

Dear Parents,

What a great year we have had at Root! Thanks to all the volunteers who have worked to make the PTA events successful. Without our parent volunteers, we would not be able to hold such wonderful activities.

The time is here to plan for our next school year. There are so many fun and rewarding ways to get involved at Root. The work of some PTA Committees occurs over a relatively short time period, while the work of others continues throughout the year. Whether you are able to come to school during the day or can only help from home or during the evening, there is a place for you – the Root PTA wants and needs you!

Below are brief descriptions of the jobs available. Call or email us to discuss positions, make suggestions, or ask questions. Please list in order of preference, which board positions you would like to do and return the bottom portion to your child's teacher or the PTA Presidents' box in the workroom. If you are currently on a committee and would like to remain on the same one next year, please still complete the form. Thank you!

Kimberly Durland (thedurlands@icloud.com) & Marguerite Horan (m.horan@yahoo.com)
2013/2014 PTA Co-Presidents

Name:

Phone Number:

Email Address:

I would like to serve on the following committees:

- 1.
- 2.
- 3.

comments/suggestions:

Please return this portion to your child's teacher or to the PTA Presidents' box in workroom. Call Kimberly Durland (919 946-2865), thedurlands@icloud.com or Marguerite Horan (919 523-6489), m.horan@yahoo.com with questions or for additional information.

Thank you for volunteering!

ROOT PTA COMMITTEE POSITIONS

EVENTS

Rootin' Tootin' – October 18, 2013

Raffle (6): Chair and Committee will coordinate printing, distribution and counting of raffle tickets. Solicit donations for raffle prizes, order and distribute incentive prizes.

Auction (2): Solicit auction items (mainly tickets) and organize auction.

Games (3): Organize games for Rootin' Tootin'. Rent inflatables. Sell game tickets. Recruit subcommittee to help.

Bake Sale (2): Organize parent donations of baked desserts and volunteers to work the sale.

Decorations (2-3): Decorate the school and set up for the auction.

Food (2): Coordinate the sale of food during Rootin' Tootin'.

Communications (1): Assist with flyers, signs, sign up sheets, announcements, as well as update Rootin' Tootin' website (Weebly). Computer skills a must!

T-Shirts (1-2) help design t-shirts, distribute/collect order forms/money, distribute t-shirts

Volunteer Coordinator (2): Coordinate volunteers to work Rootin' Tootin'. Handle special needs issues.

Haunted House (2): 5th Grade parents coordinate with 5th grade team and students to plan and execute haunted house.

Fun in the Sun (3): Plan school-wide event held in late May or early June including field activities (with assistance of PE teacher) and food.

Book Fairs (4): Coordinate two 2 week long events selling Scholastic books in the Media Center, usually in November and March. Includes an evening and a morning special event.

Fifth Grade Special Events (4): Committee of rising 5th grade parents who will organize activities for 5th grade promotion next year, as well as plan the reception for the 5th grade promotion.

STEM@Root -Throughout Year and April

STEM Family Night (2) solicit/organize STEM Station demonstrators, make/distribute STEMazing Race Map, STEM Rally, make stamp packets for volunteers, check in/out demonstrators at event
STEM Fair @Root (2) update/distribute/organize STEM Fair forms, STEM Fair Rally, solicit/organize/schedule Reviewers, organize students reviewing procedure and communicate with teachers, order/distribute notebooks, pencils, ribbons/awards/certificates

STEM Fair Mentor Program (1-2) solicit/coordinate parent mentors, work with teachers to identify students for Mentor program, match mentors with students, solicit/coordinate Mentor Program donations and help supply STEM Fair materials for financial assistance, coordinate mentor program t-shirts, organize volunteers for student help sessions, organize help sessions for students

STEM Friday (2) solicit/organize STEM speakers, make/communicate K-2 and 3-5th gr schedules with teachers and speakers, make/distribute STEM Passports, make STEM Speaker packets (maps, schedules), order/distribute keychains to classrooms

PreK-2nd Grade STEM Enrichment (1-2) offer assistance to teachers to teach Scientific Method to students with hands on lessons in the classroom, solicit help from committee to assist with lessons

STEM Communications (1-2) update STEM@Root website, submit updates to Root Word, make posters/flyers for all STEM@Root events, hang STEM banners, order new themed banner

Student Volunteer Coordinator (1) solicit/coordinate student volunteers for STEM Family Night.

