



# Book Fair

## Event schedule

Fall – usually November

## Chairperson(s)

Changes annually –  
See PTA Contact list for  
current Chairperson

## What is it?

The Book Fair is a book sale held each Fall for one week. A book company supplies all types of books for sale. Books for sale include picture books, early chapter books, chapter books, seasonal books, research books, sports, book series, books for adults (cooking, etc) as well as journals, how to draw books and other items.

Classes are provided both preview days and purchase days. Essentially the Media Center is turned into a bookstore for two weeks.

## Volunteers Needed!

### Chairpersons

The Book Fair chair is responsible for interfacing with Scholastic Books to schedule Book Fair, publicizing Book Fair, organizing volunteers to staff Book Fair, scheduling classes for their preview and buy sessions, and day to day management of the Book Fair including set up, ordering stock, and tear down (Time commitment: 1–2 hrs per week for the three weeks prior to the Book Fair for publicity, 4–8 hours per day while the Book Fair is underway).

### Committee Volunteers

- Publicity – Volunteers to copy publicity materials and distribute to teachers for inclusion in Tuesday folders, put up signs. (Flexible. <1–2 hours per week for the three weeks leading up to the Book Fair.)
- Book Fair staffers – Staff Book Fair to help children select and buy books, also setting up and/or tearing down the Book Fair. (Flexible. 2–4 hours while the Book Fair is underway.)



# Cultural Arts

## Event schedule

Ongoing

## Chairperson(s)

Changes annually –  
See PTA Contact list for  
current Chairperson

## What is it?

Each year the PTA sponsors guest artists to come to our school to give the students an opportunity to experience different aspects of the performing arts. Some examples of events include vocal and instrumental musicians, opera, songwriting workshops, puppetry, mask theatre, mime workshops, Spanish dance, storytelling, as well as visual arts residencies like mural painting, weaving, bookmaking, and designing silk banners.

This committee works with the teachers to select the artists, schedule performance dates and handle the contracting. The annual showcase of United Arts performers is held in mid August. This is a full day of 10-minute segments by different performers plus opportunities to meet them at their booths and discuss their work. It is fun and best attended with a friend because artists perform simultaneously in two different venues. Don't miss it!

Grants are also available from United Arts of Raleigh. Applications for grants to augment PTA funding are due in September.

## Volunteers Needed!

- People to attend the Cultural Arts Festival in August.
- Coordinate scheduled events with teachers.
- Assist in submitting grant applications.
- Assist on day of events to set up chairs, provide any assistance to artist.



# Character Traits

**This Program was suspended by Cary Towne Center in 2009.**



# Fun Run

## Event schedule

Fall – usually October

## Chairperson(s)

Changes annually –  
See PTA Contact list for  
current Chairperson

## What is it?

The Fun Run is a walk/run/move-a-thon that is held on the school campus each year. This event, held at the beginning of the year promotes Team Building, School Spirit, and Physical Fitness all while fundraising for the PTA. Each child can contribute by raising donations, running laps to help earn prizes for their class, and helping promote school spirit.

## Volunteers Needed!

### Co-Chairs

Co-Chair responsibilities: The chairperson(s) organize a committee to help facilitate the events of the Fun Run. They first plan the dates for the deadlines to be met, generate flyers and determine a schedule of when they need to go home with each child. They work with the teachers incorporating the Olympic theme into their classroom and oversee committee members in the areas they are responsible for. (Heavy time commitment September and October.)

