

PITTSFORD DISTRICT PTSA COMMITTEE JOB DESCRIPTION

Note: B2F Day is held in mid-June and is an optional activity that allows graduating seniors from both Pittsford high schools to return to their elementary schools in graduation caps and gowns, to be celebrated and to inspire the younger students to strive toward graduation. Event runs for about an hour.

Committee Name:	Back to the Future Day Chair
Timeframe for Activity(s): (Ex: Fall, Ongoing, March, etc.)	Spring
Time Commitment: (Ex. 5hrs/week, 10hrs/month, etc.)	A few hours total
Other Personnel Involved: (Ex. Building reps, committee members, PCSD staff, District PTSA chairs, etc.)	PCSD Assistant Superintendent for Instruction Principals at PCSD elementary and high schools MHS and SHS building chairs or web-editors
Job Description and Outline or Schedule of Duties/Responsibilities:	<p>Early March: PCSD Assistant Superintendent for Instruction about setting a date. She will work with the principals at each school (high schools and elementary schools) to remind them about this event and find out which days/times work best for each building towards the end of the school year.</p> <p>Will aim for one date for all elementary buildings, but this does not always work out.</p> <p>April: Work with SHS or MHS Cognito forms person to get the registration form ready to accept entries and the website</p>

person to update webpages with information.

<https://www.mhs.pittsfordptsa.net/backtofuture>

<https://www.shs.pittsfordptsa.net/backtofuture>

May: Contact principals of elementary and high school buildings to introduce yourself and let them know the registration form is ready.

Select parent chaperones - typically 2 parents per elementary school, some buildings may need 3 (MCE)

Notify PCSD Communication Office (Nancy Wayman) and the elementary school PTSA chairs about the event details

Late-May: Make sure that the event is on both high schools' AM announcements with specific date/time of the events and a link to the online permission form; mention that bussing is NOT provided to the elementary schools - seniors will need to drive themselves.

June: Connect Principals with their chaperones via email and remind principals you will provide a list of student attendees 2 days before the event.

	<p>Remind seniors that they will wear their cap and gowns to the event.</p> <p>Two days before the event, provide each elementary principal and the high school principals with a list of their students who are going to selected buildings.</p> <p>On the day, chaperones should take plenty photos and help with checking students in. The respective buildings may have created name tags for students.</p>
	<p>Notes, students who did not attend PCSD elementary schools can select which school they would like to attend if they choose to be a part of this event</p>
Supplies/Skills Needed:	<p>Ability to sort excel spreadsheet to share lists with principals.</p>

Detailed notes will be provided of how to perform the role.