

Current PTA Committees for 2007-2008

Volunteer, Appointed and Elected Positions

SIP Parent Representative (Elected)	Attends meetings and supports the School Improvement Planning process. Interfaces with school leadership team.
Parent Magnet Representative	Attends regular meetings at the WCPSS Magnet Center. Reports information at PTA meetings. Also, helps with magnet recruitment.
Wake Education PTA Liaison	Parent liaison attends 2 hr bi-monthly lunch meetings. Learns about Partnership programs and activities. Reports information at PTA meetings.
District 5 PTA Advisory Council	Liaison between WCPSS board and school. Attends 4 district meetings during the school year. Reports information about activities and discussions at PTA meetings.

Volunteer Committee Chair Positions

Volunteer Coordinator	Maintains database of volunteers/skills from volunteer forms sent home to parents. Provides volunteers for specific tasks/events as needed.
Membership	Promotes membership in the PTA to parents and faculty. Responsible for dues and membership forms. Actively recruits members especially at PTA sponsored events.
Cultural Arts	Organizes Cultural Arts events for the school. Must attend countywide PTA Cultural Arts meeting in August to book performances.
Fundraising	Organizes fundraisers designed to meet annual PTA budget.
Newsletter Editor	Responsible for publishing PTA newsletter on a monthly basis.
PTA Web Liaison	Responsible for coordinating with school personnel to maintain an up-to-date website including calendar and upcoming events.
Student Directory Editor	Collects student information to compile into a school directory. Responsible for the layout and printing of the school directory.
Food Label and Cash Back Program Coordinator	Publicizes and coordinates the collection of food labels/boxtops for PTA funds for the school. Promotes cash back numbers for grocery stores and retail stores that support our school.
Reading Committee Parent Representative	Promotes reading programs by working with designated school representative. Attends Reading Committee meetings.
Wake County PTA Awards	Responsible for submitting nominations for Wake County PTA Awards from school.
PTA Audit	Requires 3 volunteers in July to audit PTA books for fiscal year.

Events

Tissues & Tears Breakfast	Organizes the Kindergarten parent breakfast on the first day of Kindergarten.
Welcome Back Potluck Picnic	Organizes the Welcome Back Potluck Picnic at the beginning of the school year.
Teacher Appreciation	Plans and organizes events for Teacher Appreciation Week in the Spring.
Office Appreciation	Plans and organizes a recognition luncheon (and support) for the office staff.
Bus Driver Appreciation	Coordinates treats to recognize our bus drivers.
Custodian Appreciation	Plans and organizes events for the custodians during Custodian Appreciation Week in the fall.
International Day/Science Day	In 2008 plans and organizes International Day to promote awareness of diverse cultures (Alternates years with Science Day.) In 2009 organizes Science Day to promote awareness and interest in various fields of science.
Open House	Coordinates with the Principal and PTA to support the Open House at the beginning of the year.
Reflections	Responsible for Underwood's participation in the Wake PTA Reflections contest including collecting/submitting entries and recognizing participants.
Book Fair	Organizes the annual Scholastic Book Fair in late fall.
Country Fair	Organizes the annual Festival/Carnival.

New PTA Committees for 2007-2008

Teacher Hospitality	Honors and recognizes our Underwood Teaching Staff. Remembers birthdays as a special way to thank teachers for their hard work and dedication throughout the year. Surprises 15 staff members every 6-8 weeks with desserts to take home and share with their families. Supports Welcome Back Teacher Breakfast (at August Staff Retreat) and the Teacher Breakfast during Teacher Appreciation. Need volunteers to help bake desserts every 6-8 weeks.
Office Support	Supports the office staff with photocopying and distributing bulletins to teacher mailboxes, etc. Need 3-4 volunteers willing to be trained on the copier who can offer help once a week for approximately two hours per week?
Finance	A finance committee is being created to support the PTA. The elected PTA Treasurer will serve as chair of the finance committee. Members may be asked to help collect money at PTA events and may serve in an advisory role as well. This committee aims to identify volunteers with a special interest or background in accounting or finance. CPAs are particularly encouraged to share their expertise. Future treasurers may be nominated from this pool of interested volunteers.
Book Exchange Club	New this year, the PTA will explore the possibility of launching a Reading Club, a Book Exchange program or some combination of the two. The goal is to encourage parent participation as we support reading extension at all levels and encourage a love of books. Details to be navigated by this committee. Looking for volunteers with creative ideas and willingness to take on a new project.
PTA Ambassadors	Wanted: Folks with a positive attitude and friendly disposition who want to serve their child's school by reaching out and encouraging involvement. May be called upon to serve as 'hosts' at PTA sponsored functions and sing the praises of Underwood. May be asked to make calls and encourage attendance or participation in PTA activities. May be asked to represent the PTA at magnet recruitment sessions, open houses, kindergarten or new student events. May be asked to call and welcome new families to Underwood. Might travel to off-site locations for special programming events. Should be willing to attend PTA meetings and spread the word about the good works of the PTA to the Underwood Community. Should reciprocally report back to the PTA ways in which the parents and stakeholders can be better served.
Room Parent Liaison	The PTA aims to provide opportunities for all parents and caregivers to play an active role in their child(ren)'s education. The Liaison can work with the Room Parents to communicate and promote participation in PTA and school sponsored activities. The Room Parents can communicate back to the Liaison regarding needs, interests, and resources that the parents/caregivers of the children in their classrooms might be able to provide. Communication between the Liaison and the Room Parents should help identify opportunities for and leverage involvement wherever possible.
Mentor Committee	<p>The concept of the Mentor Committee has certainly gained momentum this summer with tons of enthusiasm from all directions. The committee will launch in conjunction with planned support from the teachers and administration. Our initial thrust will focus on literacy. Additional committee efforts may include mentoring gifted students with special extension needs.</p> <p>The committee may also support the administration's efforts of mentoring "at risk" students, specifically students who have demonstrated needs through office referrals. By connecting these students with a caring adult we can begin to address some of the fundamental needs and provide positive role models for them. Connectedness to the school and meaningful relationships with adults has been proven to increase resiliency in at risk youth. Our hope is that the Mentor Committee will have an incredibly positive effect on our school and reach a variety of students with special needs. The committee will launch this fall. Training sessions for mentors will be scheduled once the teachers return to school. Parental, caregiver, and community support is welcome and vital to the success of this committee.</p>
Spirit Committee	The spirit committee is launching in response to feedback about the desire to showcase and represent the pride of the Underwood Community. School spirit is widely recognized as having a positive impact on students. In the near term, the committee may focus on providing spirit items with the Underwood name and logo such as magnets, key chains, mugs, bumper stickers, and t-shirts, etc. Longer term, the committee may support the formation of a school store, with the possibilities of an elective offering being developed and/or dovetailed. Volunteers with creativity and energy to start something new are encouraged to volunteer.