### Committee Volunteers

- Donations/Promotions – Volunteers reach out to the community to obtain prize donations from businesses, and promotional items to give away as individual / classroom incentives. Works with committee chairs on incentive level prizes and the ordering of them. This person also follows through after the Fun Run with distributing classroom and individual winners prizes. (Flexible. <3–5 hours per month.)
- Decorations – This committee will be responsible for in/out of school promotions. Posters for display on the walls of the school, a bulletin board to be maintained in the front hallway, promotional signs at the school entrance, and the maintenance of the "torch of totals" at the front of the school. This committee will also work with the school coordinator to promote the Fun Run in local papers and other media. This committee will also be responsible for "set up" organization on the day of the event: organizing tables, coordinating signs, and general decorations such as balloons, placement of classroom flags, etc. (Flexible. <1–4 hours per month.)
- Photographer – One person needs to be able to be at the whole event taking random shots, class photos, and other photos throughout school pertaining to the event. This person will work with the committee heads to review and help distribute photos to classroom teachers and Yearbook Committee. (1–2 prior to event; all day during event.)

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- Snack Committee – This committee is responsible for planning a small healthy snack for each child after they run their allotted times. Snack will consist of 1-2 healthy items and water. Committee will need to plan and organize the delivery of the items as well as water and paper products. (1–2 prior to event; all day during event.)
- Volunteer Organizer – Works closely with committee heads and school volunteer resources in organizing support for the day. Uses forms to obtain people for set up, classroom lap counters, snack table, volunteer table check-in, clean up, and financial help for donation counting. Also communicates with high school PEPI volunteers. Coordinates with their chairperson to arrange for the day off that day and instruction of where to be. (3 hours per month.)
- Opening Ceremonies Coordinator – Works with committee chairs and school principal in planning the opening ceremonies of the event. Organizes "walking order" for the countries and plans standing order for classes on the field. Works with media specialist in setting up sound systems for talking and music playing during the run. Plans for special appearances by local athletes, personalities, etc.



# Grounds/Zone Days

## Event schedule

Ongoing

## Chairperson(s)

Changes annually – See  
PTA Contact list for current  
Chairperson

## What is it?

The grounds at Yates Mill are divided up into zones. Each class grade is assigned a zone to look after throughout the year. Within each zone there are different examples of nature that are taught to our children during the year. The PTA Grounds Committee works with the External Environmental Committee, which is chaired by a YME staff member to develop improvement and maintenance plans for the year. The PTA typically sponsors 2–3 zone days throughout the year. During these days volunteers meet at the school and either picks or is assigned a particular zone to work in. A lot of parents tend to bring their children along and work side by side with them to improve their school.

## Volunteers Needed!

### Chairpersons

The Grounds chair is responsible for managing a team to coordinate all aspects involved for each Zone Day and other grounds projects.

### Committee Volunteer Opportunities

- Planning current and future Zone Day projects.
- Writing and distributing flyers and notices of upcoming events.
- Locating and coordinating help with outside contractors or parents with light construction machinery.
- Coordinating refreshments for the actual work days.



# Hospitality

## Event schedule

Ongoing

## Chairperson(s)

Changes annually – See PTA Contact list for current Chairperson

## What is it?

The hospitality chairpersons are the official hosts of the PTA unit and, with a committee, have the responsibility of establishing a friendly, comfortable atmosphere at PTA meetings and events. The hospitality committee helps to create a sense of belonging that invites members to become involved in PTA activities. The committee works with our festivals committees to plan and coordinate the serving of food and refreshments. The hospitality committee also hosts several teacher appreciation events during the year.

## Volunteers Needed!

### Chairpersons

Here is a list of some of the events the hospitality has historically coordinated refreshments for.

- Tissues and Tea – The first full day of Kindergarten a casual morning get together is planned for kindergarten parents. Refreshments are served and several staff and PTA parents are on hand to answer questions and welcome parents.
- Open House Staff dinner – The night of open house the Hospitality committee coordinates a dinner for the staff. This allows staff to prepare for the evening without having to go out and eat.
- Coordinates general baking and cooking all year long for pot luck lunches and dinners.
- Coordinates food and snacks for "Fish Fridays" Teacher Appreciation.
- Bingo Night – A dinner is traditionally provided at this event.
- Teacher Appreciation – A luncheon is provided for teachers usually around May. The committee facilitates a program that lets students show their appreciation for teachers.
- Spring Festival – Refreshments and food are traditionally served.
- Time commitments vary and are very flexible.



