

## **PTSA CURRENT COMMITTEE DESCRIPTIONS**

**AUG. 2010**

### **ACADEMIC EXCELLENCE**

Committee recognizes students who achieve a 3.75 GPA for prior year in September. Academic Letter, certificate and anniversary pin are ordered and stocked each year. An award ceremony for sophomores, juniors and seniors takes place in September. The ceremony could be: School Breakfast  
A and A/B Honor Roll certificates are distributed to students end of each semester (Feb) and (May).

### **BACCALAUREATE**

End of school year program for all seniors and their families at a non-denominational place. Organized by Senior parents, the program consists of invitations, speakers, music and reception.

### **BUSINESS ALLIANCE**

Attend monthly meetings as a PTSA representative and report PTSA events and activities to the members. Coordinate volunteers and/or businesses to assist in:  
Career Fairs(county wide and at high school) and Career College(Middle School)Participate as a judge for school presentations: internships, mock interviews and small business plans.

### **CULTURAL ARTS**

Work with the school's Arts Department: visual, band, chorus and theater to determine programs that would benefit their students. Also work with the English Department for writing and poetry programs.

### **EASY FUNDRAISERS (No Fuss!)**

Committee works with the grocery link card, Target card and On-line donation. Data entry and administrative duties are part of the responsibility. Review materials sent to PTSA in regards to other opportunities and make recommendations.

### **FACEBOOK**

Create PTSA social networking to enhance communication for fundraising, volunteering and important school wide information.

### **FACULTY AND STAFF APPRECIATION Week**

Committee puts together treat bags for school workers such as custodial, bus drivers and cafeteria.  
Committee organizes appreciation week for all faculty and staff in Spring.

### **FACULTY AND STAFF LUNCHEONS (Early Release Days)**

Committee provides luncheons for the faculty and staff on Early Release day. Set up is at 11:00.  
Luncheon served at noon. Work with local restaurant partners and parent volunteers to provide meals and dessert. (5 Early Release Luncheons)

### **FRESHMAN CENTER - MEDIA CENTER LIASON**

WHS Freshman Center media center needs monthly volunteers to assist with administrative duties monthly, display case and bulletin board maintenance.

### **GRADUATION RECEPTION – Mid Year and Year End**

This committee is led by Junior parents who organize a reception at the Senior Awards/Graduation Night in January and May. Food, decorations, invitations and WHS traditions are a part of this event.  
All parents welcomed to help with this important event.

### **MEMBERSHIP**

Committee organizes a PTSA membership drive of students, teachers and parents.  
The school's PTSA is very active in supporting programs for students, teachers and parents for the entire school. This membership allows parents to tap into resources available on-line by local Wake County PTA and state chapter of the NCPTA. Both these organizations help to promote education among all students.

### **MISTLETOE MARKET Community Event**

Our primary fundraiser for the year is a community wide event held at the school. An arts and craft show with local and state vendors. This committee breaks down the major tasks(vendors, hospitality, basket raffle, set up/tear down, volunteers, bake sale, marketing/advertising) and holds the event in November. Many opportunities for students and parents leading up to event and the day of.

## **MONTHLY INFORMATION - BULLETIN**

Person(s) are responsible for putting together school and PTSA information along monthly.

Key dates, school and PTSA events along with volunteer opportunities are communicated via the school/PTSA website, Facebook and PTSA Member database. Printed copies are made available in front offices and placed on designated bulletin boards at both school locations.

An information newsletter is published 2 x per year at the beginning of each semester for Meet the Teacher Nights (Sept. and Feb.) and Curriculum Night (Feb/March)

## **PRIDE PROGRAM – PBS – Positive Behavior System (Character Education)**

Committee works with both campuses on recognition of those students receiving PRIDE cards.

Monthly drawings for students/classes that are on time are held. Character traits, PRIDE matrix and inspirational messages will be used to enhance program.

## **PROCTORS**

Assist school with EOC testing. Work with Testing Coordinator for the school on schedule in late fall, winter and end of year.

## **5K ROAD RACE – Community Event**

Community event held at the school. A 5K race/walk to raise awareness and funds for the JUST THINK FIRST program. Various volunteer opportunities available for parents and student prior to and day of event. Everyone is invited to participate in the race/walk. This year it will be held on Thanksgiving morning.

## **SCHOOL CLUBS AND ORGANIZATIONS:**

Committee works with the advisors and Faculty responsible for the clubs and organizations.

Provide the clubs with opportunities and volunteer time (service hours) that PTSA comes across.

Communicate to parents how and when clubs meet and accept members.

## **SENIOR SCHOLARSHIPS**

Responsible for organizing and communicating available scholarships from PTSA along with business community scholarships. Provide and Coordinate with Student Services and Counselor the forms and scholarship packets. Solicit parent and business volunteers to sit on a panel to judge student essays and participate in student interview for selection.

## **TUTOR/MENTORS**

Parents partnering with assigned students that need assistance especially ESL and Math students. Work with teachers to establish schedule.

## **VOLUNTEER DATABASE**

Develop an excel spreadsheet or use existing spreadsheet to input volunteers that have signed up to work with PTSA. Send copy via email to all PTSA Vice Presidents on the PTSA Executive Board.

The Vice Presidents get that volunteer list by committee to their Committee Leaders.

Committee Chairs and Vice Presidents are responsible for contacting volunteers for help in their area.

## **PTSA WEBPAGE and SCHOOL WEBSITE**

Work with our current school website and the webmaster to update web page with current information. Once PTSA Web page is developed, help streamline requests for adding/changing information. This web page will link from the School website.

**VISIT THE SCHOOL WEBSITE WEEKLY at [www.wakefieldhs.wcpss.net](http://www.wakefieldhs.wcpss.net)**

*Click the left tab Parent /Community Program or PTA icon at bottom of page*