

# **Seaview Sharks Volunteer Descriptions**

## **Art program committee/Art Docent/Artist in Residence**

A committee to define what art programs or docents the PTA can provide Seaview students.

## **Box tops for Education**

This activity is provided through General Mills and they provide a packet of promotional information. They also send mailings and other information throughout the year. This activity needs to be promoted throughout the school but no competition between classes. Labels are dropped in the front lobby. Collect the labels once a month and separate into categories. When 500-1000 labels are collected, they are sent in to General Mills and cash is sent to the principal.

## **Campells Soup Labels for Education**

This activity is sponsored by the Campbell Soup Company. The company provides a packet of information and a catalog for determining points and items to purchase. A box is provided at the front lobby for students and parents to drop off labels. Collect the labels once a month and separate them into categories. Points are banked from one year to the next. When enough points are earned, contact the principal and teachers to determine what will be purchased from a catalog that campells provides.

## **Carnival Lead and volunteers**

Coming soon.

## **Cartridges recycle**

A box is provided in the lobby to collect any type of printer cartridge. These are collected and recycled with an as yet to be determined company.

## **Chess Club**

This activity is provided for students kindergarten to 6<sup>th</sup> grade. Hire the chess master and reserve a room for the class. Put together and send out form for students to sign up. Also provide any supplies necessary for class.

## **Math Mentors**

The goal of Math Mentors is to help students improve math skills and build self confidence by mentoring them in cooperation with their teacher(s). Volunteers are needed to work one on one with students, practicing math facts using a computer program or math sheets. Math Mentors might aid students in studying for an upcoming test or helping complete homework assignments. Math Mentors will always encourage students and recognize effort given.

## **Citizen Planning Committee Rep**

This position is appointed by the principal with recommendations from the PTA. This committee serves as a citizen sounding board for the district administration and the Board of directors, developing proposals for school Board consideration. Meetings are the first Monday of the month from September to June. These meetings are held in the districts administration building on 68<sup>th</sup> Ave, from 6:30-9pm. Regular attendance is extremely important. The rep then reports back at monthly PTA meetings as needed. The rep should also be available to meet with the principal to exchange input regarding current issues/activities.

## **Dances**

This activity is for the whole family. The multi-purpose room needs to be reserved for the date and time scheduled. Check with the office secretary for any time conflicts. Advertise at least two weeks before dance and send a reminder home to families one week before dance. Post signs around school. Talk to janitor before dance regarding setup and cleanup times. Get a DJ for the dance. Mr. Engel and other teachers have helped in the past. Sell popcorn, pop, candy, cookies, etc., can ask for donations. Recruit volunteers for taking money at door, selling items, setting up, decorations, cleanup, and music. The multi-purpose room must be thoroughly cleaned up.

## **Directory**

A form is sent out to all families asking them if they want to be in the directory and what contact information they want published in the directory. The form is also an ordering form and asks how many are needed and the cost. Gather all the forms and money. Work with the office manager to collect and format the information. Then the directory is sent to the district copy center for printing. The person is also responsible to gather the money and make deposits to the treasurer.

## **Golden Acorn Award**

This award is given to someone who has made a difference in the school and community throughout the year. Send out nomination forms. Send for the acorn award and pin. Present at a PTA meeting.

## **Great Books**

This is a reading discussion group of 5 to 7 students, held during class time that is led by a volunteer. The goals are improved reading skills, higher comprehension, and improved critical thinking. This is a very rewarding opportunity for students and volunteers alike. Volunteers meet once a week for an hour with a small group of readers, to facilitate the reading aloud of literature, and oversee the debate of the students, armed with a teacher's guide. A short training program is required before volunteering.

## **Neighbors Helping Neighbors**

This project is to help our neighbors who are in need during the holidays. About 3-4 weeks before winter break a flyer's is sent out asking for donations, each class/or grade is usually given 3 different ages and if boy or girl. We ask the donations be sent into the office, committee collects everything. This is also the same month our school collects for the food banks, so the class running this needs to be told how many families we have, and they will get that many bags put together for a dinner (box potatoes, green beans, cranberries, etc.). Local stores are contacted to donate a turkey for each family. Then the committee uses the rest of the budget to buy what was not provided. A grocery gift card is provided for each family so they could purchase more food if need be. Then everything is delivered the week of Christmas, call and work out a time with the families to deliver.