# Legislation

## Event schedule

Ongoing

## Chairperson

Changes annually – See  
PTA Contact list for  
current Chairperson

## What is it?

This committee helps members understand their responsibilities as citizens in the democratic process and enables them to become knowledgeable about our government, how it functions and how they can become involved. Promote Kids Voting.

## Volunteers Needed!

## Chairpersons

Possible Off-Campus Tasks:

Attend quarterly Wake County Advisory Meeting at varying locations;  
Submit relevant information to newsletter team about legislative bills, funding proposals and issues that affect our schools; Research and present the views of candidates up for election as they relate to PTA objectives; attend other meetings to learn about issues or contact public officials to express our views.



# Membership

## Event schedule

Ongoing

## Chairperson(s)

Changes annually –  
See PTA Contact list  
for current Chairperson

## What is it?

The committee manages records of current members and collects dues. It welcomes new families to Yates Mill Elementary School and invites them to join the PTA and get involved in their child(ren)'s school.

## Volunteers Needed!

### Co-Chair Positions

- Uses information and suggestions gleaned from members to maintain strong membership. Creates and implements new strategies to add new members and keep current members.
- Manages dues payment to state and national PTAs. (flexible)
- Compiles information and distributes PTA directories to members.

### Committee Members

- Ambassadors – Welcome new parents and provide them information on PTA membership and school involvement. (Flexible.)
- Events Membership Desk Representatives – Set up and man membership desk at family events.
- Festivals and other school events. (3–4 hrs per event.)
- Membership Strategists – Work with committee chair to create strategies for increasing PTA membership. (Flexible.)



# Newsletter/Newsheet

## Event schedule

Bi-monthly -  
throughout school year

## Chairperson(s)

Changes annually –  
See PTA Contact list for  
current Chairperson

## What is it?

The “Yates Mill News” is a bi-monthly newsletter that provides a central place to find the news that staff, parents and students need. It includes information on upcoming events, announcements, kudos, requests, and updates - whatever is important to our school and the people there. The committee is responsible for collecting this information, and publishing and distributing the newsletter on a bi-monthly basis.

## Volunteers Needed!

### Co-Chair Positions

Manage team of reporters, photographers, designers and printer to ensure the newsletter is distributed each month. (3-4 hrs per month.)

### Committee Members

- Reporters - Volunteers to compile and create articles and blurbs and e-mail directly to the chair. Reporters may cover family events, student programs, membership events and news, classroom happenings and staff updates. (Flexible. <1–4 hours per month.)
- Editors – Edit and compile articles and blurbs from principal, PTA president, executive board members, committee chairs, classroom representatives and others. (Flexible. <1–4 hours per month.)
- Photographers – Sign in at school and identify yourself as newsletter photographer. Take photos throughout school keeping track of identities of identifiable children in photos so that those who do not have permission to be printed are not used. (Flexible. <1–4 hours per month.)
- Designer – Layout finished content in template and deliver to printer. Work in partnership with co-chairs to choose articles and photos to fit page count for each edition. Work with reps and office staff to be sure that no child's picture is printed who is not approved by parents. Be sure there is always a backup designer ready to pick up in case of computer failure, etc. Backup all newsletters to CDs. (2–6 hours per month.)
- Circulation – Pick up finished newsletters on every other Monday and count out copies for each classroom and deliver to classrooms or teacher mailboxes by Monday evening for Tuesday folders. (3 hours per month.)



# Original Arts Magnets

## Event schedule

September — December

## Chairperson(s)

Changes annually –  
See PTA Contact list for  
current Chairperson

## What is it?

The Original Arts Magnet Program is a fall program for Yates Mill Elementary School. In their Art class at school, the children will create their own original drawing. This committee then collects the drawings and sends them to the Original Arts Company who will then create a magnet. The child will then receive his/her magnet and an order form with a letter explaining the process of ordering and receiving products. Each child can purchase the magnet as well as other items with the child's drawing. If the child does not want to purchase the magnet, then he/she will send the magnet and order form back to school. If the child wants to pay for just the magnet, then he/she will send the money back to the school. If other product items are ordered he/she will send the order form and money back to the school. The committee will then tally the orders and send them to the Original Arts Company. When the ordered products arrive at the school, the committee members will need to check the orders and distribute the ordered items to the children.

