

WCE PTA Committee list 2009-2010

MEMBERSHIP –To get parents involved in the school by being a part of or Parent Teacher Organization. Chair – **Cindy Grischo**

- To host no less than 2 **membership drives** per school year. Fill out and distribute PTA membership Cards. Have a membership table at the back to school night, Kindergarten open house, and other events as needed. Report to the **Colorado PTA** the membership list twice/ year.
 - 1 volunteer – **Cindy Grischo**
 - membership drives – 6 hours
 - Report membership list – 3 hours
- To collect parent/student information and create a **directory** with the class lists, teacher and staff contact numbers, a school calendar of events, and other important information. Volunteers will assist with copying, binding, and distribution of the books each fall, as well as work with the local businesses to get advertisements for the directory to help pay for printing costs.
 - 2 volunteers – **NEEDED**
 - Prepare request for info – 2 hours
 - Collect and enter info – 6 hours
 - Format and create directory – 12 hours
- **Parent Information Session & Meal before meeting**– coordinates programs presented following PTA business meetings
 - Responsibility will be rotated committees
 - 5 meetings per school year

COMMUNICATION – To communicate school, PTA and community information to the parents and teacher. Chair – **Ansley Young, Joanna Ladis and Robin Haight**

- Coordinates a **weekly update** to be distributed to the families. This information will be distributed by paper, e-mail, on the website, a bulletin board at the school.
 - 2 volunteers – **Joanna Ladis & NEEDED**
 - 4 hours per week
- Coordinates a **monthly PTA newsletter**, including the Principal and Presidents articles, fundraising updates, current and past events at the school. There is some writing/editing and layout involved.
 - 1 volunteer – **Robin Haight**
 - 4 hours per month
- To keep parents informed by hosting and keeping up to date the **westerlycreekpta.com website**.
 - 1 volunteer– **Robin Haight**
 - 2 hours per week
- To **maintain PTA bulletin board**
 - 1 volunteer– **NEEDED**
 - 1 hour per week
- **Marketing and Branding for WCE**
 - 1 volunteer– **Ansley Young**
 - 1 hour per week

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STAFF SUPPORT -To help coordinate teacher appreciation activities and encourage volunteerism in the classroom. Chair – **Katie Dell, CO-CHAIR NEEDED**

- Coordinate a **room parent** for each classroom, specials teachers, and Special Education teacher.
 - 1 volunteer – **Katie Dell**
 - 1 hour per week
- Coordinate volunteers for monthly **Staff breakfasts**
 - Each Class is responsible for one of these coordinated by room parent
 - 3 hours each time
- Coordinate volunteers for **Lunches for professional development days.**
 - 2 volunteers - **NEEDED**
 - 3 hours each time
- Coordinates the events for **Teacher Appreciation Week**
 - Multiple volunteers needed later in the year
 - 8 hours
- Coordinates the **Goodbye-Hello Potluck** – end of the year event to celebrate, introduce new staff, and provide parents with information for the next school year.
 - Multiple volunteers needed later in the year
 - 8 hours

FUNDRAISING – To raise funds to make up for the opportunities that are not offered through DPS budget. Chairs – **Krista Azer and NEEDED**

- Create a **fundraising calendar** to be submitted to the PTA Board for approval by the first meeting of the school year. Form subcommittees to carry out events throughout the year.
- Coordinates **Direct Giving Campaign** in the summer.
 - 10 volunteers –
 - 6 hours each
- Coordinates **Golf Tournament in the Fall (POKER NIGHT?)**
- Coordinates **Auction in the Spring.**
 - ALL volunteers –
 - LOTS
- Coordinates the collection of box tops to earn money through **BoxTops 4 Education.**
 - 1 volunteer – **Mari Grimaldo**
 - 2 hours per month
- Coordinates **Grocery Certificate Sales**
 - 1 volunteer – **Missy Martin**
 - 2 hours per month

WELCOME WAGON- To organize events to welcome new and perspective families to WCE. Chair – **Erica Bloom**

