



Kirkland Junior High PTSA



Volunteering is a wonderful way to stay involved with your child and keep up to date with what is going on at school. Research shows that adolescents do better in school when their parents or family members are involved. Education works best when teachers and parents work together. The KJH PTSA is an active organization that supports the children, teachers, and staff in many ways throughout the entire school year. Please choose one or more of the volunteer opportunities listed below. Your support makes a huge difference!

All activities can be co-chaired and shared with others. *Checking a box does not mean you the only person involved;* it just tells us that you are interested in helping out in this area. No prior experience required! You will be contacted with more details as the event/activity gets closer. The attached Volunteer Information sheet has details about each position. If you have questions, call or email Julie Taylor (425-828-4581, ictaylah@aol.com) or Sarah Stone (425-889-1572, sarah@munsil.com)

Name: _____ **email:** _____

phone: _____

Communications (VPs – Heather Gertmenian and Helen Roller)

- Student Directory
- PantherGram Newsletter
- Publicity
- Website

Programs (VPs – Liz Hedreen and Brenda Baker)

- Walk About Program
- Reflections
- Drama
- Mother’s Day Luncheon
- Father’s Day Breakfast
- Students In Need

Ways & Means (VP – Lisa Gunhus)

- Financial Review and Audit
- Hospitality
- Emergency Preparedness
- Health Screening
- Parent Education
- Staff Appreciation
- Special Needs
- EScrip/BoxTops/other fundraising

Other Committees

- Nominating Committee
- Awards Committee
- Membership
- Legislation/Child Advocacy
- Grant Writing

School Activities (non-PTSA Volunteer Opportunities)

- Magazine Drive
- Debate Team
- Year-end Activities and Celebrations
- Chaperone Dances
- Poinsettia Sale
- Talent Show
- Picture Day/Re-Take Day

General Volunteer

areas of interest: _____

Kirkland Junior High Volunteer Opportunities

<u>Description</u>	<u>Volunteer Activity</u>	<u>Typical Time Requirement</u>	<u>Dates</u>
Student Directory school directory of students, parents, contact information	help with data entry and editing of the Directory	1-5 hours	September-October
PantherGram/ PantherPulse Newsletter electronic newsletter about activities, announcements, classes	bi-weekly newsletter -- help with editing, articles, formatting	1-4 hours, 1-2 times per month	all year
Publicity provide information to parents and community about KJH activities	write articles on as-needed basis for PantherGram, PantherPulse, or community newspapers	as needed	all year
Website KJH PTSA Website updates	help make changes to the website, add new material, post forms, etc.	2-4 hours a month	all year
Walk-About Program parent presence program at lunch periods	walk around at lunch, be available for kids	1 hour, once a week	all year
Reflections national PTSA Arts Recognition Program	help committee choose school winners; help organize small reception to celebrate participants	2-6 hours	October-November
Drama annual drama production at school	help organize production, parent volunteers, etc. (done in conjunction with StudioEast)	varies	Feb-Mar
Mother's Day Luncheon luncheon to honor Mothers	organize event, invitation, set up tables, etc.	2-5 hours	Apr-May
Father's Day Breakfast breakfast to honor Fathers	organize event, invitation, set up tables, etc.	2-5 hours	May-Jun
Students In Need scholarships and grants for in-need students	Identify and publicize support available to students with financial or other needs; coordinate with Counseling	varies	all year
Financial Review/Audit audit of PTSA financial reports and books	small team of volunteers to do a financial review of PTSA books	3-6 hours, two times	January, July
Hospitality refreshments for various events	coordinate and provide refreshments for events including PTSA meetings, school activities	1 hour, as needed	all year
Emergency Preparedness organize supplies for students in event of an emergency	help order and organize/replenish supplies	1 hour per month	all year
Health Screening annual screening of all students for vision and hearing	help with screening (no experience required!)	one day	October
Parent Education parent Educational Opportunities through speakers, programs, etc.	help identify and publicize opportunities for parents education (School District organizes most activities)	1 hour per month	all year

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Staff Appreciation provide refreshments for teachers and staff monthly	help organize and set up monthly refreshments	1-2 hours, once a month	all year
Special Needs support specifically for Special Needs students and staff	support as needed	varies	all year
Escrip/other Fundraising passive fundraising opportunity by registering a credit card; percent of expenditures go to school from participating companies	help publicize opportunity and sign up people; help evaluate other fundraising opportunities	2-4 hours	September
Nominating Committee committee identifies new PTSA Board members for next school year	small committee identifies and recruits nominees for next year's PTSA Board of Directors	4-10 hours	December - March
Awards Committee awards for Outstanding Educator and Outstanding Volunteer	develop nomination forms, gather nominees, determine award winner(s) and order awards	4-8 hours	May
Membership promote PTSA membership	help the Membership Chair promote PTSA membership	2-6 hours	Sept-Oct
Legislation/Child Advocacy identify and promote information in child advocacy, particularly at local and state level	help distribute and publicize legislation and activities surrounding child advocacy issues, such as education funding, class size, etc.	1 hour, monthly	all year
Grant Writing identify and write grants	Identify and write grants to support school activities	1-2 hours a month	all year
Magazine Drive major fundraiser for the ASB	hand out materials, count incoming subscriptions	2-8 hours	October
Debate Team support of Debate Team, after school	supervise, challenge, provide snacks	1-2 hours, as needed	all year
Year-End Activities and Celebrations support of year-end celebrations (Fun Day, Moving Up Assembly, etc.	general supervision, event(s) to be determined	one day	June
Chaperone Dances parent presence at school dances	provide parent presence at school dances	3 hours, 2-3 times a year	as scheduled
Poinsettia Sale annual fundraiser	help with order counting and hand out of poinsettias	1-2 hours	December
Talent Show annual Talent Show	help with organization, program, etc.	1-5 hours	April
Picture Day school picture day and re-take day	help kids look nice, be sure the everyone gets a good picture taken	one day	early Sept.