

# WYATT PTA 2009-2010 COMMITTEE CHAIRMAN & COORDINATORS POSITIONS

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

email: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

On the following pages are many opportunities to be a chairman of a committee or a coordinator. Please read through them and consider many different possibilities that interest you. Coordinators and chairman will be provided a list of volunteers willing to work their event/program and are responsible for coordinating all volunteers needed. Any person will be considered for each position. Committees and Room Parents will be filled after the beginning of next school year.

Thank you so much for your time. This is an opportunity to support your community, school and child's education. We cannot do this without you! If you have any questions, please do not hesitate to ask. I am available by telephone and email. I look forward to working with you!

**Directions:** Complete page one. **Return ALL pages to school no later than \_\_\_\_\_.**

Please include any comments that you would like the PTA executive board and staff to consider as they fill these positions.

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**Questions:** Contact Bhuvi Manohar, VP Volunteers, 972-335-4009 or [emailbhuvi@yahoo.com](mailto:emailbhuvi@yahoo.com)

Or

Paige Douthitt, President, 972-335-0326 or [planopaige@aol.com](mailto:planopaige@aol.com)

**For any position that you would gladly accept, please place a checkmark ✓ in front of the description.**

If you would like to indicate which option is your first choice, place a star in front of that description.

*You are encouraged to mark many different options*

**DEADLINE:**

## CHAIRMAN AND COORDINATORS UNDER FIRST VICE-PRESIDENT PROGRAMS

- \_\_\_\_\_ **Beautification Chairman:** Responsible for making the Wyatt campus attractive for our families. Maintain attractive flower pots at the entrance of the school and assist with other landscape projects as needed. Present additional plans for continuing to improve our campus. Lead and organize committee members.
- \_\_\_\_\_ **Citizenship/Hardship Coordinator:** Organize resources for parents to promote good character traits, citizenship awareness in children, and proper protocol for the American flag and pledge. Responsible for organizing the flag ceremonies for PTA meetings. Also responsible for organizing meals, chauffeuring, etc for Wyatt families and staff in need. This can be done from home.
- \_\_\_\_\_ **Community Service Coordinator:** Responsible for coordinating all community service projects for Wyatt.
- \_\_\_\_\_ **Family Heritage:** Responsible for promoting an understanding of different cultures. Will work with World of Differences Chairman to plan and promote this special day. Will also organize an ambassador program to welcome new families from different cultures and host a Cultural Ambassador's Reception.
- \_\_\_\_\_ **Environmental Chairman:** Promote participation in environmental awareness programs through the school and community. (I.e. Keep Plano Beautiful Campaign, EPA/PTA Environmental Poster Contest.) Work and organize committee members. Responsible for activities such as Keep Wyatt Beautiful and arranging guest speakers.
- \_\_\_\_\_ **Field Day Chairman:** Assist PE staff with planning and organizing the Field Day in May. Responsible for organizing volunteers for this event.
- \_\_\_\_\_ **Health Concerns and Youth Safety Chairman:** Responsibilities will include working with the PE staff to promote a walking/exercise program for students and families. Additional responsibilities include organizing the McGruff Safety Program, and writing monthly newspaper articles informing parents about health or youth safety topics.
- \_\_\_\_\_ **Hospitality /Teacher Appreciation Chairman:** Responsible for organizing and promoting the Welcome Back Coffee in August. Will require some summer work. Throughout the year will oversee various hospitality needs for the PTA and organize teacher lunches every 3 months. Also responsible for teacher and staff appreciation activities throughout the year and Teacher Appreciation Week in May that includes a large luncheon. This includes birthdays, nurses' week, librarian's week, babies, etc. Bonus: Great interaction with Wyatt staff!
- \_\_\_\_\_ **Parent Education Chairman:** Responsible for coordinating parent education programs.
- \_\_\_\_\_ **Parent Education Chairman Assistant:** Responsible for assisting the Parent education chairman and school counselor to develop programs for Wyatt parents.
- \_\_\_\_\_ **Reflections Coordinator:** Responsible for implementation of The National PTA Reflections program in the fall. Will work closely with the staff liaison to promote participation. Find judges and submit items selected for district competition. Responsible for awarding all children who participate.

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## CHAIRMAN AND COORDINATORS UNDER SECOND VICE-PRESIDENT, MEMBERSHIP

\_\_\_\_\_ **Newcomers Committee Chairman:** Plan programs to welcome new residents to the school and share information regarding the area. Over the summer and in the fall, work with the office staff to create a welcome packet for new families. Host the Newcomers Tea at the beginning of the school year.

\_\_\_\_\_ **School Directory Chairman:** Responsible for putting together the school directory at the beginning of the school year.

