

SANTIAGO HILLS PTA 2008-2009 PTA Volunteer Opportunities

Thank you in advance for volunteering and making a difference for our students.

Program	Description
ACE	Volunteers organize children after school for classes administered through the Irvine Public School Foundation (IPSF). The classes offered can include science, math, language, technology, study skills, athletics, chess, first aid/ CPR and fine arts classes. We need volunteers to take attendance and get students to each of the classes. Number of volunteers depends on the number of classes offered at the school. ACE can be offered in the fall and in the spring semesters; however, it is dependent upon volunteers and interest by students.
Assemblies	Organize and coordinate assemblies provided by PTA to the students. Upon PTA approval, you will hire the group or individual and arrange for the best times for the assemblies to take place with the Principal's secretary. You will inform the teaching staff and PTA of when the performances will take place and if any preparation work is necessary. You will follow up to make sure the performer knows the target audience. You will greet the performer and familiarize them with the school's multipurpose room and PA equipment. You will solicit evaluations from the teachers and students and report back to the PTA.
Book Fair	The Book Fair is organized by both the PTA Book Fair Chairperson and the school librarian, Mrs. Fitzgerald, with the assistance of Scholastic. In the fall the library hosts a collection of books available for purchase for one week during the Back to School night week. In the spring the library is transformed into our own personal book store for one week with a wonderful selection of Scholastic books chosen by Mrs. Fitzgerald. Many volunteers are needed for varying shifts during the book sales for cashier duty.
Box Tops	Children are encouraged to cut or clip the Box Tops from various products. The committee is responsible for publicizing and maximizing the amount of Box Tops collected. You will be responsible for verifying and redeeming the Box Tops for cash at least twice in the school year. You will need to verify money earned is being sent to PTA and confirm receipt with the PTA Treasurer.

Program	Description
Fit for life/Field day	Held last week of school. Committee is responsible for organizing 16+ stations of games and fitness activities, as well as enough volunteers to man all the stations. Also arrange for sound system, water station and snack for students.
Gift Wrap	Our annual fall fundraiser. The committee publicizes the event, educates the staff and students of all aspects of the program, distributes the ordering material to all students and collects all the orders from the students. You will work closely with the gift wrap company the PTA has chosen to make sure the orders are filled. Then you will distribute the orders to all the students. May rewards top selling students.
Grocery Programs	Escrip purchases made at various stores (Vons, Albertsons, etc.) means money back to our school. The committee conducts campaigns to increase awareness and membership. You will need to verify the money earned is being sent to PTA and confirm receipt with the PTA treasurer.
Guy Stuff	This is an annual 5th grade boys' event, which is part of the health education program. Evening program for boys and their fathers or other male chaperone. Volunteers are generally parents of 5th grade boys, but it is not necessary. Event usually held between January and March. Arrange for location, usually at school. Obtain an estimate of attendees and arrange for refreshments. Put together a "Guy-Stuff" goodie bag for the boys. Arrange for puberty speaker. Option of having a raffle and door prizes.
Health and Safety	This committee monitors and updates the school's emergency preparedness kits, supplies and procedures. Committee will prepare proposal for annual purchases and maintain our emergency supplies up to date. Also solicits and coordinates volunteers for annual vision and hearing testing.
Hospitality	Plans and organizes 1 st day of school social in September; plans and organizes the Welcome Social for new families in August. Arranges for cards or flowers as necessary for teaching staff. Arranges the last PTA meeting/brunch.
Ice Cream Social	Social evening of ice cream and music for families. Usually held in May. The committee is responsible for setting the date; publicizing event; estimating and purchasing ice cream and drinks; prepare and set up decorations; organizing volunteers to collect money, serve, and clean up. Work closely with Custodian to ensure bathrooms are unlocked and

Program	Description
	you will have adequate lighting and power sources. This event can be combined with Movie Night.
IPSF Ambassador	The Irvine Public Schools Foundation (IPSF) Ambassador serves as a liaison between IPSF and the school site. You must attend two meetings—one in September and one in May/June. You will receive emails from IPSF called Ambassador Alerts. You report back to the PTA any information. Do all you can to promote IPSF fundraisers such as the House Raffle.
Jog-A-Thon	Students jog for a set amount of time and receive awards for most laps completed. You will arrange for the field set up, assignment of tags to runners, water stations and volunteers to mark the runners. You will coordinate with school staff for best day to run this event and keep school staff informed. You will also provide a treat to the students after the run, usually frozen popsicles. You will work with the custodian to set up the PA system.
Legislative Action	Keep PTA members informed on legislative issues relating to education. Coordinate letter and email writing campaigns. You may need to attend informational meetings held at the Irvine Council PTA level and report back to the school site PTA.
Library Coordinator	Coordinate volunteers to work with students, teachers and staff checking books in/out, stocking shelves, etc. Every classroom is given an assigned library visit time each week. You will seek volunteers to attend the library when their child attends to help librarian.
Marquee Club	The Marquee Club is a club for students in grades 4-6. The committee chair advertises the club and organizes the student members into groups which take turns changing the marquee in front of the school. You will organize parent volunteers to help the students each week. You will obtain approval of information to be posted from the principal.
Membership	Promote PTA membership. Collect membership applications and maintain records regarding membership. Turn over all dues to PTA Treasurer in a timely fashion. Pay Irvine and Regional Council their portion of dues. Maintain PTA database of members and keep information current.
Mother Daughter Tea	Annual 5th grade girls' event which is part of the health education program. Evening event for girls and mothers or other female chaperone. Volunteers generally parents of 5th girls, but not necessary. Event held sometime between January to March.

