

Committee Descriptions and Chairpersons

Art By Me – **Chairperson: Open** - Collect the monies from products ordered and distribute the products to the children. The Art Room will assist the children in making the artwork. Time Commitment: Variable

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 – **Chairpersons: Michelle Skerlos and Sharon Gerald** -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 – **Chairperson: Lin Navarro** - Assist students in putting together their own publications. Time Commitment: Variable. Some work can be done at home.

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

Community Partners (Corporate Fundraising) – **Chairperson: Dorian Holowicki** - 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 – **Chairperson: Susan Cokas** - Develop a plan to ensure all children are exposed to cultural arts throughout the year. Time Commitment: Variable

Directory – **Chairperson: Carmela Donley** - 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 – **Chairpersons: Sharon Gerald and Lin Navarro** – 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 Night – **Chairperson: Deena Still** - Work on festival planning committee; organize games, rides, food, and entertainment and volunteer requirements for School Family Night. Time Commitment: Short term, about two months.

Father-Daughter Dance – **Chairpersons: Andi Herman and Stacey Nelson** -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 – **Chairperson: Open** - Assist with fifth grade end-of-year event. Time Commitment: Variable

Giving Tree – **Chairperson: Dawn Fox** – 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

Kids Vote – **Chairperson: Open** – Organized a school wide voting day for all students. Time Commitment: Late October/ Early November.

Legislative – **Chairperson: Open** - 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 – **Chairpersons: Sharon Gerald and Lin Navarro** - 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 – **Chairperson: Open** -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 – **Chairperson: Carmela Donley**- Plan, write, edit, layout, print arrangements for monthly newsletter. Time Commitment: Bi-Monthly, prior to release. Some work can be done at home.

PE Field Day: Chairperson: Open - Coordinate the volunteers and assist PE teachers in planning and coordinating field day. Time Commitment: Late spring-variable

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

Reflections- **Chairperson: Open** - 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 - **Chairperson: Sabra Ivey and Winene Thomas** – Plan week of activities to promote drug prevention and awareness. Advertise and implement activities. Time Commitment: about 2 weeks in November.

School Spirit – **Chairpersons: Michelle Flynn and Shauna Schwarz** -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 – **Chairperson: Kristy Yashinsky**

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: Chairpersons: Becky Karidis and Rhonda Cassidy - Plan events throughout the year to recognize and celebrate the work of our teachers, staff and students. Time Commitment: Variable

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

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 – **Chairperson: Chris Barrick** - "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

Third Grade Dictionary – **Chairperson: Open** - Contact selected vendor who will be paying for the dictionaries. Order the dictionaries for the third grade. Organize delivering them to each class. Time Commitment: One week

Web Site – **Chairperson: Stephen Toback** - Host and administer PTA Web site. Time Commitment: Variable.

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