## Volunteers Needed!

### Co-Chair Positions

- Contact Original Arts Program's Representative for deadlines on artwork to be sent to the company and the final products to be sent to the school. (30 minutes.)
- Oversee that letters and an order forms are sent to the parents, orders tallied, and final products distributed. (4–5 hours.)

### Committee Members

- Help with the planning and organization of the event.
- Count out a letter and an order form for each child and place into the teacher's boxes. (1 hour.)
- Collect order forms and money. Tally orders to be sent to the Original Arts Program. (3 hours.)



**Event schedule**

Ongoing

**Chairperson(s)**

Changes annually – See  
PTA Contact list for  
current Chairperson

# Public Relations

**Description Needed**

**Volunteers Needed!**

**Co-Chair Positions**

**Committee Members**



# Reading Pond

## Event schedule

September – January

## Chairperson(s)

Changes annually – See  
PTA Contact list for  
current Chairperson

## What is it?

The Reading Pond is an annual motivational reading program to encourage children to read outside of the regular classroom time. Depending on the grade level, children read (TMD, Pre-K, K, and 1<sup>st</sup> can be read to also) a set number of minutes and turn in their reading logs. With each successive log, the children progress through the growth stages of a frog (tadpole to tadpole with back legs to tadpole with front legs, to tadpole with short tail, to adult frog). Progress is tracked and displayed (updated 3 times per week) in the main hallway.

Those that make it to the adult frog level receive an invitation to the annual end of program celebration and are also recognized during Bingo Night where they receive a small award. Staff also takes part in the Reading Pond!

## Volunteers Needed!

### Co-Chair Positions

The chairpersons are responsible for interfacing with the school to determine the dates of the activities, coordinate volunteers to staff the 3 times per week table set up in the front hallway to collect reading logs, coordinate and order the prizes and awards, and organize both the end of program celebration and Bingo Night activities.

### Committee Volunteers

- Morning Volunteers– volunteers staff the table in the front hallway to help children turn in sheets and get new ones (one to three mornings a week between 8:45 and 9:15 for heavy traffic times, plus < 1 hour after second bell.)
- Program Wrap Up Celebration Staffers –Volunteers help set up/clean up and serve pizza, drinks, and cookies to children during the normal lunch hours (Flexible. <1-2 hours. One day only in January.)
- Bingo Night Staffers–Lots of volunteers needed to host this annual event. Food servers (1-hour shifts), help lining up children for awards (< 1 hour) set up/clean up (< 1 hour each), solicit donations from area merchants. (Now through Dec. Variable time commitment, but on your own schedule!)



# Reflections

## Event schedule

September – November

## Chairperson(s)

Changes annually –  
See PTA Contact list for  
current Chairperson

## What is it?

National PTA believes all children deserve a quality arts education and encourages students to pursue artistic expression through participation in its annual arts Reflections Program. The program offers students the opportunity to create works of art for fun and recognition. Students in preschool through grade 12 are encouraged to create and submit works of art in four areas: literature, musical composition, photography, and the visual arts (which includes art forms such as drawing, painting, print making, and collage). In its more than 30-year history, the program has encouraged millions of students across the nation and in American schools overseas to create works of art.

Each year, the Reflections Program challenges students to create art that supports a specific theme. Themes are selected from thousands of ideas submitted by students to the National PTA 's Reflections Program Theme Search. Past themes have included "Dare to Discover....," "If I Could Give the World A Gift...," "Imagine That...," and "Exploring New Beginnings..."

Students participate in the Reflections Program by submitting entries to their local PTA or PTSA. Any PTA/PTSA in good standing is eligible to sponsor a Reflections Program.

