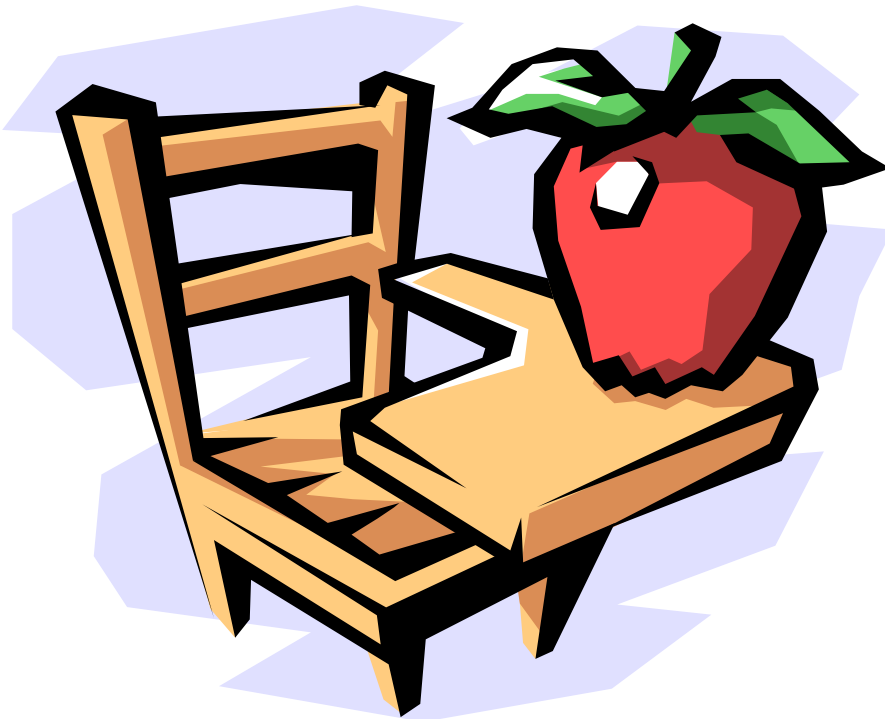


Juanita Elementary Volunteer Opportunities



2007-2008

Dear Juanita Elementary Community,

The PTA and Juanita Elementary sponsor many student-related programs and activities. We invite you to join us for the fun!

In this handout, you will find descriptions of PTA events and committees, and the many volunteer opportunities. Everyone is welcome. As you will see, there is something to fit almost everyone's schedule from one time events to monthly or weekly commitments. Volunteering in the school enhances your child's education and school experience. After reading through the handout please complete and return the green, volunteer sign-up sheet.

Listed at the back of the Handbook, are the names and telephone numbers of the the PTA Board members. Feel free to contact these members with concerns. Your comments and ideas are always welcome.

We look forward to working with you, please join us!

Sincerely,

Juanita Elementary PTA

Be involved. Join PTA!

PTA EVENTS & COMMITTEES

ONE TIME EVENTS: *The following events occur once during the school year. Volunteering for these events is a short term commitment.*

FUNDRAISING

PTA typically has one major fundraiser a year. This year we have a Jag-a-Thon (fun run) planned for mid-October. Many volunteers are needed to help make our fundraiser a success. We need people to help with prizes, publicity, pledge packets, running tags, and to help on the actual day of the event.

SCHOOL PICTURES (Fall)

Time to think about those special photos that show how much our children have grown. Volunteers are needed to help our darlings look wonderful and assist the photographer to organize the students on picture day. This commitment is for a half-day beginning in the morning. This is a fun time for all and goes by very quickly.

DIRECTORY (Fall)

The Directory is a listing of the students and their phone numbers by classroom. Classroom information is obtained from the school office & the committee publishes the Directory, which is then distributed to all current PTA members.

MEMBERSHIP (Fall)

The Membership Committee acts to kindle the interest of parents, teachers and other community members in PTA, and invites them to become members. Volunteers are needed to staff the membership tables at 1 or 2 PTA events in the fall and enter names in the membership database.

REFLECTIONS (Fall)

Reflections is a cultural arts program sponsored by the National PTA. The purpose is to encourage creative expression among children in visual arts, music, literature, or photography based on the selected theme for the year. Volunteers are needed to publicize the contest, coordinate displays, judge and provide a reception for the participants.

T-SHIRT SALES (Fall)

Once or twice a year school logo T-shirts, sweatshirts and other items are for sale. Volunteers would be in charge of order taking, processing, & distribution, and determining the styles, colors, and types of items to be sold.

POINSETTIAS/MOTHER'S DAY BASKETS (December/May)

Each year the PTA sells beautiful poinsettias during the holiday season and flower baskets right before Mothers Day. Volunteers are needed to help distribute poinsettias and flowers on pick-up day.

HEALTH SCREENING (Fall)

This is a one time event where volunteers are needed to help assist the school nurse with vision and hearing testing. Both tests are done in the same day, from 9:00 a.m. to approximately 12:00 p.m.