Program	Description
	Arrange for location to hold lecture. Arrange for speaker on puberty and “Girl Stuff” goodie bags. Provide refreshments and may hold raffle for door prizes.
Movie night	Family social evening where families are invited to bring their beach chairs, blankets, picnic food, and drinks to watch a kid movie. Hire movie projection firm and obtain licensing for showing movie publicly. Confirm no watering will be done on that evening. Perhaps have choir sing, and if so arrange for PA system. Work closely with custodian for ensuring bathrooms are unlocked and you have adequate lighting and power sources.
Newsletter	PTA/School Newsletter – distributed about 4 to 7 times during the year. Solicit articles from teachers and committee chairpersons. Principal must approve final copy. Arrange for production of newsletter at Kinko’s using National PTA account. Distribute the Newsletters via Thursday envelopes.
Noon Time Activities	Solicit parent volunteers to help provide activities for the students at lunchtime. Supervise board games, teach soccer skills, etc. All activities must be approved by PTA and Principal.
Partners in Print	Series of 3 teaching evenings, usually a Thursday, for kindergarten and 1 st grade parents to learn about their child’s reading skills. Coordinated with kindergarten teachers. Traditionally chaired by First grader parents. You will arrange with the Kindergarten teacher for the best time for the three week event. You will make copies and provide the material necessary for the Teachers (usually Kindergarten and First Grade) to conduct the event. May offer prizes, such as bookmarks, for families in attendance.
Pledge Drive	Main fund-raising campaign. Instead of having lots of small fundraisers throughout the year, parents are asked for a one time donation to help fund PTA programs. You will account for all the incoming Pledge donations and keep accurate records. You will keep all information confidential. You will work closely with the PTA Treasurer to make sure the funds are deposited in a timely manner. You will provide updates to the PTA Executive Board monthly.
Publicity	Communicates important school and PTA events as deemed appropriate to the Irvine World News.
Reading Incentive Program	Organizes and oversees reading program for school;

Program	Description
	fill treasure box; distribute calendars to families, coordinate room record keepers and end of year awards. You will work with teachers to solicit a volunteer for each classroom.
Red Ribbon Week	This is the annual "Say No To Drugs" awareness week, usually in October. For every pound of pennies collected, City of Irvine pays the school \$1. You will arrange for decorations to be put up before the event and taken down after the event. You will advertising of this weeklong, penny collecting event. You will arrange for volunteers to weigh pennies from each class and keep accurate records. You will arrange with City of Irvine for pennies to be turned in. You will coordinate with the Police Dept. for pizza delivery. You will work closely with the PTA treasurer to verify we have received payment.
Reflections Program	Chairperson advertises program and deadline, collects and categorizes art, coordinates judging. You will work with Irvine Council to coordinate showing for the winners.
Room Rep Coordinator	Work with Teachers to solicit and organize room representatives at the beginning of year for all classrooms. Instruct the classroom representatives what is expected, namely building their classroom email tree. Serve as a liaison to communicate important information via email from PTA and school to families via individual room representatives.
School Photos	Photos are usually done in October. You will solicit and organize volunteers to help on picture day. This is a one day event. Volunteers go to classrooms to bring children to the MPR for their photos.
Sketching at Lunch	Provide art opportunities to students during lunch time once a week. PTA will provide any supplies needed.
Social Responsibility	Provide opportunities for the children to serve in the community several times during the year. For example, work with local food banks and organize a food drive before Thanksgiving.
Silent Auction	May be done in coordination with Ice Cream Social or Movie Night. Solicit donations from Teachers and parents for gift baskets. Arrange for auction date; keep accurate records of money collected. Turn money over to PTA Treasured in a timely fashion.
Spirit Wear	Provide opportunities for families to purchase

Program	Description
	school related shirts and jackets. You will publicize the spirit wear and arrange for the sale of the clothing during school events. You will keep accurate records and turn over all money to the PTA Treasurer.
Staff Appreciation	Plan, organize and staff activities throughout the week to show our appreciation for our teachers and staff members. Plan luncheon, arrange for a location, solicit volunteers, prepare and serve food, and clean-up.
Student Directory	You will take the information from the first day packet and keep accurate records. You may solicit ads from local merchants to off set the cost of production. Proofread text and ads. Arrange for the timely production and deliveries of the directories. You will turn over money collected to PTA Treasurer in a timely manner.
Thursday Envelopes	You will work with the Teachers to solicit a volunteer per classroom to stuff Thursday envelopes with approved materials. Volunteers are needed every week. You will also arrange for the appropriate number of approved flyers to be put into each teachers' master folder on Wednesdays.
Volunteer Coordinator	Assemble sign up sheets to solicit volunteers for various committees which will be used on 1 st day morning social. Organize and send the data to committee chairs. Assist committee chairs in finding helpers as needed.
Yearbook	Coordinate with Teachers to solicit a classroom yearbook volunteer who will take photos of various classroom events throughout the school year. Coordinate with Teachers to solicit a classroom volunteer to put together a classroom collage which will appear in the yearbook. Arrange for volunteers to send the photos to the school media specialist in a digital or hard copy format. You will arrange for a publisher, solicit and collect preorders and distribute books at the end of the year. You will keep accurate records and turn over all money collected to the PTA Treasurer in a timely fashion.