

# PTA Volunteer Opportunities & Sign-Up Sheet 2011-2012



Dear Parents,

Welcome to Manor Woods Elementary School! It is an exciting time with so many activities and opportunities. It is also time to start the recruitment of volunteers to assist on PTA committees and school support services. Please consider being actively involved in your child's education by helping at school. It is understood that every parent cannot give time during the school day; however, there are many opportunities to help you child's school at other times and in other ways.

Attached you will find a PTA Volunteer Sign-up sheet. You will see that the opportunities to serve as a volunteer at Manor Woods are varied and abundant. We hope that you will thoughtfully consider what your interests, talents, and availability are and where they might be best utilized at school. Our objective is to match you with assignments that are productive and meaningful as well as beneficial to those with whom you work.

A Volunteer Orientation will be held on **Monday, September 12<sup>th</sup> at 6:30 p.m.** in the Media Center prior to the first PTA meeting at 7:00. All who are interested in volunteering are encouraged to attend. Representatives from the Manor Woods administrative staff and PTA leaders will be available to answer questions. We will be discussing volunteer roles and responsibilities.

Please contact Christine at [cmstavrou@hotmail.com](mailto:cmstavrou@hotmail.com) or Kelly at [zollerfamily@msn.com](mailto:zollerfamily@msn.com) if you have questions about any of the positions. Thank you for your interest in volunteering for the PTA!

Sincerely,

Christine Stavrou and Kelly Zoller  
MWES PTA Volunteer Coordinators

## **VOLUNTEER SIGN-UP**

Please complete one form per family. **Return this page to MWES PTA, Attn: Christine Stavrou by Friday, September 9, 2011.** Thanks!

**Name(s):** \_\_\_\_\_ **Home Phone #** \_\_\_\_\_

**Email address:** \_\_\_\_\_

This sign-up is for parents who are interested in helping with PTA committees and school support services. Your child's teacher will send home information on volunteer sign-up for their classroom in the near future. Please see the attached for committee descriptions. Committee chairpersons are listed on the PTA contact list.

**Please check the committee(s) on which you are interested in serving. The Volunteer Coordinator or the Committee Chairperson will contact you.**

### **PTA Volunteers**

- \_\_\_\_\_ After School Programs
- \_\_\_\_\_ Audit Team
- \_\_\_\_\_ Basket Bingo
- \_\_\_\_\_ Book Fair
- \_\_\_\_\_ Book Exchange
- \_\_\_\_\_ Bulletin Boards
- \_\_\_\_\_ Community Service
- \_\_\_\_\_ Citizens Advisory Committee
- \_\_\_\_\_ Copying
- \_\_\_\_\_ Cultural Arts
- \_\_\_\_\_ Membership/Directory
- \_\_\_\_\_ Ducktales (PTA newsletter)
- \_\_\_\_\_ Fifth Grade Closing Reception
- \_\_\_\_\_ Fun Day
- \_\_\_\_\_ Giant/Safeway Receipts
- \_\_\_\_\_ Green School
- \_\_\_\_\_ Hospitality
- \_\_\_\_\_ Ice Cream Social
- \_\_\_\_\_ Innisbrook Catalog Sales
- \_\_\_\_\_ Lost and Found
- \_\_\_\_\_ Nominating Team
- \_\_\_\_\_ Photographer
- \_\_\_\_\_ Planning and Growth
- \_\_\_\_\_ PTA Grade Liaison
- \_\_\_\_\_ Publicity
- \_\_\_\_\_ Reading Campaign
- \_\_\_\_\_ Reflections

- \_\_\_\_\_ Recess Equipment
- \_\_\_\_\_ Recess Walking Program
- \_\_\_\_\_ Room Parent Coordinator
- \_\_\_\_\_ SIT Representative(s)
- \_\_\_\_\_ Talent Show
- \_\_\_\_\_ Teacher Appreciation Week
- \_\_\_\_\_ TV Turn-off Week
- \_\_\_\_\_ Volunteer

### **School Support Volunteers**

- \_\_\_\_\_ Band and Orchestra Coordinator
- \_\_\_\_\_ First Grade/Kindergarten Lunch
- \_\_\_\_\_ Hearing & Vision
- \_\_\_\_\_ One-to-One Reading
- \_\_\_\_\_ Speech
- \_\_\_\_\_ Office Assistance

### **Related Arts Volunteers**

- \_\_\_\_\_ Art
- \_\_\_\_\_ Media Center
- \_\_\_\_\_ Music
- \_\_\_\_\_ Physical Education
- \_\_\_\_\_ Related Arts Room Parent

## **PTA VOLUNTEER COMMITTEES**

### **After School Programs**

This committee works on planning, coordinating, and scheduling after school programs for our students. The committee locates and contracts with community resources to provide these programs. Usually planning is done in the beginning of the school year, prior to winter break, and before spring break. Approximate time commitment is 20-25 hours throughout the school year.

