

Please submit by Sept. 17, 2010



Mark Twain PTSA Volunteer Opportunities
2010-11 School Year

Your PTSA supports many programs organized by committee chairs. But they need your help! Committees are sectioned below by volunteer preferences. Decide what works for you, then complete this form & submit it to your student's teacher. **There is something for everyone – thank you!**

Adult #1: _____ (Phone or Email) Contact me at: _____

Adult #2: _____ Contact me at: _____

Please check all that apply - a committee chair will contact you as help is needed.

Adult
#1 #2

- DONE IN A DAY...**volunteers are not members of a committee but are contacted if help is needed throughout the year

“I WORK DURING THE DAY BUT WANT TO CONTRIBUTE.”

- BOX TOPS...** gathers, counts, submits General Mills Box Tops & Campbell's soup labels; organizes classroom competitions
- COMMUNICATIONS...**organizes bulletin boards; posts events on school website's Tandem calendar; produces Constant Contact weekly event notices & periodic newsletter
- FUNDRAISING...**researches fundraising options; plans and conducts all fundraisers
- LEGISLATIVE...**stays informed of legislative issues affecting children as distributed by PTA and other child advocacy organizations; raises awareness in our school community
- MEMBERSHIP...**promotes membership in our PTSA and processes incoming registrations, including entering member information and printing membership cards
- PARENT EDUCATION...**distributes materials on parenting skills and parent education opportunities around the district; arranges one speaker and/or seminar a year
- STAFF APPRECIATION...**plans and conducts monthly activities (lunches, prizes, treats, etc.) for Twain Staff; organizes events for Staff Appreciation Week in May
- STUDENT DIRECTORY...**gathers school & student information and selects student art to produce the student directory; distributes to PTSA members in conjunction with PTSA membership cards
- TEACHER WISH LIST...**maintains and distributes list of items requested by teachers
- YEARBOOK...**works with a publisher to prepare a memory book that includes photos of individual students, school groups, and other school activities; handles sales and distribution in the spring

“I WANT TO HELP DURING SCHOOL HOURS.”

- EMERGENCY PREPAREDNESS...**works with staff to organize emergency supplies and safety procedures in the event of an emergency or natural disaster
- SCHOOL PICTURES...**coordinates three picture days for the school - individual student and class photos in the fall, retakes, and group photos in late winter; includes staffing picture days and distributing order forms
- SPECIAL NEEDS...**works with staff and the community to enrich school for special needs students; distributes information on meetings and support groups

Adult
#1 #2

- □ **STUDENT SAFETY**...recruits volunteers to assist with school buses the first week of school; organizes Walk to School Week in October, including Ped Bee, fire engine & police vehicle visits, and door prizes/treats on Friday
- □ **VISION/HEALTH SCREEN**...works with the district nurse to conduct annual vision and hearing screening by recruiting volunteers and helping organize work shifts

“I WANT TO VOLUNTEER FOR AN EVENT OR ONE TIME ONLY.”

- □ **BOOK FAIR**... converts the cafeteria into a Scholastic bookstore during fall conferences; organizes advertising, classroom tours, teacher wish lists, set-up, pack-up, and work shifts
- □ **ENGINEERING**...organizes Popsicle stick bridges - students see how much weight their bridges can bear before crushing; organizes Egg Drop - students build contraptions to protect a raw egg from cracking when dropped from a fire engine ladder
- □ **FAMILY FUN NIGHTS**...organizes family events - Back to School BBQ, Pancake Breakfast, Bingo Night, and School Dance
- □ **HOSPITALITY**...brings refreshments and arranges baby-sitting for all general membership meetings
- □ **REFLECTIONS**...organizes this nationwide PTA arts program for our school; distributes information and forms, processes entries (Visual Arts, Photography, Musical Composition, Literature), arranges judging, and plans a Reflections Celebration; submits winning entries to Council
- □ **SCIENCE FAIR**...plans this annual event, which includes distributing information, visiting classrooms, and helping students arrange their displays
- □ **SKATE PARTY**...arranges three skate parties a year at Skate King in Bellevue; advertises & staffs each event
- □ **TWAIN APPAREL**...conducts Twain shirt sales in the fall; sells other school logo items.

“I WANT TO ASSIST OR WORK WITH STUDENTS.”

- □ **AFTER SCHOOL PROGRAMS**...provides programs held after school at Twain for interested students (Hot Dog USA Jump Rope, Language, Art, Handwriting); coordinates with instructor to schedule dates; processes registrations and signs up parent volunteers to assist at each session
- □ **CHESS CLUB**...organizes lessons provided by a chess master and helps “referee” matches (answer questions about the game); recruit a chess master, schedule dates, process registrations, sign up parent volunteers to assist at each session, and facilitate student entries in tournaments
- □ **EXPLORE ART**...manages art docent program, including training volunteers to lead classroom projects and purchasing necessary supplies; organizes Art of Discovery and Gallery Walk
- □ **HISTORIAN / PHOTO JOURNALIST**...photographs school events for display on the bulletin board; provides photos for the yearbook
- □ **MATH CLUB**...meets after school to further math skills and concepts using games & other techniques; coordinates with teacher to schedule dates; processes registrations and signs up parent volunteers to assist at each session
- □ **SIXTH GRADE CELEBRATION**...works with sixth grade teachers to organize year-end festivities for students completing the sixth grade; includes fundraising and/or collecting from families to cover all expenses
- □ **STUDIO EAST**...organizes a school play starring 4-6th grade students; production includes casting, directing, rehearsing, designing costumes, and making sets; performance includes securing a venue, advertising, selling tickets, creating a program, and staffing the event
- □ **TALENT SHOW**...assists 5-6th grade students as they plan and organize a show; they recruit student acts, run rehearsals, advertise, and direct; adult volunteers are needed to create a program, sell concessions, and help organizers as needed