

# WESTGATE COMMITTEES AND SPECIAL EVENTS 2007-2008

<b>FALL</b>	<b>EVENT</b>	<b>CONTACT</b>
AUGUST	<b><u>First &amp; Second Week Packets</u></b> Assemble student packets	WG Office Staff/ PSO Marketing coord.
	<b><u>Welcome Back Event</u></b> - Coordinate end of summer Pizza Party	Mike Hollenbeck
	<b><u>Coffee Hour</u></b> - PSO Board Members welcoming parents to school first day	PSO Board
SEPTEMBER	<b><u>Vision &amp; Hearing</u></b> - Coordinates volunteers for annual testing 2 <sup>nd</sup> week Sept.	Dana Mead, WG Speech Therapist
	<b><u>Membership</u></b> - Coordinates PSO membership/dues	Mike Hollenbeck
	<b><u>Directory</u></b> - Sending our necessary forms, gathering the information, organizing and creating the directory. Computer skills helpful.	Jennifer Budnick
	<b><u>Science Van</u></b> - Visit from Pacific Science Center, volunteers needed to help Work with Principal and office staff, rotates schools.	WG Assembly Committee
	<b><u>Emergency / Earthquake Kits &amp; Preparedness</u></b> - Ensure that students and classrooms have emergency (comfort kits) and work with staff committee to make Westgate safe in emergent situations.	Carolyn Carmen
	<b><u>Fundraising</u></b> - Works with FR coordinator to organize events for the year	Candy Gaul
	<b><u>ID Tags</u></b> - Coordinates order forms and payment	Christine Ness
	<b><u>T-Shirt Sales</u></b> - Work with shirt company, organize order forms and payments, sort and distribute shirts	Michelle Nye / Jenifer Venema
	<b><u>Family Fun</u></b> - Plan and organize activities for families at WG Ideas include: skating, swimming, dances and movies.	Karen Orstad/Jenifer Venema
	<b><u>Spruce Up</u></b> Work with committee, cleaning up, gardening, painting, planting	Sari White
OCTOBER	<b><u>Pictures</u></b> - Set up volunteers for picture day, help photographers, coordinate order forms, set retake day	Jennifer Budnick
	<b><u>Food Drive</u></b> - Publicize and coordinate the collection and distribution of food during assigned week	Leadership Club Mrs. Allred & Mrs. Lindquist
	<b><u>5<sup>th</sup> Grade Parents/Camp</u></b> - Get fundraising ready for camp, work with teachers. Check with the PSO Fundraising Coordinator before starting	
NOV/DEC.	<b><u>Usborne Book Fair</u></b> - Coordinate volunteers, deal with money	Cari McGrath 425-771-8352
<b>WINTER</b>	<b>EVENT</b>	<b>CONTACT</b>
JANUARY	<b><u>Yearbook</u></b> - Throughout the year takes and request pictures of events/classrooms, coordinated individual and class pictures from photographer, assemble layout of yearbook and coordinate with publisher	Jennifer Budnick
MARCH	<b><u>Scholastic Book Fair</u></b> - Coordinates volunteers, deal with money	Cari McGrath
	<b><u>Young Authors Day</u></b> - An children's author comes to WG, fun day for all	WG Teacher Committee
	<b><u>'KOINS FOR KIDS'</u></b> - (Clothes for kids) Coordinates annual collection	Mike Hollenbeck

**SPRING****EVENT****CONTACT**

MAY	<b><u>Westgate Walk</u></b> - A Fundraiser and fun event for our school.	Candy Gaul
	<b><u>Teacher Appreciation Week</u></b> - Coordinates the lunches and events of the week, planning in March	Jennifer Budnick
	<b><u>Spruce Up</u></b> Work with committee, cleaning up, gardening, painting, planting	Sari White
	<b><u>Open House</u></b> - Help display students Art work, usually work with staff committee	WG Staff
JUNE	<b><u>Carnival</u></b> - Coordinates sub committees for publicity, games, entertainers prizes, food and volunteers, some work begins in Jan. Join the committee.	Krys Lowe-Food, Dawn Vinberg-Volunteers Beth Hardman-Prizes
	<b><u>D.A.R.E Graduation</u></b> - Coordinates volunteers and organizes reception	6 <sup>th</sup> grade parents / 6 <sup>th</sup> grade Teachers
	<b><u>6<sup>th</sup> Grade Graduation</u></b> - Coordinates with teachers/students graduation and celebration. Ask 5 <sup>th</sup> grade parents to volunteer.	6 <sup>th</sup> grade parents / 6 <sup>th</sup> grade Teachers
	<b><u>Kindergarten Graduation-</u></b> Coordinates with teachers/students graduation and celebration.	K parents / Teachers
	<b><u>Field Day</u></b> - Works with the contact people to organize the day of event.	Christine Ness Lori Trueb
	<b><u>Ice Cream Social</u></b> - Organize volunteers, purchase and set up ice cream for students during 6 <sup>th</sup> grade games	Teresa Ramirez

**ALL YEAR EVENTS****CONTACT**

<b><u>Campbell's Labels &amp; Cereal Box Tops</u></b> - Publicize, collect and redeem Campbell's labels and 'General Mills' box tops for revenue	Margie Alfieri Westgate Staff
<b><u>Citizen Planning Committee</u></b> - Attends monthly Edmonds District meetings, Reports at PSO meetings	Mike Hollenbeck
<b><u>E-MAIL Information</u></b> - Contacting and informing parents of events via email from PSO or Committee Contacts.	Kelly Leupold WG Office Mgr.
<b><u>Family Fun Nights</u></b> - The committee organizes events for the school.	Karen Orstad / Jenifer Venema
<b><u>Popcorn Fridays</u></b> - Sell popcorn 2X a month at Lunch/Recess 11:30-12:30	Jenifer Venema
<b><u>Reader Board</u></b> - Twice monthly gathering of event dates and posting on the PSO reader board	Barbara Fay
<b><u>Sunshine</u></b> - Coordinates cards, gifts or flowers for retirement, births, or illnesses for parents / students with in our school. Work with office staff and PSO contact	Carolyn Carman
<b><u>Westgate Website</u></b> - Create and update <a href="http://staff.edmonds.wednet.edu/wg/">http://staff.edmonds.wednet.edu/wg/</a>	Sari White

**Would you like to help plan an event?**

Are you interested in joining a committee to help plan the event? Please send us a note with your name, number and areas of interest. You can send it in with your child to the attention of Westgate PSO. A contact person in the area(s) of your interest will contact you to answer any questions you might have.

Thanks for making Westgate great!

**Committee Coordinators**

Jenifer Venema  
Karen Orstad

RVSD 11/07