

## Wilchester PTA Standing Committee Descriptions

Committee	Description
50 Day	Coordinate 50 Day activities for PreK
100 Day	Coordinate 100 Day activities for Kindergarten
Art Expo	Coordinate Art Expo event that all students attend, featuring different art-related professionals with Mrs. Walton
Auction 2018	Coordinate Fall Wilchester Auction. Typically, 5 Co-Chairs divide responsibilities into the following categories: Decorations, Payment/Bidding Software, Logistics, Inside Solicitations, Outside Solicitations
Birthday Book Club	Promote book club, update wish list, print labels, and distribute donated books
Book Fairs	Plan and coordinate the Used Book Fair, set up/take down Scholastic Book Fairs
Box Tops	Collect and coordinate submission of Box Tops for Library donations
Budget Committee	Review the proposed budget with the Budget Chair and Executive Board and review any budget amendments
Cares and Concerns	Send cards and/or flowers for those staff experiencing a life event
Carnival	Coordinate annual Wilchester Carnival. Typically, 4 Co-Chairs split responsibilities into the following categories: Decorations/Food, Logistics, Prize Drawing, and Rides/Games
Directory	Coordinate publication of Wilchester student directory
Family Fun Night	Coordinate Family Fun Night (typically, a Friday evening with food and entertainment)
Field Day	Assist Health Fitness Department with coordination of Field Day
5 <sup>th</sup> Grade Liaison	Coordinate 5th Grade specific activities: 5th grade shirt, Slideshow, and Pool Party
Healthy Lifestyle	Promote health and wellness in the school. Attend Campus School Health Advisory Council (CSHAC) meetings with staff
Homeroom Coordinator	Serve as overall coordinator for classroom homeroom moms
Hospitality	Coordinate refreshments/lunch for monthly PTA meetings
In-school Programs	Work with VP Programs and WCE administration to coordinate programs that come to the school and complement curriculum
Interior Improvements	Decorate the bulletin board and bookcases in the main hall of the school. Update wall calendar in front office. Purchase needed items for school improvements.
Legislative (SBEF) Liaison	Provide applicable legislative updates to PTA community and promote Running for the Arts
Literacy and Library Events	Help keep the teachers' literacy library organized, assist with various special events/projects in the Library, and promote upcoming author visits
Makerspace Lab	Inventory supplies and organize volunteers for the new library STEM lab
Math and Reading Stars	Promote the Math and Reading Stars program and organize end of year awards

McGruff	Coordinate monthly McGruff lessons and classroom McGruff volunteers (Kinder-2 <sup>nd</sup> )
Membership	Coordinate annual PTA membership drive and submit membership to Texas PTA
Newsletter	Design layout and publication for monthly PTA newsletter
Odyssey of the Mind	Promote Odyssey of the Mind and support coaches and teams
Online Communications	Maintain Wilchester PTA website, post status updates to Facebook, and manage other online tools
Outdoor Planning	Oversee landscape needs and outdoor PTA projects, work with PTA board to develop 3-5 year plan for outdoor investments
Paw Print Express	Coordinate monthly classroom Paw Print volunteers
PreK Rodeo	Coordinate Rodeo event for PreK classes
Public Relations	Promote Wilchester news in local newspapers and magazines and to the district
Recycling/Earth Week	Coordinate Recycling program for Wilchester and Earth Week activities
Reflections	Coordinate annual Reflections contest and awards banquet
Safety Patrol	Coordinate 5 <sup>th</sup> grade safety patrol volunteers
School Supplies	Coordinate school supply ordering and delivery process
Science Fair	Coordinate annual Science Fair contest and awards ceremony
Sister School Liaison	Organizes and executes projects to support sister school which has a significant percentage of economically disadvantaged children and no PTA. Wilchester's sister school is Spring Shadows Elementary
Spelling Bee	Coordinate annual spelling bee and refreshments for 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> grade
Spirit Sales	Coordinate ordering and sales of all spirit sales items
Teacher Appreciation	Coordinate grade level teacher appreciation volunteers
Welcome Committee	Host New Family night in August. Coordinate buddy assignments for new students and assist with school tours for new families
Wildcat Tracks	Solicits and organizes student submissions for newsletter-style publication
Workroom	Coordinate weekly copying for Tuesday folder, and laminating for teacher needs
Yearbook	Coordinates the school yearbook – The position is 2 years with one person rotating off every year