

We are beginning a new and exciting school year at Wakefield Elementary. We have many of the same activities and programs we enjoyed last year, such as Father-Daughter Dance and Mother-Son Event. In order for all this to be possible, we need your help. Please review the committee descriptions in this letter and consider volunteering for the committees that interest you. We appreciate any amount of time you are able to help!

Please fill out the following and return to your child's teacher:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Please check volunteer areas of interest:**

- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> Art Room      | <input type="checkbox"/> Community Partners                | <input type="checkbox"/> Guidance         | <input type="checkbox"/> Playground          | <input type="checkbox"/> Teacher Recognition |
| <input type="checkbox"/> Awards/Grant  | <input type="checkbox"/> Chair - Community Partners        | <input type="checkbox"/> Directory        | <input type="checkbox"/> Red Ribbon Week     | <input type="checkbox"/> Talent Show         |
| <input type="checkbox"/> Chair-Awards  | <input type="checkbox"/> Fall Fundraiser                   | <input type="checkbox"/> Legislative      | <input type="checkbox"/> Reflections         | <input type="checkbox"/> Tech Night          |
| <input type="checkbox"/> Book Fair     | <input type="checkbox"/> Family Fun Night                  | <input type="checkbox"/> Media Center     | <input type="checkbox"/> School Spirit       | <input type="checkbox"/> Web Site            |
| <input type="checkbox"/> Books By Me   | <input type="checkbox"/> Father-Daughter Dance             | <input type="checkbox"/> Mother-Son Event | <input type="checkbox"/> School Store        | <input type="checkbox"/> yearbook            |
| <input type="checkbox"/> Box Tops      | <input type="checkbox"/> 5 <sup>th</sup> Grade Celebration | <input type="checkbox"/> Newsletter       | <input type="checkbox"/> Spirit Nights       | <input type="checkbox"/> Miscellaneous       |
| <input type="checkbox"/> Cultural Arts | <input type="checkbox"/> Giving Tree                       |   | <input type="checkbox"/> Student Picture Day |  |

**Committee Descriptions and Chairpersons**

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

**Awards/Grants - Chairperson OPEN** - 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: 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: Gretchen Goodwin/Stacey Nelson** - Collect, count and process tops and labels. Time Commitment: As needed. Can be done at home.

**Community Partners (Corporate Fundraising) – Chairperson: OPEN** - 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: Amanda Viele/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: Cindi Ziegler** – 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** – Chairperson: 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: Allison McNamara/Allison Hardwick– 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** – 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** – Chairperson: Mary Beth Cristinziano- 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: Wendy Melchiorre/Shaina Schwartz-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: Sharon VanDyke- Plan, write, edit, layout, print arrangements for monthly newsletter. Time Commitment: Bi-Monthly, prior to release. Some work can be done at home.

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

**Reflections**- Chairpersons: Chris Merrin/Mary Beth Cristinziano- 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: Celeste Massie – Plan week of activities to promote drug prevention and awareness. Advertise and implement activities. Time Commitment: about 2 weeks in November.

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

**School Store** – Chairperson: Maria Gagnon  
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: Rhonda Cassidy/Lisa Marchetta- Plan events throughout the year to recognize and celebrate the work of our teachers, staff and students. Time Commitment: Variable

**Spirit Nights** – Chairperson: Starlynn Nipper– 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: StacyHinton/Lia Watson - "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** – Chairperson: Lisa Davidson -\_Host and administer PTA Web site. Time Commitment: Variable.

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