

## A GUIDE TO GETTING INVOLVED AT LCE

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### Presented by LCE PTA

Whether you are new to our school, or have been here for a while, this guide is designed to help you become involved at LCE. The 600+ parent, teacher, staff, student and community members of LCE PTA have a singular goal: to support and to enrich our children's public school education in LCUSD.

PTA is the largest child advocacy association in the nation. We need your help to continue to provide our students the support they need to grow and thrive. Get to know us and all that we do at LCE!

#### ***Facts about LCE PTA:***

- Members serve over 40,000 volunteer hours annually. Over 80% of our school population actively volunteers in the class and with various PTA programs. Over 30% of our school population has a PTA leadership position as a Chairperson or Executive Board Member.
- LCE PTA funds are used each school year to support the needs of teachers, students, staff, and school facilities. These funds are crucial to the school.
- In order to lend your input to PTA programs and serve on committees, you must be a PTA member. Membership is offered at the start of school on the Online Order Form, or can be purchased through the year by contacting [membership@lcepta.org](mailto:membership@lcepta.org).
- The PTA Executive Board is elected each spring. The 14 member Board organizes and facilitates PTA activities, working closely with school administration and teachers. If interested in serving on the Executive Board, contact [president@lcepta.org](mailto:president@lcepta.org) or a member of the Nominating Committee , which is announced each year.
- The six areas of PTA emphasis are:

**Programs:** 15+ student enrichment programs spanning art, science, fitness and health, reading and cultural awareness, student assemblies, Spelling Bee, Red Ribbon Week & Reflections.

**Room Representatives:** coordinates classroom volunteers who support class activities and communication between parents and teachers.

**Membership:** oversees annual membership drive and events such as Back to School Picnic, New Family Social and Kindergarten Orientation, Kindergarten Welcome and Outreach committee.

**Volunteers:** coordinates parent volunteers who assist with carline safety, recess, library, campus beautification and class preparation jobs.

**Communication:** produces electronic newsletter, annual school directory, order forms, yearbook and the website.

**Ways & Means:** organizes fundraising events and product sales including Halloween Haunt, Book Fair, Lion Wear and more.

## HOW DO I FIND OUT ABOUT SCHOOL EVENTS & ACTIVITIES?

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**Thursday Folders:** placed in student backpacks weekly, contain important school and class information. In addition, a monthly calendar will be included in the folders to serve as a reminder of key dates.

**Room Representatives:** keep parents informed via email about class activities.

**Weekly Electronic Lion Times Email and website:** sign up to be on email list at [www.lcepta.org](http://www.lcepta.org).

**Order Forms:** paper or online forms used for ordering items and to sign up to volunteer.

**Directory:** can be purchased on Online Order Form and contains school-wide contact information, class rosters, and school calendar.

**PTA Meetings:** 3<sup>rd</sup> Wednesday monthly at 9:15 in Cafeteria. First meeting of the year is on first day of school. Typically, there is an evening meeting in February. March and June are dark.

**Outreach Committee:** this committee assists our Korean families with translation and other support. It typically meets the first Thursday of the month. Contact [outreach@lcepta.org](mailto:outreach@lcepta.org).

## HOW DO I GET INVOLVED WITH LCE PTA?

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**First PTA Meeting:** held on first day of school, parents can sign up to volunteer for programs.

**Back to School Nights:** held in September, parents will hear classroom specifics from teachers and can sign up for various classroom volunteer assignments such as field trips, parties, and more.

**Last Minute Helpers:** sign up on Online Form to help on various projects.

**VP- Volunteers:** contact [volunteers@lcepta.org](mailto:volunteers@lcepta.org). The Volunteer VP will assist you to identify ways you can volunteer that work with your schedule. Also, please contact the VP Volunteers for more information about our Dad's Committee.

## HOW DO I KNOW WHAT VOLUNTEER ROLES WILL WORK BEST FOR ME?

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Below is a list of activities, grouped by estimated time of involvement. Most volunteer committees are perfect for working parents. For more details on any of these volunteer roles, contact [volunteers@lcepta.org](mailto:volunteers@lcepta.org).

**If you have time before or during school hours throughout the year, consider:** Carline, Art Docents, Recess, Library, Picture Day, Last Minute Helpers, Workroom, Lost & Found, Yearbook.

**If you have time during school hours but not through the whole year, consider:** Art Appreciation Week, Multi-Cultural Day, Earth & Red Ribbon Weeks, Last Minute Helpers, Halloween Haunt, Picture Day, Staff Appreciation committees, Disaster Prep, Campus Beautification, and various fundraising committees.

**If you have time evenings or weekends only, consider:** Back to School Picnic, Directory, Halloween Haunt, various fundraising committees, various communications committees such as Lion Times and website, Membership Nights events and the Dad's Committee.

## HOW CAN I SUPPORT LCE PTA'S MISSION?

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In addition to your time and talent, your generous financial support is most appreciated. LCE PTA is a 501 (C) (3) tax exempt organization. Below is a partial list of ways you can support your child's education at LCE:

**Halloween Haunt:** the event raises over 60% of our annual proceeds. Families support the Haunt with Sponsorships & Auction donations, contributions to Class Auction Baskets, purchasing Haunt tees, wristbands and tickets, and by donating food items. Families are requested to volunteer for class booth shifts, set up and clean up.

**Passive Fundraising:** with no "out of pocket" expense, families can support LCE PTA by registering in merchant sponsored programs such as grocery store rebates, dine outs, online shopping and local merchant donation programs. Details on these programs are available at [www.lcepta.org](http://www.lcepta.org).

**Product Sales** PTA runs a select number of product sales, usually one time each fall and spring. We strive to offer quality products that our school community will enjoy and use.

**Book Fair:** families may purchase books for home, and for classroom and library.

**Lion Wear:** school "spirit" wear for kids and adults, available in the fall. Students wear Lion Wear at Spirit Rallies.

**Order Form Donations:** consider making a donation on Online Order Form to PTA General or Technology Funds.

**Apples for Teachers:** donate on Online Order Form directly to your student's teacher for supplies and instructional materials.

### PTA Email Contact List:

[President@lcepta.org](mailto:President@lcepta.org)

[Programs@lcepta.org](mailto:Programs@lcepta.org)

[Waysandmeans@lcepta.org](mailto:Waysandmeans@lcepta.org)

[Roomreps@lcepta.org](mailto:Roomreps@lcepta.org)

[Volunteers@lcepta.org](mailto:Volunteers@lcepta.org)

[Communications@lcepta.org](mailto:Communications@lcepta.org)

[Outreach@lcepta.org](mailto:Outreach@lcepta.org) (support committee for Korean families)