## Volunteers Needed!

Organize the Reflections Art program during October and November, promote the contest, collect the artwork, organize for artwork to be displayed and judged, and submit the art to the National PTA Reflections Art program competition.



# Spirit Wear

## **Event schedule**

Ongoing

## **Chairperson(s)**

Changes annually –  
See PTA Contact list for  
current Chairperson

## **What is it?**

The Spirit Wear Committee is responsible for clothing and other items that project the Yates Mill Elementary spirit. These items are sold at PTA events.

## **Volunteers Needed!**

This committee will oversee Yates Mill logos, order the items that are to be sold, and be responsible for keeping an exact inventory.



# Spring Festival

**Need a description of this fun event!!**

## **Event schedule**

Spring

## **Chairperson(s)**

Changes annually –  
See PTA Contact list  
for current Chairperson

## **Volunteers Needed!**



# Yearbook

## Event schedule

Ongoing

## Chairperson(s)

Changes annually –  
See PTA Contact list  
for current Chairperson

## What is it?

This committee manages the creation of the annual YMES Yearbook. The committee supports the Time to Shine Yearbook club and its advisor. The PTA committee collects student yearbook orders and takes care of all financial considerations of the yearbook and communicates page counts and other design and production parameters to the faculty advisor.

## Volunteers Needed!

### Chairperson

The Yearbook chair is responsible for bringing together a team to support the faculty advisor and his/her Time to Shine Yearbook club in creating the annual yearbook. The chair also manages the business end of yearbook creation including managing the contract with Lifetouch, sending home yearbook order flyers, collecting yearbook receivables, and distributing the finished yearbooks. (About 3-4 hours per month.)

### Committee Volunteers

- Photographer(s) – Volunteers to fill in any photography needs not met by the students in the club. Take photos throughout school keeping track of identities of identifiable children in photos so that those who do not have permission to be printed are not used. (Flexible. <1–3 hours per month.)
- Time to Shine Volunteers – Attend Friday club meetings with the students and the teacher advisor, learning to use the web-based application and helping train and support students in its use. (Flexible 1–4 hours per month.)
- Circulation – Help distribute flyers and finished yearbooks. (1–2 hours.)
- Orders – Help committee chair collect and track payments for yearbooks.



# Web Site

## Event schedule

Ongoing

## Chairperson(s)

Changes annually – See  
PTA Contact list for current  
Chairperson

## What is it?

This committee is responsible for developing and managing updates to Web site content for the YMES PTA. The committee works together with the Newsletter, PR, and Yearbook committees to develop and maintain a YMES identity.

## Volunteers Needed!

### Chairperson

The committee chair works with other committees to maintain the Web site and update content in a timely manner. The chair is also responsible for the fiscal management of the site, communicating budget expenditures to the membership vice president. Attend monthly board meetings or send proxy to communicate progress. (about 8-10 hrs per month)

- Manages Content - Update monthly content changes such as calendar, newsletter highlights, and supportive links, attend monthly PTA board meeting minutes. (flexible: about 2-6 hrs per month)
- Work as part of Web site/Newsletter/PR team to maintain YMES identity and share resources with all of these committees in addition to Yearbook.



# Painless Fundraisers

## Event schedule

Ongoing

## Chairperson(s)

Changes annually –  
See PTA Contact list for  
current Chairperson

## What is it?

The Painless Fundraiser programs are a combination of fundraisers that earn money for our school. They are easy, and require minimum effort to be successful. Some don't even cost you a thing! Mentioned below is a brief summary outlining the programs our school will be promoting this year.

### Box Tops for Education

Clip Box Top Coupons from hundreds of your favorite products. Each coupon is worth \$.10 cents. It may not sound like a lot, but it sure does add up! So clip and submit! Visit [www.boxtops4education.com](http://www.boxtops4education.com) for more information, and register in the Box Tops Booster club.

