



# Wakefield Elementary School PTA Committee Descriptions



*Not all of these committees operate every school year, however they are being included for informational purposes.*

**Art Room** - Assist with primary classes in Art Class, change art in hallways. Time Commitment: Variable

**Awards/Grants** - Awards – Coordinate gathering and sending forms for “Teacher of the Year,” “Volunteer of the Year,” etc. to North Carolina State PTA for possible award recognition. Time Commitment: January/February, three weeks at most. Grants – One to four parent volunteers needed to work with Principal on filling out/writing grants to receive money for school programs. Time Commitment: One time to variable throughout school year. Some work can be done at home.

**Book Fair** - Organizing the event by contacting the book vendor, advertising the event, obtaining volunteers to work the fair, and collecting monies. Time Commitment: Two-three weeks

**Books By Me** –Assist students in putting together their own publications. Time Commitment: Variable. Some work can be done at home.

**Box Tops for Education** –Collect, count and process tops and labels. Time Commitment: As needed. Can be done at home.

**Community Partners (Corporate Fundraising)** - Implement the business partner program (in-kind/cash fundraising) to assist in reaching donation goals. Work with committee chairs as needed to link businesses with committee work. Time commitment: Variable, with emphasis on August - December time period.

**Cultural Arts** – Develop a plan to ensure all children are exposed to cultural arts throughout the year. Time Commitment: Variable

**Directory** – Collect Student Directory information, data entry, layout, print production. Work with Community Partners committee to create a business directory. Time Commitment: Beginning of school year only.

**Fall Fundraiser** - Organize fundraiser event, advertise event, collect donations, and distribute prizes. Plan kickoff and finale for fundraiser. Time Commitment: Beginning of school year, hours vary.

**Family Fun Day** –Work on festival planning committee; organize games, rides, food, and entertainment and volunteer requirements for the event. Time Commitment: Short term, about two months.

**Father-Daughter Dance** –A special event for female students and their father/guardian. Determine a theme, organize food, photographer, DJ by working with PTA President and VP Events. Time commitment: Two-three weeks of planning.

**Fifth Grade Celebrations/Picnic** – Assist with fifth grade end-of-year event. Time Commitment: Variable

**Giving Tree** – Organize the Holiday gift tree by creating wish tags, collect gift donations and distribute gifts to families. Time Commitment: November and December.

**Guidance** - This committee promotes several programs to enhance student life at Wakefield Elementary, e.g., Character Education and Tutoring with a concentration this year on the Character Education Program. Time Commitment: Variable

**Legislative** – A parent willing to attend Wake County School Board meetings and/or gather relevant information from the WCPS website on various issues pertaining to Wakefield Elementary School and keeping parents updated on such information through our monthly newsletter. Time Commitment: Varies, monthly or quarterly.

**Media Center** - Help in school library. Replace books to shelf, assist children in finding books and checking out. Time Commitment: Up to one half day per week, substitutes are also needed.

**Membership** – Manage database of PTA members and organize by classroom for a membership drive. Assist with sign-up at PTA meetings. Distribute PTA membership cards. Time Commitment: Variable

**Mother-Son Event** – A special event for male students and their mother/guardian. Determine a theme, organize food, photographer, and activities with PTA President and VP Events. Time commitment: Two-three weeks of planning.

**Newsletter** – Plan, write, edit, layout, print arrangements for monthly newsletter. Time Commitment: Bi-Monthly, prior to release. Some work can be done at home.

**Playground** - Work within a committee on a timeline to improve playground equipment. Time Commitment: Variable

**Reflections** - Coordinate guidelines of the reflections project. This program is a national PTA cultural arts project offering children an opportunity to express themselves through visual arts, literature, music and photography. Time Commitment: Varies, as needed.

**Red Ribbon Week** - Plan week of activities to promote drug prevention and awareness. Advertise and implement activities. Time Commitment: about 2 weeks in November.

**School Spirit** – Promote spirit within the school through various activities throughout the year. Special theme for the 2nd Friday of each month, along with 1-2 school wide community service projects. Time Commitment: Variable.

**School Store** – Assist with planning and ordering items for the school store. Promote at school events and through Web site, prepare flyers for ordering. Time Commitment: Variable, throughout the year.

**School Staff Recognition** - Plan events throughout the year to recognize and celebrate the work of our teachers, staff and students. Time Commitment: Variable

**Spirit Nights** – Plan fundraising events such as Hurricanes Hockey games and local restaurant family nights. Time Commitment: Varies. Some work can be done at home.

**Spring Fling** - Plan and organize this event, which is a combination of Family Fun Day and Eagle Expo, which had vendors displaying their merchandise and in some cases selling it too.

**Student Picture Day** - Assist photographer by keeping classes organized, keeping an orderly flow of students in to photography rooms. Time Commitment: Approximately 3 hours, Fall and/or Spring.

**Talent Show** – "Director" needs volunteers to help with organizing Talent show. Help with auditions, practice sessions and developing the evening program. Time commitment: Late winter/Spring – Help with planning “auditions” and actual event. Week of event, decorating, stage management, etc

**Web Site** – Host and administer PTA Web site. Time Commitment: Variable.

**Yearbook** – Take photographs, design pages, plan yearbook production, take orders, collect money and distribute yearbooks. Time Commitment: Variable throughout the year.