

Volunteer Opportunities at School During School Hours on a Regular Basis

Parent Pack collecting: happens every Monday morning, 8:30-9am, all year. Involves collecting all paperwork out of the Parent Packs in one of the grade-level clusters, sorting it appropriately and delivering it to its proper destination. If you are able to stay a few minutes extra, work can also include processing deposits for PTA programs like SCRIP, Payback, or membership that have money attached. You must be a PTA member to process the money but not for collecting the paperwork.

Production Room: happens every day, any time, all year. Individual teachers often ask for weekly scheduled production help, but there is also a box in the production room where all teachers can leave projects that need to be copied, collated, etc. These projects are put in the box by their due date, or by grade level if it's a project for all classes in that grade. Even if you've got just 15 minutes, swing by the Production room - you can help complete a project for a teacher or a PTA volunteer who might need a flyer copied.

Parent Pack filling: happens every Friday, preferably before noon. Each class needs a volunteer to fill the Parent Packs from their room with the flyers from the school and PTA, filled SCRIP orders, and/or returned classwork each week. This weekly folder plays a critical role in facilitating communication between the school, PTA and parents.

Payback Books: happens Monday, Wednesday, Friday, September 12 - 26th, times can vary. This is our single biggest fundraiser of the year; we generally make about \$10,000 to fund PTA programs. We track all books returned by student as well as envelopes of payments for books sold, so there is a need to pay attention to detail, but we have an excellent tracking system in place. Must be a PTA member to process funds, but not to organize paperwork. **Help is needed especially on Monday, September 26th 8:30am-noon** when the the sale period ends, **and on Thursday, September 29th, noon-2:50pm** for preparing sold books to go home.

SCRIP order filling: happens Thursdays, 2-2:50pm, all year. Filling orders with the gift cards that were ordered each week. Must be a PTA member to fill SCRIP orders.

SCRIP flyer copying: happens any time before Friday morning each week; takes about 30 minutes. Copies of the weekly SCRIP order form need to be copied and enough for each class placed in each of the Parent Pack hanging folders.

School Reader Board: Every week, all year. Update the school reader board at main entrance to the parking lot with new calendar and message information each week to keep families informed of current events at Felida.

Volunteer Opportunities at School During School Hours Periodically

Art Adventure: Students explore the artwork of famous artists with the help of a parent volunteer docent. Share your love of art and desire to get involved in your child's classroom – no art skill necessary. Lessons are designed to be easy to implement at all grade levels 1-4. Requires only one 60-90 minute lesson each month, October – May as scheduled with your child's teacher.

Battle of the Books: Teams of 3rd-5th grade students read books and answer questions in a game show format during lunch recess periods January-March. Program is run by Mr. Wagner in the Media Center with help from parent volunteers keeping score and assisting during competitions. Approximate time: 1 hour per week during winter months.

Reading Olympics: The PTA's single largest program by number of participants – from October–May, students track their reading minutes on monthly calendars and are rewarded for their participation with a chance to win free books each month and "Olympic" medals at year-end. Fantastic incentive program to help students learn to LOVE reading. Volunteers collect and tally students' monthly calendars, distribute certificates and prizes.

Staff Appreciation: This group plans and organizes periodic breakfast or lunch events for the staff and teachers at Felida to show our appreciation for their hard work on behalf of our children throughout the year. Volunteers cook or buy food, set up and clean up for events at school.

5th Grade Yearbook: Take photos and gather photos taken by other parents and teachers at events throughout the year. Layout and production of yearbook with assistance from production company.

Hearing/Vision Screening Day: Provide general help to the school nurse as she conducts the annual hearing and vision screening of all students. General help as a runner to help all classes move through the testing room. Or those parents who work in these health care industries can actually help administer the testing.

Picture Day: Provide general help to the photographer as a runner coordinating classes as they come for school pictures on Picture Day each year.

5th Grade Reception: PTA provides cupcakes and punch to 5th grade students and families as they celebrate their promotion to 6th grade. Strongly suggest volunteers who provide decorations and food service, are parents of students in 4th grade or younger so the 5th grade parents can enjoy their 5th grader's special day.

Volunteer Opportunities Primarily at Home or During Non-School Hours

Harvest Dance: Provides a fun way for families to spend an evening at school socializing, dancing to a fantastic kid-oriented DJ, sharing snacks and souvenir photos. Chair organizes flyers, setup, decorations, photos, concessions and clean-up. Occurs the same night as our Book Fair (first Friday in November).

