

# Parents of incoming 6th, 7th and 8th graders at Wood Oaks Jr. High Join a Wood Oaks PTA Committee 2018-2019

## We need your help to continue the success of the Wood Oaks PTA!

Attached is a list of committee positions and a brief explanation of each position's responsibilities. Please indicate whether you would like to serve as a member or chairperson for that particular committee. If you have experience with a specific committee and would like to stay on that committee, please indicate that as well.

Please complete the attached form by August 31 and turn it in to the Wood Oaks office – President's folder. If you have any questions, please feel free to contact Tracy Sandler at [jctref@gmail.com](mailto:jctref@gmail.com).

Thank you in advance for getting involved. Whether you choose to do a little or a lot, your involvement makes a difference to both Wood Oaks and your children!

### Wood Oaks PTA Committees and Positions

**Book Fair:** This is held during October conferences. Committee members negotiate Book Fair contract, recruit volunteers, work with the librarian to handle publicity, coordinate the teacher breakfast, oversee student previews and set up/tear down. Book Fair committee members must be available during the week of the Book Fair. A minimum of 6-8 committee members preferred.

**Directory:** Members of the Directory Committee work mostly in September. The committee is responsible for reviewing the information each family submits as part of the on-line registration process and making sure that every family's information is included and correct. The committee is also responsible for reviewing a portion of the final draft of the Directory before it goes to the printer (before mid-September). This committee can be done by a working parent. Two committee members preferred.

**Event Support Committee:** Helps throughout the year at school-sponsored events such as Packet Pick Up, the District 27 5k, and, elsewhere as needed. Committee members need to be available the last week before school begins in August, and intermittently throughout the year. 2-4 committee members preferred.

**Membership:** Collect PTA dues, fill out PTA membership cards, and distribute the directory with membership cards. A small time commitment at packet pick up and conferences is needed. Grade level representatives are very helpful. A minimum of 2 committee members needed.

**Nominating Committee:** This is one of the most important committees in the PTA. This committee works together to recruit qualified and dedicated candidates for the Executive board slate for the 2018-2019 school year. This is done during the month of January. The slate should be presented at the February/March PTA meeting. A minimum of 5 committee members needed.

**Spirit wear:** This committee will select items to be sold at the beginning of the school year and then handle distribution to students by November. Sales at packet pick-up, curriculum nights and 5th grade orientation night in April are the most productive for sales. Grade level representatives are very helpful. A minimum of 2 committee members needed.

**Teacher Appreciation:** Organize a luncheon for the teachers in August and plan breakfasts/ lunches during Teacher Appreciation Week in the spring. Small monthly themed events are also executed. Volunteer times are as needed throughout the year to help set up and staff events. The gifts committee is now part of this committee as well. A minimum of 10 committee members needed to support chairpersons.

**Social Events:** This new committee will help plan 1-2 social events during the year such as a back to school party, Friday Night Live, etc. Members may be asked to work on Council projects.

**Floater:** This is a new committee at the school. If you aren't sure what committee to join or aren't sure of your availability in the next school year, you can become a floater. We will contact you when there opportunities during the school day, after school or on weekends where we need some extra help. Your involvement at any level is always appreciated.

**District 27 Gala:** This committee will be the Wood Oaks representatives at the District wide fundraiser in the spring. Involvement level will depend on what aspect of the gala you are in charge of: invitations, raffles/auctions, sponsors etc.

**Wood Oaks PTA Committee Position Request Form**

**2018-2019 School Year**

Name: \_\_\_\_\_ Child's Grade: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Directory \_\_\_\_\_

Event Support Committee \_\_\_\_\_

Social Events \_\_\_\_\_

Membership \_\_\_\_\_

Nominating Committee \_\_\_\_\_

Spirit Wear \_\_\_\_\_

Teacher Appreciation \_\_\_\_\_

District 27 Gala \_\_\_\_\_

Floater – As needed \_\_\_\_\_

Suggestions/Comments:

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