## CHAIRMAN AND COORDINATORS UNDER THIRD VICE PRESIDENT WAYS & MEANS

\_\_\_\_\_ **Book Fair Chairman:** Responsible for organizing one book fair. Must handle all communication with company, set-up the book fair, organize communications through YO packets and the newsletter, organize and coordinate all volunteers.

\_\_\_\_\_ **Partnership Chairman:** Handles all communication between Wyatt and community businesses (Kroger, Tom Thumb, Albertsons, etc.), plans programs geared towards raising participation, handles all distribution of partnership cards as well as inquiries from parents. This is a yearlong program. Must be able to organize a committee to oversee the many partnership opportunities.

\_\_\_\_\_ **Sally Foster Coordinator:** Responsible for organizing the Sally Foster Gift Wrap fundraising event. Handles all communication with the fundraising company, including ordering and distribution of orders. Also responsible for organizing orders, collecting funds, getting information in the YO packet and newsletter and organizing volunteers to assist.

\_\_\_\_\_ **School Supplies Coordinator:** Handles the ordering of school supplies and items for the school store. Coordinates the volunteers for distribution of school supplies in August. Coordinates volunteers and oversees operation of the school store during school functions and once a week during school hours.

\_\_\_\_\_ **Spirit Wear Coordinator:** Responsible for organizing all spirit wear orders. This includes preparing order forms, collecting money, organizing volunteers to sell spirit wear at Wyatt events, distributing orders, and planning activities throughout the year to promote spirit wear and spirit day. Summer work is necessary to prepare for spirit wear sales in August. Must be available during back to school packet pickup in August 2009 (Date to be determined)

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## CHAIRMAN AND COORDINATORS UNDER FOURTH VICE-PRESIDENT VOLUNTEERS

**Lead Grade Coordinators:** Work closely with Team Leaders to organize all volunteers and schedules at the grade level. Oversees the Room Parents and helps to organize all classroom parties. Must be organized and able to manage many different schedules. **A priority will be to assure that each parent who wishes to volunteer is given the opportunity to do so.** Some summer work will be necessary to organize volunteers for the first weeks of August.

\_\_\_\_\_ **Kindergarten Lead Grade Coordinator**

\_\_\_\_\_ **1<sup>st</sup> Grade Lead Coordinator**

\_\_\_\_\_ **2nd Grade Lead Coordinator**

\_\_\_\_\_ **3rd Grade Lead Coordinator**

\_\_\_\_\_ **4th Grade Lead Coordinator**

\_\_\_\_\_ **5<sup>th</sup> Grade Lead Coordinator**

**5<sup>th</sup> Grade Camp Coordinator:** Work with 5<sup>th</sup> Grade Lead Teacher in preparing for the camp.

**5<sup>th</sup> Grade Luau Coordinator:** Organize the End of the Year Party

**5<sup>th</sup> Grade Colonial Day Coordinator:** Organize volunteers for this November event

**5<sup>th</sup> Grade City of Lights:** Organize the Winter party in December

**5<sup>th</sup> grade Celebration:** Organize this memorable event in late May early June.

\_\_\_\_\_ **Art Coordinator:** Work with the Art teacher and a few volunteers to decorate the halls of the school with artwork. Organize volunteers to provide assistance for art classes and prep work as needed.

\_\_\_\_\_ **Library Coordinator:** Organize schedule for volunteers to work in the library. Library volunteers assist with book checkouts, book returns, etc.

\_\_\_\_\_ **Office Coordinator:** Organize volunteers who will work in the office sorting and filing student information during the first week of school. Schedule volunteers to assist the school nurse in the clinic with paper work and escorting children to/from class as needed. Coordinate office assistants as needed during monthly staff meetings. Organize volunteers for Kindergarten Round-up in the Spring. Summer work is required for organizing volunteers for packet pick-up in August 2009 (date to be determined).

\_\_\_\_\_ **Volunteer Hours Coordinator:** Responsible for the volunteer hour's system including the compilation of hours by month and the replenishing of volunteer hour cards. This work can be done from home.

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## CHAIRMAN AND COORDINATORS UNDER COMMUNICATIONS & PUBLICATIONS

- \_\_\_\_\_ **Newsletter Coordinator:** Responsible for monthly development, publication and distribution of school newsletter. This is a yearlong commitment.
- \_\_\_\_\_ **Publicity Coordinator:** Submit press releases to PISD Communications Office, local print and media news sources.
- \_\_\_\_\_ **Website Coordinator:** Responsible for maintaining and adding weekly updates to the PTA website.
- \_\_\_\_\_ **eNews Coordinator:** Responsible for providing PTA news input to eNews each week.

