

GREENWOOD PTA VOLUNTEER OPPORTUNITIES 2009-2010

Name: _____

Home Phone: _____ Cell: _____

Email Address: _____

(Please provide your email address. It helps us communicate to a wide audience and quickly fill volunteer needs that arise throughout the year.)

Names, teachers and grades for your children attending Greenwood:

Child's Name	Teacher	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Hello! As you know, PTA depends on parent volunteers throughout the year to staff a variety of Greenwood programs and activities. Please take a moment to fill out the following form and check the areas you're interested in. A checkmark doesn't automatically commit you, so please don't worry about over-extending yourself! Rather, this form lets PTA know your interests, and it gives program chairs a pool of names to call on.

One note: Other than appointing each class's head room parent, PTA does not coordinate classroom volunteers. If you're interested in volunteering in your child's classroom, please talk to your child's teacher. When volunteering in the classroom, you may be asked to help students and teachers in a variety of ways. Please be aware that all student information is strictly confidential and should not be discussed with anyone except the teacher or the school administration.

Thank you for your time! If you have any questions, please call Susan Donsky at 301-774-8330 or email her at donskymom@verizon.net.

VOLUNTEER OPPORTUNITIES

_____ Birthday Board

Take photos and display them on our famous birthday board! We need teams of 2-3 people each month. Birthday Board jobs include going to school during lunch and photographing students; cutting and pasting photos onto backdrops (this part can be done at home); taking down the previous month's board; and putting up the new board, which is done on the last day of each month.

_____ Book Fair (Fall & Spring)

Help during the school day and/or after school selling books at our fall and spring sales.

_____ Courtyard & Grounds Beautification

Help maintain the school gardens and courtyards by planting, weeding and mulching. If you have a green thumb or just love plants and the outdoors, this is the place for you. The courtyard coordinator determines when work is done.

_____ Craft Night

Assist with preparation, distribution and creation of wonderful crafts for the holiday season. This evening in November is a fun night for all, especially volunteers!

_____ Earth Week

Help plan and run a variety of weeklong activities in April celebrating our earth and teaching our children to care for its beauty and health.

_____ Emergency Supplies Distribution

Each year, PTA provides snacks and water bottles to all classrooms. These are set aside in case there's an emergency in which our children may be confined to their classrooms for a long period of time. We're looking for people to purchase the snacks and water (you'll be reimbursed) and to distribute them to each class. This job needs to be done by the end of September.

Family Fun Nights

Celebrate and build friendships with the entire Greenwood community! We need help setting up, cleaning up, planning, publicizing and preparing for a variety of evening events throughout the year, including:

- _____ Bingo (occurs in March)
- _____ Dance Night (occurs in spring)
- _____ Movie On The Hill (late September)
- _____ Skate Night (January)

_____ Fifth-Grade Recognition

Help plan events to celebrate our graduating 5th grade class in May. Committee meetings usually begin in April.

_____ Handwriting Without Tears

Help our youngsters master the art of handwriting, using the national Handwriting Without Tears curriculum. This is a wonderful program that uses a variety of approaches to help children learn to form their letters and manipulate their pencils. Training is provided. Volunteers work with students all year during the school day.

_____ Health Week

Assist with our annual Health Week activities in November. This is a great opportunity to raise awareness for a health issue near and dear to your heart. Past weeks' themes have included asthma, diabetes and nutrition. Activities occur during the school day.

_____ Hearing & Vision Screening

We need your assistance in escorting students from their classrooms to the screening area. (Day and time to be determined.)

_____ Hospitality

Provide drinks and other goodies for different events throughout the school year.

_____ International Night

Have a passion for global culture? Help organize and run this May celebration of our students' cultural heritage.

_____ **Jump Rope For Heart**

Help staff P.E. classes during the week of Jump Rope For Heart, a national community service project that Greenwood participates in each February.

_____ **Kindergarten Orientation**

Help the Greenwood staff as they conduct a springtime orientation for next year's kindergartners and welcome new parents into the Greenwood family. Orientation is scheduled during the school day.

_____ **Math Facts/Gator Raiders**

This program helps students in all grades master their math facts. Volunteers will help score the drills, track the results and make copies once a week throughout the school year.

_____ **Literary Magazine**

Help publish Greenwood's literary magazine, "The Gator's Gallery," a showcase for our school's budding writers and illustrators. "The Gator's Gallery" is published two to three times a year. We need help digitizing the students' contributions, copying and collating.