### Box Tops Marketplace

Do you shop online? Then you can earn money for our school, while you shop! Simply visit [www.boxtops4education.com](http://www.boxtops4education.com), and register in the Box Tops Booster Club. This is a painless two-minute process. Once registered simply log on to the Booster club, click on "SHOP" and you will have over 200 merchants to choose from. A portion of your purchase will be donated to our school. It's that simple! Holidays are approaching, remember to register, log on, shop, and you'll be supporting our school!

### Labels for Education

It's not just Campbell's soup anymore. Cut labels from Campbell's products, including Franco American, Pepperidge Farm, Swanson, V-8, and Prego. Our school earns points for these labels that can be used to purchase school supplies, and equipment. Visit [www.labelsforeducation.com](http://www.labelsforeducation.com) for more information.

### Target Take Charge for Education

Simply use your Target charge card or Target Visa Card and our school receives 1%, for purchases you make at Target. Use your Target Visa Card, with other merchants, and Target donates a %, of your purchase back to our school. To link your Target card, simply call 1-800-316-6142. The school code is 115317. You can also visit [www.target.com](http://www.target.com), and link your card online.

### Food Lion-Lion Shop and Share Program

Do you have a Food Lion MVP Card? If so, link it to Yates Mill Elementary School, and Food Lion donates a portion of your entire purchase to our school. Visit their Web site at [www.foodlion.com](http://www.foodlion.com), or call them at 1-800-210-9569.

### Harris Teeter -Together in Education Program

Do you have a Harris Teeter VIC Card? If so, link it to our school. The Yates Mill code is 4263. Visit their Web site at [www.harristeeter.com](http://www.harristeeter.com) or visit the service desk, at your local store. Harris Teeter donates a portion of the purchases from select Harris Teeter Brand products.

### Volunteers Needed!

- Help with the Box Tops and Campbell Label Program. (Flexible.)
- Promotion of these programs (1–2 hours.)
- Planning parties/incentives for classes who collect the most. (1–2 hours.)
- Bag and count Box Tops and Labels. (1–2 hours.)



# Room Parents

## Event schedule

Ongoing

## Chairperson(s)

Changes annually –  
See PTA Contact list for  
current Chairperson

## What is it?

Room parents support the individual classroom teachers and students through attaining extra materials needed, contacting parents and finding volunteers for special events in the classrooms. The role is vital within the school structure and also because you are the link between the PTA and school staff/parents. Room parents also support PTA events when needed.

## Volunteers Needed!

## Chairperson(s)

The chairperson(s) will be responsible for working with the volunteer coordinator to organize the Volunteer Orientation Night. The chair will also be the organizer of the list of room parents and will create a communication link between the room parents and the PTA. You will act as support for room parents.

## Room Parents

Volunteer with your teacher to be your child's classroom parent—it's a rewarding job! Teachers will work out the specific roles they expect their parents to play, but usually these will include:

- Coordination of parent volunteers to assist the teacher with field trips and specific projects as needed.
- Learning experiences are a part of the curriculum and the room representative is vital to supporting the classroom teacher as the need arises. Be sure to check with the teacher how he/she wants to handle these.
- Collect photos from your class from other parents and submit to the yearbook, PR, and directory committees.
- Support school-wide PTA family events and activities through recruitment of parent volunteers to donate food, help out at PTA events, Spring festival, etc.



# Time to Shine

## **Event schedule**

Ongoing

## **Chairperson(s)**

Changes annually –  
See PTA Contact list for  
current Chairperson

## **What is it?**

In past years Yates Mill has provided this program for students in grades 3-5. The Friday afternoon clubs have included things such as chorus, drama, cooking, bird watching, and math. For the first time the PTA has allocated funds to increase support for after-school clubs this year. We are hoping to enhance the existing after school clubs and will be looking for ways to expand this program.

## **Volunteers Needed!**

### **Chairpersons**

The chairpersons will work with the staff program coordinator to determine needs and requirements for the after school programs. You will work with the PTA board to support this program and identify the necessary volunteers and funds. We welcome your creativity and ideas!

### **Volunteer Needs**

To be determined each year.