

Beautification - seasonal; year round Refresh planters at the entrance of the school building. Install seasonal plantings within school grounds. Work with staff-organized courtyard committee.

Coffee Service - weekly; year round Order coffee for staff use, both general and special orders. Restock creamers and sugar. Collect cash in box and submit cash & invoices to treasurer. Clean k-cup machine and ensure it is in working order. Done on a weekly basis and completed during school hours.

Charter Day Art Display - May Chair will work with Art Department to coordinate volunteers for the transportations and set up of WAMS Students art display on Charter Day.

Character Education Committee - year round Attend meetings with your character education committee to work on problems and learning opportunities within our school.

Directory Committee - June to Oct. Chair - Directory - to serve as system administrator for the online AtoZ Directories and be responsible for the printed directory production. Requires computer proficiency, including Excel and attention to detail. Chair - Membership - to coordinate collection of PTO Membership Dues and directory distribution. Chair - Advertisements - to solicit advertisements to be printed in the printed edition.

General Volunteers Will assist with PTO committees and events as needed. You may or may not be called upon.

Gifts of Kindness - Nov.-Dec. Chairs will work with WAMS Peer Leader group to collect holiday donations for families in need. Volunteers will help receive donations on collection days.

Magazine Drive - Sept. to Nov. Chairs will coordinate the annual magazine drive fundraiser including kick-off meeting for students, distribution of sales material, obtaining volunteers to tally sales and distributing prizes. Meet with vendor in spring to select dates and pick prizes for the following school year. Volunteers assist in recording and tallying incoming orders as well as distribution of prizes to the students.

Media Center - year round Volunteers will assist Media Center in library activities including shelving books, staffing the checkout desk and performing related tasks as requested. The Media Center contacts all volunteers directly to arrange scheduling.

Notice Board - Oct. to May Chair will change announcements on sandwich boards to be placed at school entrance for PTO General Meetings.

PTO General Meeting Refreshments - Oct. to May Chair will coordinate the purchase of refreshments for the 6 PTO General Meetings. Volunteers will typically be allocated one meeting each to ensure the refreshments are delivered and set up in time.

School Safety Team - year round Chair will attend meetings 4 times a year to discuss trends in our schools and ways we can help proactively respond to them.

School Spiritwear - year round Chair will coordinate the selection and order for WAMS Spiritwear. As well as the sales at various WAMS PTO Meetings and other events. Volunteers will assist in the sale of spirit wear at different events throughout the year.

Spring Fundraiser Luncheon - Oct. to April Organize annual spring luncheon fundraiser, including choosing theme/colors, booking venue, designing invitations, centerpieces, obtaining donations for raffles and/or silent auction and soliciting / contracting with vendors for shopping boutique. Volunteers will assist as needed.

Staff Appreciation Holiday Luncheon - Nov.-Dec. Chair will coordinate the Staff Holiday Luncheon. Which includes ordering food, organizing donated food & drinks, paper goods, servers and caterers. Volunteers will be called upon to help set-up, clean-up and serve as well as donate food and non-food items.

Staff Appreciation Luncheon - Mar. to May Chair will coordinate Luncheon in May in conjunction with Teacher Appreciation Week. Responsibilities will include ordering food, organizing donated food & drinks, paper goods, servers and caterers. Volunteers will be called upon to help set-up, clean-up and serve as well as donate food and non-food items.

Teacher Appreciation Week - May Chair will organize and implement teacher appreciation week by selecting and purchasing gifts and providing to the office for distribution. Volunteers will help with the preparation of gift items if needed and delivery to the office through the week.

Turkey Trot Fun Run - Fall Organize “fun run” for the community the week before Thanksgiving.

WAMS Greeters for New Families - Aug. end Coordinate refreshments for “New to District Orientation. Volunteers to bake for orientation.

WAMS SLAMS - March Chair will assist Peer Groups (Student Council and Peer Leaders) in providing support for WAMS SLAMS. Communicate with each Peer program staff liaison to ascertain needs for student event. Volunteers will help in the sale of refreshments evening of the event.

Yearbook Committee - Dec.to May Assist yearbook staff with yearbook orders, collection and typing of 8th Grade Quotes and proofreading yearbook before printing.

5th Grade Orientation - March Organize reception for incoming 5th Grade Parents including water and desserts.

6th Grade Family Fun Night - Fall Chair assists Peer Groups (Student Council and Peer Leaders) in providing support for 6th Grade Family Fun Night. Communicates with each Peer Program Staff Liaison to ascertain needs for student events. Volunteers will assist in running the various events for the

evening. Open to 6th Grade Parents only.

7th Grade Field Day - June Chair will assist 7th Grade Staff in organizing Field Day by obtaining and scheduling parent volunteers. Volunteers will assist with various activities planned for the morning in school. Open to 7th Grade Parents only.

8th Grade Gowns - June Chair will coordinate with WAMS staff and volunteers the distribution and collection of graduation gowns.

8th Grade Celebration - June Chair will work with WAMS staff to coordinate volunteers for EOY celebrations at WAMS. Volunteers are needed to shop, bake, organize games, set-up and clean-up. Open to 8th Grade Parents only.

8th Grade Graduation Dance - June Chair will coordinate volunteers for the graduation to be held the week of Graduation. Volunteers are needed to shop, bake, set-up, clean-up and serve for the evening event. Open to 8th Grade Parents only.

PAC (Parent Advisory Council) - year round This committee is comprised of parents and hosted by the principal monthly to discuss the school environment and any issues raised by parents or teachers. Members include the PTO Executive Board, two parent representatives per grade level, a representative each of the AO and PEC. Appointments are randomly chosen each year from those volunteers that have committed to chairing a committee. You *must* chair a committee if you are interested in participating in the PAC. Parents are encouraged to contact their grade level PAC representatives with any questions or suggestions to be discussed in closed meetings.