**Cider Mill PTA Job Description**

Photo Day Chair

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| Outgoing |  |  |
| 2017-18 | Meg Morris | mcmeg.morris@gmail.com |

**Overview:** Oversee the planning, coordination and execution of Cider Mill photo days. The photographer is selected and booked by the PTA council.

**Responsibilities:**

· **Summer:**

 Photo day should have been booked with the photography company last year straight after the retakes were completed. Contact the photographer or your predecessor to ensure that this is the case. Check with the Principal's secretary to be sure the date(s) you want is available on the school calendar. Discuss the dates with the PTA council rep to ensure that other Wilton schools are not doing their photographs on the same day. If this is the case it willl be too hard to get volunteers.

 Over the summer create a flyer to be included in the First Day Pack that goes out to students on the first day of school. You will need to attach the order form from the photographer to this flyer.

 Advertise in the first edition of Hot Cider (the school's PTA newsletter) so that parents are aware of the date. Later on use Hot Cider to remind parents when retake day is. Photos are taken in the old or south gym.

 Make fliers to go in the children's take home folders to remind people when photo day and retake day are taking place.

· Make a schedule for the teachers to sign up with the time they want. Post in teachers lounge the week before school so they can fill it in. Afterwards retype the schedule and post it for the teachers.  You will need to include specific time slots for each class and have the correct number of photographs slotted.  Also, be sure there is a photographer booked for outside/whole class shots.

· Notify the gym teachers of the day you will need the gym so they can schedule classes elsewhere. You do this via a note – in writing and you will need to copy in the office secretary.  Also do this for retake day – and again, be sure to clear retake day with the office before you confirm with photographer.

 Obtain volunteers to assist with photo day/re-take day. Obtain list of potential volunteers from Volunteer Coordinator. (You can probably run the re-take day alone or with just one other person). On photo day assign one or two volunteers to each of the 4 photographers (3 inside, 1 outside for class photos). It’s best to have two volunteers for each indoor photographer – one person writes numbers for the photographer/collects the order forms…..the other helps the kids sit straight, fixes hair, etc.

· Distribute the photo packets into each teachers' mailbox in the teacher lounge.  Do not go class to class – leave them in the appropriate teacher boxes.

· Advise staff of the photo re-take date. Kids getting photos retaken will be called down by the office over loud speaker by grade 3rd, then 4th, then 5th. Ask the secretary to make the next announcement after the previous class is done i.e. “All 1st graders getting photo retakes may proceed to the cafeteria now”. Retakes are done in the cafeteria with only 1 photographer.  Be sure a final announcement is made before the photographer leaves to give all children and teachers one last shot for retakes.

· PTA Council Photo day:

 Advertise in Hot Cider the PTA Council family photo days

 You are expected to volunteer to work during the weekend that the PTA Council Photo Day is held (Usually at Merwin Meadows or Ambler Farm)

· Make sure that any staff member who does not have a photo in the handbook (or whose photo is very out of date) gets a photo taken. Give a disk of these photos to the front office and keep a copy to give to the handbook editor in the summer.

· Attend all PTA meetings. Give updates as appropriate.