### **Audit Team**

This is a group of 3 responsible individuals who review the financial records of the PTA during July/August. Approximate time commitment is 5 hours per person.

### **Basket Bingo**

This committee plans the Basket Bingo fundraiser event held in March. The chairperson solicits donations from area businesses to include as prizes in the Vera Bradley bags and Longaberger baskets. The chairperson must compile a program of all donated items for the event. The chairperson makes all arrangements for the event, including reserving space, setting up tables, coordinating refreshments. Also responsible for ordering entry tickets and advertising the event locally. Time commitment is approximately 40 hours.

### **Book Exchange**

This committee is responsible for organizing a book swap among students during the spring. Students bring in 3 – 5 books they no longer want and then have the opportunity to choose new books during the swap. Some books are donated to a local charity. The committee chairperson is responsible for sorting the books by reading level and arranging them for students' perusal on the stage for the one-day swap. Chairperson advertises this event to the MWES community. Approximate time commitment is 10 hours.

### **Book Fair**

This committee plans a fall fundraiser, which is held at Barnes & Noble in either October or November. The committee is responsible for publicizing and scheduling the event, organizing teacher involvement in the event, and assisting in the store on the day/evening of the event. Approximate time commitment is 10 hours for the committee chair and a few hours for assisting volunteers.

### **Bulletin Board**

This committee will spend a few hours periodically throughout the school year planning and maintaining the PTA bulletin board in the front lobby area. The committee will spend 10 hours per school year handling this task.

### **Community Service**

Committee Chair serves as a liaison between Manor Woods and the local community. This committee plans PTA approved projects, such as school supply, clothing or toiletry drives, to benefit local schools or community agencies. Arrangements for delivery of any collected items are the responsibility of the committee. Approximate commitment time is 10-15 hours for two months.

### **Citizens Advisory Committee**

This committee is a group of citizens and representatives from local PTAs that advise the elected school board. Committee members may study and have input into curriculum, educational policy, redistricting, and the school budget. Generally meets at 7:30 p.m. on the third Tuesday of the month at the Board of Education.

### **Copy Committee**

This committee will help on a regular basis with PTA copying. This includes the collating and distribution of Ducktales, the MWES PTA newsletter, on a quarterly basis. Copies are generally made at school. Approximate commitment time is 20 hours throughout the school year.

### **Cultural Arts**

This committee plans and schedules special cultural arts programs for the students throughout the school year. The chairperson researches appropriate programs for various grade levels and confers with teachers about desired programs. The chairperson may write and apply for grants to fund special programs. Approximate commitment time for the chairperson is 30-40 hours. Other committee members may help as needed.

### **Membership/Directory**

This committee is responsible for sending information to all MWES families about joining the PTA. The main membership drive starts in late August and ends in October; however, families may join the PTA throughout the school year. This committee also collects and compiles contact information from all MWES families who are willing to participate in a school-wide directory. Approximately 40 hours, from late August through October, are required to complete this job. A directory update is sent out in January and usually takes 2-5 hours to complete.

### **Ducktales**

This committee is responsible for organizing the articles for the school newsletter. Approximate commitment time is 30-40 hours total time. Ducktales is published 3 – 5 times throughout the school year. Some issues are copied at a local copy shop, other issues are sent out electronically to school families.

### **Fun Day**

This event is held annually in the spring. The chairperson spends about 40 hours planning and organizing games and entertainment for this family fair event. They also must recruit, schedule, and direct a large group of volunteers to assist in the running of the event. Volunteers are recruited to assist with this event in the spring and are given specific assignments and times to help.

### **Fifth Grade Reception Committee**

This committee is open to fourth grade parents. Volunteers are needed to help plan, set up, and serve refreshments during the Fifth Grade Closing Ceremony. Approximate time commitment is 5-10 hours for the committee chair. Individual volunteers are recruited to help on the day of the event in June.

### **Giant/Safeway Receipts**

This committee is responsible for providing information and assisting families in registering at designated grocery stores to earn money for MWES. The majority of the job is done from late August through October. Approximate commitment time is 20 hours.

### **Green School**

This committee works closely with MWES administration to implement programs to encourage recycling and environmental awareness. Volunteers are needed to speak to children about new initiatives and to volunteer for Trash Free Tuesdays in the cafeteria.

### **Hospitality**

This committee hosts several receptions for teachers and staff throughout the school year. The committee is responsible for planning, preparing, and serving food and refreshments to the teachers and staff during the sponsored events. This committee recruits volunteers to prepare food for the different events. The chairperson spends approximately 30-40 hours throughout the year.

### **Ice Cream Social**

This event is usually held on an evening in the spring. It is a one-day event, which needs a few volunteers to work 1-2 hour shifts. Approximate commitment time for the chair is 8 hours.

