



UNDERWOOD PTA

VOLUNTEER DESCRIPTIONS

PTA COMMITTEES

Cash 4 Kids

Kathy Perkinson kperk@me.com 832-0776

Coordinate recycling of retired cell phone and empty inkjet and toner cartridges (from the original manufacturer). Occasional volunteers needed to send items collected to company.

Cultural Arts

Anne Cooper anne.r.cooper@gmail.com 881-9321

Organize Cultural Arts events for the school. Work with Underwood specialists to plan Artspleasure (May). Volunteers are needed to greet and assist visiting artists/performers and to help with Artspleasure. Some work at home is needed, but most work on this committee takes place at the school events.

Finance

Chair Position is currently available.

Collect money at PTA events and serve in a financial advisory role as well. Volunteers with a background in accounting or finance are especially desirable. Future treasurers may be nominated from this pool of interested volunteers.

Food Labels & Cash-Back Programs

Melisa Welch Welchs24@earthlink.net 661-0748

Passive fundraising activities, such as, grocery store cards, Box Tops for Education, Campbell's soup labels, etc. Volunteers are needed 2 or 3 times per year to cut out and organize labels for submittal.

Fundraising

Yvette Willard yvettenw@earthlink.net 676-6219

Kimball Hagopian mhagopian@nc.rr.com 518-2999

Organize fundraisers to meet annual PTA budget. Planned fundraisers for this year include: Sally Foster Phantom Fundraiser, Entertainment Books, Scholastic Book Fair, and Silent Auction. Volunteers are needed for the overall committee and for each individual event.

Green Initiatives

Mary Beth Duffy mbduffy@nc.rr.com 376-1386

Identify, communicate, and implement ideas that assist the Underwood Community in being more eco-friendly. Volunteers may submit ideas to the committee. Additionally, volunteers will be needed to research and implement these ideas.

KIT (Kids into Thinking)

Andrea Trowell atrowell@wcpss.net 856-7663

The KIT program is a supplemental curriculum provided by WCPSS for K -2 GT students. Volunteers are needed to meet weekly or biweekly with a group of Kindergarten, 1st or 2nd grade students. Minimal preparation is needed for the meetings, although coordination with the teacher will be necessary.

Lunch Buddies

Catherine Anthony c_anthony@bellsouth.net 787-9472

Support literacy development for all students and help create lifetime readers. Volunteers will read aloud to the same small group of students each week during their lunch period. At least 5 volunteers per classroom are needed during each of the 3 sessions: (1) October-December, (2) January-March, and (3) April-June. A list of suggested books from which to choose will be supplied or the classroom teacher will select the book. Must be a Level 3 approved Wake County volunteer.

Media Center

Andrea Trowell atrowell@wcpss.net 856-7663

Volunteer to help in various ways, such as shelving books, word processing, general "housekeeping", as well as assisting with one-time projects. This is a flexible opportunity for those who are not able to commit on a weekly basis, although regular volunteers are always welcome.

Sherry Joyner Sherry.joyner@ncmail.net 844-1726

Membership

Meg Hill mhill1@wcpss.net 741-1753

Promote membership in the PTA to parents, faculty and the school community. Committee members are responsible for dues and membership forms and actively recruiting members at PTA sponsored events. Most work can be done at home and must be completed by Nov 15th.

Office Support

Chair Position is currently available.

Support the office staff with photocopying, laminating, and distributing mail, etc. Need 3-4 volunteers available once a week for approximately two hours per week.

PTA Audit

Kimball Hagopian mhagopian@nc.rr.com 518.2999

Audit the PTA books for the fiscal year. Need three volunteers in July.

PTA Awards

Chair Position is currently available.

Organize and submit nominations for the Wake County PTA Awards.

Reading Guides

Maryanne Perrin mtperrin@gmail.com 571.8234 or 601.3759

Provide literacy support to Underwood students in grade K-2. Adult volunteers are paired with a K-2 student who needs literacy assistance and meet one-one-one for 30 minutes each week to provide additional reading support to the student. Future committee efforts may also include mentoring gifted students with extension activities or mentoring "at risk" students. Must be a Level 3 approved Wake County volunteer.

School Beautification

Kimball Hagopian mhagopian@nc.rr.com 518.2999

Maintain and improve the school grounds including the courtyard and the playgrounds. Parents plan and carry out grounds beautification projects in collaboration with the PTA Board and the Principal.

Lisa Rodriguez annalisaw@gmail.com 792.9221

Spirit

Michelle Jacobs michelle.jacobs@earthlink.net 848.6858 or 673.5562

Bring students, staff and families together and increase school spirit and pride at Underwood. Volunteers for the school store (Unicornia) needed one Wednesday morning a month for about an hour. Other volunteers are needed to help deliver spirit wear items to classrooms once they have arrived, and in the future to help plan quarterly Spirit Nights.

Teacher Hospitality/Dessert

Gena Bancroft gbancroft@sysrad.com 676.0432

Honors and recognizes the Underwood staff through the Welcome Back Teacher Breakfast (1st Teacher Workday in August), a breakfast and lunch during Teacher Appreciation Week (May), and a dessert to celebrate their birthday. If you love to bake and/or cook, this committee is for you!