Distribute volunteer stamp packets, and check in/out student volunteers on STEM Family Night

Parent Volunteer Coordinator (1) communicate with STEM classroom coordinators to organize parent volunteers for STEM Friday. Edit Sign-Up Genius to send to classroom coordinators. Distribute volunteer stamp packets and check in/out parent volunteers on STEM Friday

STEM Food (1) coordinate food/drink for STEM Fair Judges, STEM Friday Speakers lunch and volunteer drinks/snacks for STEM Fair and STEM Friday

STEM T-shirts (1-2) help design t-shirts, distribute/collect order forms/money, distribute t-shirts

Speedway Challenge (1) order ribbons, purchase trophies, participant prizes and help as needed at event

STEM Raffle/Magic School Bus Field Trip (1-2) generate/cut/enter names for each raffle (STEM Fair, STEM Family Night and TEM Friday) draw/announce winners, organize Magic School Bus Field Trip, arrange for bus transportation, distribute and collect permission slips, organize parent/teacher chaperones

STEM Operation Thank You Note (1-2) organize thank you notes to be made by Root students for all STEM@Root events and mail them to STEM@Root contributors for their generosity.

HOSPITALITY COMMITTEES

Family Nights (4): Plan/decorate two evening Book Fair Family Night Dinners (Fall and Spring) and STEM Family Night Dinner

Teacher & Staff Hospitality / Appreciation (8-10): Assist planning various meals for the staff throughout the year including Breakfast at the beginning of the year, Lunch before the first day of school and Luncheon at the end of school. Also will coordinate volunteers to provide monthly snacks for the teachers in the lounge. Committee also plans activities and meals to honor teacher and staff during Teacher and Staff Appreciation Week held in April.

Teacher & Staff Gifts (2): Coordinate Gift Card distribution for donations at Holidays & End of Year

Parent Hospitality (6): Will plan Kindergarten Kona Ice party in August, Orientation and Newcomers Coffee in August. Assist with Reflections Breakfast.

Special Needs (2): Plan the Holiday Share program with the help of the guidance counselor. Maintain lost and found and emergency extra clothes closet. Assist CCI and CCII Enrichment Parents.

VOLUNTEER COORDINATORS

Enrichment Coordinators (2): Recruit Enrichment Parents from each class, hold training session in early September and coordinate their activities/responsibilities throughout the year. Distribute questionnaire to parents and coordinate distribution of responses to appropriate PTA committees in early fall.

Lunch Bunch (1): Third Grade parent works with the Media Specialists and Third Grade teachers at the beginning of the year to coordinate volunteers to lead small groups of third graders throughout the year during lunchtime.

Great Leaps (1) Parent works with Ms Clark to coordinate volunteers to work in the Great Leaps Program throughout the year. Great Leaps is a tutoring program designed to help children read more fluently

Office Guild (1) Parent works with a group of parents that help make copies for teachers in the office throughout the year on a regular basis

Media Center Guild (1) Parent works with Ms Torborg to coordinate volunteers to help file books back on shelves throughout the year on a regular basis

Lead (1): Work with the school coordinator to provide recognition to students who are in lead positions. Plan quarterly parties for these students.

FUNDING

Boosterthon (2): Promote Boosterthon in early Spring, decorate school with theme. Help coordinate volunteers for Fun Run and coordinate volunteers to count three collections.

Rooty Retail (2): Coordinate & promote the ordering and sale of Root wear and Root themed items throughout the year (may be able to order on-line for 2013/14)

Photo Sales (2): Plan individual pictures in the fall and class pictures in the spring.

PTA Membership (2): Encourage all parents and teachers to join the PTA through flyers, articles and sign-up tables and at general PTA meetings and other PTA events.

School Store (2): Order school store supplies. Responsible for coordinating volunteers to man the store.

COMMUNICATIONS

Directory (1): Coordinate school directory assembling, printing and distributing.

Yearbook (4): Coordinate the publication and sale of the yearbook.

CULTURAL ARTS AND OTHER PROGRAMS

Cultural Arts (2): Attend Wake County sponsored Cultural Arts Fair (held in August) and work with Root specialists to coordinate activities & events for Root such as writer-in-residence, artist-in-residence, special performances for events such as Fun in the Sun.

Art in the School (2): Coordinates Art to Remember and art displays in the school (help change children's art in frames in hallway). Works with art teacher on special projects.

Celebrate Reading (1): Promotes Accelerated Reading and Read Across America reading programs with the Media Specialists

Reflections (2): Plan this national PTA sponsored competition of creativity and recognize participants. Usually held in late fall or early winter.

Kids Voting/Student Council Elections (1): Help coordinate Kids Voting for local and state elections. Will also work with school to coordinate Student Council Elections.

Outside Beautification (2): Maintain planters and seasonal decorations. Coordinates Beautification Day in fall.