### **Innisbrook Catalog Sales**

This major fundraiser is held from September to October. The chairperson is responsible for publicizing the event and distributing catalogs to all families. Committee members will collect and tally the orders, as well as help distribute completed orders. Chairperson works closely with Innisbrook representative to promote sales. Approximate commitment time for the committee chair is 40 hours. Individual volunteers are needed to help for short time periods, 2-4 hours, and are needed shortly after school starts.

### **Lost and Found**

This committee is responsible for sorting through lost belongings in an effort to locate the missing owners. Any unclaimed items will be stored in bins in the front lobby. It takes a couple of hours each month to complete this task. At the end of the year, the committee sends unclaimed items to a non-profit organization.

### **Nominating**

At least three people are needed to work on this committee. This committee recruits parents from the MWES community to fill the PTA Leadership and Committee Chair positions. Most of the recruiting is done in February and March, and the nominating committee presents its nominees to the PTA in April. Each person spends about 10-15 hours recruiting candidates.

### **Photography**

This committee is responsible for capturing special school events in pictures. This committee usually takes a few hours per month.

### **Planning and Growth**

This committee will keep the PTA apprised of any community development issues that could impact the MWES community. The time commitment depends on the happenings in the community.

### **Publicity**

This committee is responsible for keeping local newspapers aware of special school events. Approximate time commitment is 10 hours per school year.

### **PTA Grade Liaison**

This committee will represent their respective grade in communicating PTA events and news to the specific grades. They will attend the monthly PTA meetings and report on any suggestions to help facilitate parental involvement in the PTA and communicate ideas on ways to improve involvement in the PTA. Approximate time commitment is 10-15 hours per school year.

### **Reading Campaign**

This committee assists in planning and implanting the annual Reading Campaign that occurs October through March. Individual volunteers are needed to coordinate the administration, publicity/communication, incentives and Guest Reader Day. The chair position takes about 40 hours.

### **Reflections**

Reflections is an annual arts competition held from October to December by the National PTA. Its purpose is to stimulate interest in the arts: literature, music, art, dance and photography. The committee presents information about the contest to all grades and addresses student and parent questions. The committee collects and organizes all contest entries and submits the entries for judging. The committee holds an awards ceremony to recognize all student participation in the contest and to announce the winners of each category from MWES. The winning entries are then submitted to the county level for judging. Approximate time commitment is 30-40 hours over three months.

### **Recess Equipment**

This committee will purchase specific recess equipment for each grade. Each year it is alternated between indoor and outdoor equipment purchases. This committee should contact Team Leaders and the Physical Education department to determine specific purchases to be made. Approximate time commitment is 5-10 hours.

### **Recess Walking Program**

This volunteer opportunity will take place once a week during all the lunch periods. The chairperson coordinates the schedule of volunteers for this program. Volunteers are needed for the following shifts: K-2<sup>nd</sup>, 3<sup>rd</sup>-5<sup>th</sup>, or all grades. The commitment can be once a week, once a month, or as needed. The volunteers record the number of laps that each student completes during their lunch period. Three to five volunteers are needed per shift.

### **Room Parent Coordinator**

This person is responsible for providing general information to room parents and providing them with support when it is needed. The chair will provide an orientation to room parents at the end of September. This person will also assist teachers in finding a room parent for their class when needed. This person will need to assist and support room parents during holiday parties, which occur in October, February, and June. The chairperson will spend approximately 20 hours in this supportive role.

### **SIT Representative(s)**

The School Improvement Team (SIT) is made of teachers and administrators who are tasked with evaluating standardized test scores, quarterly assessments, and reports cards to determine how the school is addressing the educational needs of the students. The PTA representative(s) provide a parental viewpoint to this team. The PTA SIT representative(s) then report to the PTA on pertinent findings. The time commitment is usually a few hours per month.

### **Talent Show**

The committee will direct and produce a student talent show. The talent show takes place in the fall. The chairperson coordinates student auditions and rehearsals, and advertises the event to the MWES community. Time commitment is 20-30 hours.

### **Teacher Appreciation Week Coordinator**

This committee will coordinate with the hospitality committee to arrange special food events for the teachers as well as plan a student involved activity to express gratitude to the MWES teaching staff. Teacher Appreciation Week occurs at the beginning of May. The chair will spend approximately 20-25 hours planning and organizing this special week.

### **TV Turn-off Week**

This event occurs for one week during National TV Turn-off Week, usually in April. The purpose is to encourage students to turn off the TV and participate in other activities, such as reading, playing outside, etc. Committee work would include planning, preparing, and marketing to encourage students to participate in this national event. During this week, the committee may plan to hold special activities at MWES to give alternatives to TV watching. Approximate commitment time is 20-30 hours.

### **Volunteer**

This committee provides information about PTA committees in the first day folders and recruits parents to be involved with the school. This committee updates the Volunteer Handbook. The committee is responsible for holding an orientation to provide general information to volunteers regarding school policy and procedures. The committee will also recruit volunteers when the school needs help with special events. Approximate commitment time is 10 hours with the large majority of hours being spent in the fall.