Book Fair: Works with our Scholastic representative to bring in a huge assortment of affordable books for students and families to shop from during our fall Harvest Dance (first Friday in November). Chair organizes details of set-up, teacher previews, check-out registers, and clean-up with a small army of volunteers during event. Money raised allows Media Center and teachers to buy books for student use. Spring Book Fair requires only organizing of events at the local Barnes & Noble to bring Felida families in – art displays, teacher readings, interactive games . . .

PTA Bulletin Board: A creative volunteer decorates and updates our PTA Bulletin Board in the main hallway throughout the year to keep our school community informed.

PTA Newsletter/Communications: Ideally, chair attends monthly PTA meetings to stay “in-the-know”. Helps craft periodic newsletters, flyers and other messages to keep Felida parents informed as to what is happening at Felida with all of the many PTA activities throughout the year. Graphic design experience is helpful but not necessary.

Membership: Gather and input PTA membership forms through WA State PTA’s online system. (about 2 hours in mid-October) Build a group of volunteers to connect with new and potential PTA members at PTA and school events throughout the year.

Chess Club: Mr. Wagner runs an after-school Chess Club helping students learn and manage their game play with strategy and etiquette. Volunteers help facilitate these lessons, organize tournament(s) and keep track of student scores.

Directory: Update the Felida family directory each year to facilitate contact between parents, students, and teachers. Existing Directory has been created in MS Publisher and this job requires data input and proof reading with a distinct attention to detail! All work is completed between mid-October and mid-November at a home computer.

Donations: Solicits and gathers donations from community business partners to support various social, incentive and fundraising programs here at Felida. Especially instrumental in gathering prizes for Bingo Night (Feb).

Accelerated Reader: Happens all year, less than an hour a week during school or at home. Motivate students to enjoy reading by helping to organize the AR incentive

program. Students earn points and pins to display on a lanyard by reading age-appropriate books and passing computerized tests. Program is run by Mr. Wagner from the Media Center with PTA helpers who LOVE to inspire kids to read! **Happens all year, less than an hour a week; during school or at home.**

Childcare Coordinator: The PTA provides free childcare during PTA meetings so that members can attend. Coordinator finds and schedules approved and experienced babysitters for these meetings and attends all the meetings themselves to be a resource to the babysitters if needed.

Labels & Boxtops for Education: Gather *Labels for Education* and *Box Tops* that are turned in by Felida families to raise money for PTA programs. Collection spot is at school but processing all the labels can occur at home and be sent into these programs for redemption. We've earned as much as \$1300 a year through this program. Occasionally, prepare flyers to encourage Felida parents to send in their labels.

Spirit Sales: Help support the school spirit at Felida by organizing the sale of t-shirts and other Felida Falcon logo items. Prepares flyers and processes orders – tally, sort, and deliver orders. October-December.

Holiday Giving Tree: Help Felida families support others in need by partnering with community organizations to decorate a tree in Felida's front office with ornament tags listing desired gifts that Felida families can buy and return to school. Tree is set up during Harvest Dance and chair coordinates delivery of gifts to the partnering organization(s) in time for the holidays.

STEM (Science, Technology, Engineering, Math) Night: Usually held in April as an alternative activity during "no TV Week" this evening event includes science/math experiments, games, and displays. Chair organizes volunteers to set up event, run stations, and clean up.

Bingo Night: In mid-February. One of our most fun fundraisers and best family activities! Teachers feature as our Bingo callers, while families join in the quest for "Bingo" and a chance to win GREAT prizes. The chair of this event coordinates with our donations coordinator to gather prizes in the months leading up to the event, and arranges the details of flyers, packet sales, concessions, event set-up, prize distribution and clean-up with a small army of volunteers. Virtually all of the chair's organizational work can be done at home, with event day commitment of 2-3 hours.

Plant Sale: in April-May, this fundraiser lets Felida parents order beautiful plants and flowers from a local nursery to brighten their yards while earning money for PTA activities. Chair organizes flyers, tallies orders, and directs a small army of volunteers to fill orders on pick-up day.

Emergency Buckets: Once a year, check all of the disaster preparedness supplies in each class to make sure they are not expired and assist with new supplies brought in by students.

End-of-Year Social: A fun social event to bring students and families to school to celebrate the end of another great year. Events usually include concessions, music, or active play opportunities (bounce houses). Chair organizes flyers, activities, set-up, volunteers to man the activities and clean-up. Occurs the last Friday evening of the school year.