KINDERGARTEN REGISTRATION (March)

Remember when your child came to see where he or she was going to go to school in the Fall for the first time? Help make this a memorable time for those first time students. We need volunteers to help in the registration of the new kindergarten students . Volunteers are needed for a 2-3 hour shift between 1 and 7pm

CARNIVAL (March)

This is the major PTA event of the Spring. To be a success this event depends on the help of everyone who is associated with the Juanita school community. There is something that everyone can volunteer to do since there are a wide variety of needs. The kids look forward to this event each year. Please help us by volunteering for this spectacular event. Areas open for volunteers are the Kitchen, Prize Room, Ticket Sales, Games, set up, clean up and cakes for the Famous Cake Walk. This is a great evening of family fun.

STAFF/TEACHER APPRECIATION (May)

We would like our staff and teachers to know how much we appreciate the efforts they put into helping our children. This event culminates during May's National Teachers Appreciation week. Volunteers are needed to help plan the events for the week and provide lunch for the teachers.

SCHOLASTIC BOOK FAIR (Spring)

The scholastic book fair allows students to purchase a variety of books, pencils, bookmarks, erasers, etc. at a savings. This event is usually held for 3 days. Volunteers are needed during the school day and/or afterschool for 1-2 hours to assist the students with their purchases.

AWARDS (June PTA meeting)

Awards are given in June to outstanding PTA volunteers within our school community. This committee goes through a selection process to determine who those outstanding individuals are.

MONTHLY ACTIVITIES: *The following activities occur once during the month. Time commitment varies depending on the activity.*

ARTS DOCENTS

This program gives volunteers the opportunity to present art and do a related art project with the students each month. Training and lesson plans are provided. The commitment is generally 1-2 hours of preparing and 1 hour in the classroom. Scheduling is done between the volunteer and the teacher. This is a great way to spend time in your child's class.

BULLETIN BOARD

This individual/committee is responsible for decorating the bulletin board and/or updating the board to reflect current PTA activities/events/happenings. This would require little time at the school and can be done around your schedule.

LEADERSHIP COUNCIL REPRESENTATIVE

This individual represents PTA at Leadership Council which meets twice a month before school.

LEGISLATION

The Legislation Committee works in conjunction with the PTA Council and State Offices bringing important legislation information to the parents and the community. These volunteers also attend a legislative assembly in Ellensburg in October.

WEEKLY ACTIVITIES: *The following activities occur once a week. The time commitment varies depending on the activity.*

SAFE ARRIVAL CHECK (SAC)

Do you want to get to know and be recognized by the kids at school? This will give you that opportunity. Volunteers are needed each morning to record the absent students and check the messages from the SAC recorder. Calls are made to the parents of any child not accounted for. This takes approximately 1½ hours from 9 to 10:30 a.m. We are in need of five parents willing to spend one morning a week at this very satisfying position.

WEDNESDAY PACKETS

Volunteers are needed on Wednesday mornings to help collate the information packets that go out to all students once a week. This activity starts at 9:00 A.M. and is usually complete by 11:00 A.M., an ideal opportunity for morning kindergarten parents.

UPDATE

Information is collected on events happening at Juanita Elementary and in the community. This is then compiled and typed and made ready to be copied and distributed with the Wednesday packets. Much of the work for this can be done from home.

LIBRARY AIDES

Library Aides work once a week, twice a month or according to the needs of the Librarian. The Volunteer helps with shelving books, aiding younger students with checking out books and processing new books to get them ready for use by the students. Hours are flexible.

BANK AT SCHOOL (Thursday mornings)

We have established a relationship with Washington Mutual Savings Bank, Fred Meyer Branch to provide students an opportunity to open savings accounts at school and make deposits. We need volunteers to help verify and post deposits to student's passbooks, enter deposits via computer to student accounts and balance. This is a weekly commitment from 9-11 a.m. or can be on a rotation depending on the number of volunteers.

ONGOING ACTIVITIES: *These activities occur throughout the school year, however the time commitment is generally minimal.*

BAKED GOODS

Throughout the year baked goods are needed for various events. We need volunteers who we can call to provide 1 or 2 dozen baked goods.

BOX TOPS FOR EDUCATION

General Mills product box tops are collected during the year and redeemed. This volunteer helps collect and sort the labels. This would be perfect for a working parent who could pick up the labels monthly and sort them at home.

LABELS FOR EDUCATION

Campbell's product labels are collected during the year and redeemed for educational products. This is a good job for working parents who can cut, count, and bundle the labels at home.

SCHOOL OFFICE VOLUNTEER OPPORTUNITIES:

LUNCH BUDDIES

Volunteers are needed to have lunch with a special friend and play some games or talk. This is a one hour commitment, once a week.

PLAYGROUND VOLUNTEERS

Volunteers are needed to implement new games and supervise the students during a 20-minute A.M. recess and 60-minute lunch recess.

2007-2008 PTA RESOURCES

EXECUTIVE COMMITTEE

Co-President	Kathy Szabla	823-7060	tkszabla@msn.com
Co-President	Amy Lofquist	814-2228	alofquist@msn.com
Treasurer	Lisa Boeggeman	814-3790	lboegie@yahoo.com
Secretary	Tammi Conrad	823-8104	mvsummerwind@earthlink.net
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