## CHAIRMAN AND COORDINATORS UNDER EDUCATION

- \_\_\_\_\_ **Academic Night Coordinator:** Responsible for organizing event to be held in the Fall. Will be the liaison with Wyatt staff. Coordinate the evening schedule, workshop descriptions and publicity.
- \_\_\_\_\_ **After School Programs Coordinator:** Coordinate educational after school programs such as Science, Drama, Art and teacher lead classes. Some summer work will be required to organize the after school program. Responsible for marketing the programs, enrolling students in the programs, and ensuring that each is organized.
- \_\_\_\_\_ **Book Club Coordinator:** Coordinate with grade level teachers for a book discussion during each nine-week grading period. There will be a volunteer coordinator for each grade level. Responsible for promoting the Book Club through YO fliers and the newsletter.
- \_\_\_\_\_ **Chess Club Coordinator:** Work with staff to help organize the chess club. Coordinate meetings and organize volunteers to help children. Create enrollment forms and organize communication through newsletter and YO packets.
- \_\_\_\_\_ **Investment Club Coordinator:** Responsible for coordinating The Stock Market Game sponsored by The Dallas Morning News as an after school club/program. Includes working with the newspaper and providing volunteers to help the teams. Materials and training are provided by the newspaper.
- \_\_\_\_\_ **Science Fair Coordinator:** Help coordinate and organize the Science Fair in the fall. Will be working with staff members to encourage student participation, organize judges, and other fun miscellaneous tasks!
- \_\_\_\_\_ **K-WAM Coordinator:** (Kids With A Mission) Coordinate this after-school program that focuses on Wyatt kids helping the community through volunteer work and raising money for various charities. The program meets eight times a year.

## CHAIRMAN AND COORDINATORS UNDER SECRETARY

- \_\_\_\_\_ **YO (Youngest and Only) Packet Coordinator:** Responsible for organizing the volunteers to prepare the packets on Thursday mornings.

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## CHAIRMAN AND COORDINATORS UNDER HISTORIAN

- \_\_\_\_\_ **Yearbook Chairman:** Oversees production and distribution of yearbook. Responsible for overall layout design, budget, cover design and publisher deadlines. You will be the publisher's main contact and will also produce all portrait and club pages (approximately ½ of the book). Minimum home PC requirements: 256 MB RAM, Windows 2000 or ME or WinXP, Internet explorer version 5.5 or above, DSL or faster connection speed, printer, scanner and Acrobat reader 5 or above. Should be proficient with digital photos. Photo-editing software and scanning experience a must (or willing to learn).
- \_\_\_\_\_ **Yearbook Coordinator:** Responsible for administrative functions with respect to yearbook. This includes conducting sales campaigns, collecting orders and payments, maintaining a database of orders and preparing labels and reports for spring distribution. Must have spreadsheet or database knowledge.
- \_\_\_\_\_ **Yearbook Production Coordinator:** Responsible for coordinating yearbook photographers and for the production of ONLY about ½ of the yearbook's pages (mostly montage pages). Minimum home PC requirements: 256 MBRAM, Windows 2000 or ME or WinXP, Internet explorer version 5.5 or above, DSL or faster connection speed, printer, scanner and Acrobat reader 5 or above. Should be proficient with digital photos. Photo-editing software and scanning experience a must (or willing to learn).

## CHAIRMAN AND COORDINATORS UNDER SOCIALS

- \_\_\_\_\_ **Fall Picnic Chairman:** Plan a family picnic to be held in September. Will organize a small committee to assist with the event. Will handle publicity, food, registration, and volunteers.
- \_\_\_\_\_ **Family Activities Coordinator:** Responsible for organizing possible family outings such as Skate Night, Family Night at the Ballpark, or Movies with Dad or a swim activity. Must organize publicity for the event through YO and fliers. May also be asked to assist with the Winter Social.
- \_\_\_\_\_ **Winter Social Chairman:** Plan and organize a family social. The Chairman must be able to organize a committee to plan activities, find donations, organize a silent auction, schedule entertainment, coordinate information through the YO and newsletter, organize ticket sales, and coordinate the volunteers for the evening.

## CHAIRMAN & COODINATORS UNDER SAGE (Special & Gifted Education)

- \_\_\_\_\_ **World of Differences Chairman:** Plan and promote the opportunity for children to experience different cultures and participate in activities that simulate the difficulties some individuals face with special needs. These might include learning differences, physical challenges, vision or hearing impairment.

### **Thank you again for taking time to complete this volunteer form!**

The following is optional information you can provide to us in order to get to know you better. List your current and past responsibilities with other PTAs/PTOs.

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