_____ **Lunch Bunch**

Come have lunch once a week with a small group of students to help them master their math facts. We will train you and provide you with cool tools to make learning math fun.

_____ **Membership/Directory Assistance**

Help create the guidebook to Greenwood's families! Sort and copy forms, call families who haven't sent in forms, gather data for the directory, proof read and/or edit the directory, and more. This opportunity takes place at the beginning of the year.

_____ **P.E. Field Day**

Work with the P.E. teacher to coordinate and implement this springtime event, which is held during the school day.

_____ **P.E. Gymnastics Unit**

Assist the P.E. teacher during winter's ever-popular gymnastics unit. We need lots of parental involvement during each gym class to help the children climb ropes, walk on the balance beam, jump on the vault and more!

_____ **Pictures - Individual School Pictures**

Escort the students to and from their classrooms on fall Picture Day.

Reading Programs for K, 3rd-4th grade:

Spend a morning during the school year helping with Greenwood's reading enrichment programs. Volunteers are needed both to coordinate and staff these important offerings. Spend an hour each week, each month or just one-time helping children pick out books, take reading comprehension tests and record their results.

_____ **Read to Me, Talk with Me (kindergarten)**

_____ **Accelerated Reader (3rd & 4th Grades)**

_____ **Room Parents**

Help plan and run the Halloween and Valentine's parties for your child's classroom. Work with the head room parent, as needed, to coordinate year-end gifts and other special projects.

(Are you interested in being the head room parent for your child's classroom? These designations are made by PTA toward the end of September.) _____ Yes _____ No

_____ **Sally Foster Gift Wrap Fundraising**

This is our biggest fundraiser of the year, and we need your help distributing the gift wrap and other goodies on pick-up day in October. Volunteers are needed in the afternoon to set up and after school.

_____ **Spirit Wear**

Assist with organizing and distributing specially designed clothing and other items featuring our Greenwood Gator logo. Spirit Wear orders are made near the beginning of the school year.

_____ **Spring Fair**

Shop, set-up, clean-up, compile baskets, sell tickets, make copies, run the games and more! We need lots of help for our annual Spring Fair, held each year on a Saturday in April!

_____ **Staff Appreciation Week**

Celebrate Greenwood's amazing staff! Show them how special they are by helping plan a week's worth of activities and special events in April.

(Are you interested in coordinating this week? ___ Yes ___ No)

Variety Show

Work with the coordinators and students to prepare for this yearly extravaganza in early spring! If you have a talent, we can use it! Needs include:

- _____ Coordinating 5th-grade performances
- _____ Coordinating K through 4th-grade performances
- _____ Producing the playbill
- _____ Selling t-shirts
- _____ Selling concessions
- _____ Selling photos and videos

_____ **Yearbook**

Work with the yearbook committee and help take pictures, create collage pages, keep records of sales, distribute the yearbook at the end of the year and more.

_____ **One-Time Opportunities**

Who knows what ... Who knows when ... We'll call to check your availability. This is great for people who aren't able to volunteer on an ongoing basis but would like to participate in all those miscellaneous, one-time jobs that pop up throughout the year.

POTENTIAL OPPORTUNITIES & COMMITTEES

Are you interested in chairing a new or existing committee? (This involves organizing and managing a project or job.) Yes ___ No ___

Are you interested in something that isn't listed on this sheet?

DID YOU KNOW?

Greenwood parents volunteered almost 10,000 hours worth of time last year - one of the highest numbers in the entire Montgomery County Public School system! As part of its efforts to ensure that Greenwood's parents are truly partners in their children's education, Montgomery County Public Schools wants to know how much time the Greenwood family spends on *any Greenwood business* - for PTA or the classroom. Please track your volunteer hours weekly and send them to Susan Donsky each month.

You can report your hours in one of three ways:

- Track them electronically (in Word or Excel or simply in the body of an email) and email them to Susan at: donskymom@verizon.net.
- Complete the form on the following page and return it to the PTA's mailbox in Greenwood's office. (Additional copies of the form are available on the Greenwood web site and on the last page of the CommuniGator.)
- Log your hours in the white Volunteer Book that sits in Greenwood's office. This book is located on the end-table next to the office's sofa.

If you have any questions, please call Susan at 301-774-8330, or email her at donskymom@verizon.net.

