements a variety of cultural arts opportunities for CJMS students.
NAACP	Represent the views and needs of minority groups on PTSA issues. Represents Cabin John at the NAACP Parents' Council, created for African American and other minority parents to proactively advocate for their children. The meetings are normally held on the 2nd Saturday of every month.
Activities	The committee sponsors fun and informative events such as the Back to School Picnic, End of Year Carnival, International Night, etc.
Grading and Reporting	Provides information on the MCPS changes in grading and reporting policies and represents the CJMS PTSA's views in various MCCPTA meetings on grading and reporting.
Community Service	Provides opportunities for Community Service
SSL Liaison	Coordinates Student Service Learning opportunities for CJMS students.
Special Needs	The Special Needs Chair gathers and disseminates information on programs and resources for students with special needs and their parents; severs as the contact with the MCCPTA Special Needs Committee, including attending the committee's meetings (2-3x per year); .
Gifted and Talented	The Gifted and Talented Committee provides information on programs and activities for high-achieving students.
Volunteer Coordinator	The Volunteer Coordinator compiles volunteer form responses

	and provides names of volunteers to school and PTSA committees. Recruits volunteers for specific jobs as requested by the PTSA, faculty or staff and provide lists of recruited volunteers to requesters. Compile statistics of volunteer hours provided during the school year from all groups involved in school activities (PTSA, Booster Clubs, etc.) and prepare the annual school volunteer program report. Organize awards ceremonies and a coffee to thank volunteers at the end of the school year.
Safety	The PTSA Safety Committee raises student and family awareness on safety, supports the school on safety issues and the CJMS Emergency Preparedness plan, and is an advocate for student safety.
Membership	The Membership committee coordinates the annual PTSA membership drive; collects dues, maintains a roster of PTSA members and coordinates with the Treasurer regarding payments to the County and State PTA.
Directory	The Directory committee coordinates preparation of the CJMS Directory. The Directory is compiled and published annually. Duties of the chairman include obtaining student information and releases, compiling and formatting the information for printing, proofreading, arranging for printing and distribution of the directory and coordinating the sale of directory ads. .
Staff Appreciation	Staff appreciation handles various programs to show our support for the faculty and staff. In the past this has included lunches and or breakfasts at the beginning and end of the school year and gifts at the holidays as well as other activities.
Facilities	The Facilities committee works with the CJMS community in addressing both short-term health and safety problems and the longer term issue of getting a modern facility that can support the educational mission of Cabin John Middle School
Hospitality	Provides refreshments for PTSA meetings and helps to welcome new members.

After School Activities	Coordinates the after school activities program including work with the school and the recreation department
Fund Raising Volunteers Needed — 1	Coordinates the annual fund raising campaign. Duties include organizing fund raising “spirit nights” with local restaurant, and other fund raisers. The chair also receives incoming responses, compiles and maintains a list of contributors, ensures that contributions are properly recorded, and ensures that contributions are forwarded to the treasurer for deposit.
Box Tops	CJMS families collect box tops and soup labels throughout the school year. The collection is done to raise funds for the PTSA. The committee advertises, collects, counts and submits to General Mills and Campbell's Soup for funds
Printer Ink	CJMS families collect used ink jet printer cartridges to recycle throughout the school year. The collection is done to raise funds for the PTSA. The committee advertises, collects, counts and submits to the Recycler for funds

Minimum number of volunteers requested