EVENTS

5th Grade Graduation

Jenifer Simone jjimone@earthlink.net 361.0274

Organize a picnic on the school campus for the 5th grade students and their parents after the graduation program. Fourth grade parent volunteers are needed for setup, management of food/supplies during picnic, and cleanup as well as for preparing food.

80th Anniversary Celebration

Melinda Knowles meljknowles@yahoo.com 571.9464

Help plan and organize a celebration during spring 2009 to commemorate the 80th anniversary of the school and 60th anniversary of the Underwood name. All students will participate in the festivities. Planning will begin in January.

Book Fair**Diana Callaghan** dianacallaghan@bellsouth.net 676.4544

Assist with weeklong book fair (November 17 – 21) to raise funds for the school as well as promote literacy. Volunteers are needed to: help set up the fair on the Friday before (November 14), assist with student sales during the school day, during Moonlight Reading evening event (November 18, 6-8pm; teachers volunteer to read their favorite books to students allowing parents an opportunity to shop for books), and to break down the fair on Friday afternoon (Nov. 21).

Custodian & Cafeteria Appreciation**Lesia Lee-Koonce** lesia.lee@rexhealth.com 783.7885

Plans and organizes events for the custodians and cafeteria staff during week of November 10 -14. Volunteers can donate items such as gift certificates, treats, etc. to help recognize the extra effort of our custodial and cafeteria teams.

EOG Brain Blast**Jenifer Simone** jisimone@earthlink.net 361.0274

Held during EOG week in May, 3rd-5th graders participate in cardiovascular activities each morning prior to testing. Volunteers are needed to lead student groups in exercises and to prepare/distribute nutritious snacks after the exercise.

Fall Family Festival**Sheila Benny** sbenny@nc.rr.com 280.4418

A family favorite held each fall (Friday, October 17) that brings the Underwood Community together for a themed night of food, fun, and games. Many volunteers are needed to help plan and execute this popular event. Fall 2008's theme will be Buccaneer Bonanza. Arrghh!

Fun Run**Gena Bancroft** gbancroft@sysrad.com 676.0432

Help promote school spirit and work together toward a common goal—healthy kids and improving Underwood by raising money—via the inaugural Underwood Fun-Run! Need 2-3 volunteers per class plus 5-6 to help with the actual event.

International Day/Science Day**Diana Callaghan** dianacallaghan@bellsouth.net 676.4544

Alternating years – Science Day (2008-09) promotes awareness and aims to spark interest in various fields of science. International Day (2009-10) promotes awareness of diverse cultures.

Office Appreciation**Gena Bancroft** gbancroft@sysrad.com 676.0432

Plans and organizes a recognition luncheon for the office staff. Need 10 volunteers, to help make food and provide items for giveaways during one week in the spring. Volunteers are also needed to fill in for office staff during luncheon.

Open House**Stacy Carver** carv7930@bellsouth.net 870.1464

Coordinates a light reception prior to the annual General Membership PTA meeting that occurs immediately prior to the school's Open House. Provides refreshments and organizes a display of active committees promoting volunteerism through the PTA.

Reflections**Lesia Lee-Koonce** lesia.lee@rexhealth.com 783.7885

Help solicit, collect, and submit entries and recognize participants in the Wake PTA Reflections contest. The annual student art showcase sponsored by the National PTA encompasses literature, film/video production, musical composition, dance choreography, photography, and visual arts. All students may participate.

SCRIP (Gift Card) Program**Jenn DiMeo** jenn.dimeo@gmail.com 844.8778

New, year-long fundraiser where Underwood families purchase scrip (gift cards) for everyday expenses, such as, food, clothing, gas, and entertainment; while earning a percentage of each dollar purchased back in revenue for the Underwood PTA.

Silent Auction**Jenn DiMeo** jenn.dimeo@gmail.com 844.8778

Annual fundraiser for Underwood PTA held in conjunction with a themed activity to motivate parental/community involvement and support. In 2008-09, the silent auction will be held during the second semester. Volunteers needed to recruit donations for the auction.

Tea & Tissues Breakfast**Sherry Joyner Sherry.joyner@ncmail.net 844.1726**

Organize a breakfast for the Kindergarten parents on the first full day of Kindergarten. Volunteers are needed to provide food, set up, greet parents, and clean-up.

Teacher Appreciation**Morgan Crawford morgan@philipcrawford-la.com 832.3230**

Help plan and organize events for Teacher Appreciation Week tentatively scheduled for May 3-8, 2009.

Transportation Appreciation**Daphne Nance dnance@wcpss.net 856.7663**

Coordinates treats throughout the school year to recognize our transportation drivers. Volunteers can donate items such as gift certificates, treats, etc. to help recognize the extra effort of our transportation team.

Welcome Back Potluck Picnic**Melisa Welch Welchs24@earthlink.net 661.0748**

Organize and promote the Welcome Back Potluck Picnic at the beginning of the school year. Volunteers needed to set up, replenish drinks during event, and clean up.

Yearbook**Diane Singer dsinger@wcpss.net 856.7663**

Prepares and publishes annual yearbook. Volunteers needed to submit digital images of events and activities throughout the school year.