### **Yearbook**

At the beginning of the year decide if you are able to attend each event during the school year. If not ask the chairs of the event to take pictures and send them to you. Work with Boldman Photography to discuss timelines and roles and responsibilities of the yearbook. Boldman Photography provides envelopes for purchasing the yearbooks. Send out the envelopes to the kids in Feb/March. Coordinate the payment and distribution of the yearbooks to all who have purchased them.

### **Coins for Kids**

Announce the dates in the Sharkwatch. Send notices home with kids and hang posters as needed. Set a goal and try to beat last years total. Collect money each day from teachers. Organize volunteers to help count each day. Make a chart to keep track of daily totals. Store money till campaign is over and then send to Coins for Kids.

### **Membership**

Meet with PTA president and discuss the letter and envelope that gets sent out in first day packet. Determine number of letters and envelopes needed and get to the PTA president. These materials are also given out at the Kindergarten orientation. Collect all the envelopes and registration fees. Coordinate the bookkeeping and accounting of fees with the PTA treasurer. Membership dues must be sent to the PTA office in Tacoma, three times a year (October, February, and May). Print off membership information and get a check from the PTA Treasurer to send.

### **Picture Day**

Help bring students back and forth from classrooms.

### **Vision and Hearing Screening**

Help bring students back and forth from classrooms.

### **PTA meeting childcare coordinator**

Find someone or a group to watch children at PTA general meetings.

## **6<sup>th</sup> Grade Liaison**

This is actually a team of parents who plan the 6th grade end of year party/graduation for the 6th graders. Then 1-2 people work with the treasurer on the budget.

## **Pumpkin Carving**

The PTA needs to pick a Friday night near Halloween and get facility approval. The hours are usually 6:30-8pm. A poster and send home flyer needs to be drawn up and put up/sent home a week before the date. A month before, circulate different stores to ask for donations of cookies for the school program, fill out their forms and submit to store manager for approval. You will need to order more than 100 cookies. Other items needed are napkins, cups, juice and votive candles. Also the volunteer will have to coordinate decorating and covering the tables and with the janitor about clean up.

## **Reflections Art Program**

Coming soon.

## **Room Parent and Coordinator**

The coordinator sends out a flyer asking for a volunteer from each classroom to be a room parent. The room parent helps the teacher coordinate any activities such as parties or classroom projects. The room parent also coordinates with the PTA and lets the parents know events that are coming up and any help that is needed.

## **Science Day**

The lead works to organize speakers and activities for each class during the day. Another volunteer is needed to organize a luncheon for the presenters. Many volunteers are needed the day of the event to help each classroom and teacher. The lead will prepare a schedule for the day and organize volunteers for the day.

## **Sharkwatch/newsletter**

Coordinate with the office manager on submission dates for the Sharkwatch. Write up a short paragraph on PTA events and volunteer opportunities during the months the sharkwatch covers. Also write a more detailed account of events to be sent out separately to families.

## **T-shirt sales**

Coming soon.

## **Teacher Appreciation**

Coordinate activities for teacher appreciation week. Send out a flyer to all families to let them know what is happening and encourage the kids to bring flowers or wear teachers favorite colors. Then coordinate a luncheon with parent volunteers. Also work with the room parents to make sure that all teachers are covered including PE, library, music, etc.

## **Back to School BBQ**

Coming soon.

## **Bike to School**

This event is sponsored by Cascade Bike Club. The club provides prizes and fliers. The fliers are printed and posted around the school. The event is also advertised in the newsletter and PTA webpage.

## **Walk to School**

This is a national event that happens the first Wednesday of October. All that is needed is some advertising around the school, in the Shark Watch and announcements.

## **Treasury Audit**

Group of volunteers needed to review all the PTA transactions throughout the year. This activity is performed at the end of the school year.

## **Read Across America**

Coming soon.

## **Library Coordinator**

This person works with the librarian to coordinate various activities. Such as checking in and out books and assisting students as needed. Also recruit volunteers to help in library. Coordinate monthly schedules for the volunteers to cover all times required by the librarian. Also recruit volunteers for the book fair. This is an ongoing activity throughout the year.

## **PTA Website**

Update the website to include all PTA activities and volunteer opportunities available. Help with new ideas to make the website more accessible.

## **Parking Lot Patrol**

Coming soon.

## **Family Fun nights**

Help coordinate special events throughout the year. Events such as ice/roller skating parties, pumpkin carving night, or ice cream parties are some ideas. A volunteer is needed to plan the event and advertise the event.

## **Clay Class**

Coming soon.