- **Adopt-A-New Family** Coordinates communications and activities to help new families at WCE
 - 1 volunteer from each grade
 - 1 hours per month
- Coordinates the **Welcome Back Lemondade** - kick off the year so that parents and students can meet their classmates and teachers.
 - Multiple volunteers needed early in the year
 - 8 hours
- **School Tours**
 - 2 volunteers for tours –**NEEDED**
 - 1 hours per month
- **Open House** Coordinates the open house for Kindergarten and ECE in November

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- 2 volunteers for welcome packets – **NEEDED**
- 8 hours
- 4 volunteers for night of open house – **NEEDED**
- 6 hours each
- **Area School Outreach**
 - 1 volunteers – **Jennifer Tisdale**
 - 12 hours

AD HOC PROGRAMS –Committees organized throughout the school year as needed.

- **WCE SPIRIT WEAR** - To distribute order forms not less than 2 times per year and make sure that orders are filled and distributed to the purchasers correctly.
 - 1 volunteer – **NEEDED**
 - 6 hours twice a year
- **School Supply Kits** - To distribute order forms early May and make sure that orders are filled and distributed to the purchasers correctly.
 - 1 volunteer – **Nadine Rasmussen**
 - 8 hours
- **Fall/Spring Outdoor Beautification** – Coordinate activities related to sprucing up the school grounds.
 - 1 volunteer –**NEEDED**
 - 12 hours each
- **Field Trip Coordinators** – Coordinate field trips with teachers, DPS, and families. Arranging volunteers for trip, transportation, and venue for given grade
 - 1 volunteer for each grade level
 - 4 hours per month
- **BABY AND KIDS STUFF SALE** – Coordinate volunteers to collect sort and display merchandise and sell baby and kids stuff and give remaining items to charity.
 - Multiple volunteers needed later in the year
 - 12 hours each

LITERACY –To promote literacy in the school and community. Work closely with School Librarian. Chair – **NEEDED**

- Coordinate **Scholastic Book Fairs** to raise money for books for the library and classrooms. Work with Scholastic books to host 2 book fairs / year, October and March. Coordinate volunteers to work at the fair. To work with the teachers to create their book lists. To work with the Principal to distribute the funds for classroom libraries and the media center.
 - 2 volunteers – **Kari, Katie & NEEDED**
 - 15 hours 2 times per year
- Coordinate **Family reading nights**.
 - 1 volunteer- **NEEDED**
 - 8 hours 2 times per year
- Coordinate **Reading Is Fundamental (RIF)** through DPS. Apply to the program for the free books and work with the school and librarian to make sure the books are distributed.
 - 1 volunteer – **NEEDED**
 - 12 hours total

THE ARTS – To help support arts education and participation in our school. Work closely with Art teacher. Chair **Renee Allen**

- Coordinates **“Original Works Program.”** This company turns the students’ art work into items you can “wear and share.” Coordinate with teachers for the creation of the art work. Collect orders. Distribute items. Pre-holidays.

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- 1 volunteer –
 - 20 hours
- Coordinate **class auction projects** with assigned Room Parent and Auction committee. Offer creative ideas and input.
 - 2 volunteers – Marissa Ross and Abbie Smith
 - 8 hours each
- Coordinate **art show**. This will be held in conjunction with the literacy night.
 - 2 volunteer – Suzanna Aldridge and Sarah Batt
 - 8 hours
- **Indoor Beautification**
 - 2 volunteers – Laura Willius and Carolyn Dooling
 - 12 hours each

LEGISLATIVE COMMITTEE –

Keep the Board and PTA members informed about current legislative issues that affect the children and schools. Research these issues and report findings at the PTA meetings each month. Chair – Missy Martin

- 1 volunteer – Missy Martin and Erin Goff

CSC-

The Collaborative School committee is a committee comprised of our principal, two teachers, two parents/guardians, a community member, and a classified employee of the school. The CSC will create and implement the school improvement plan, review school budgets, and help to determine the school staffing among other things. Meetings times- 1st Tuesday of the month 6:30

- Rotation of Board members will attend