

PTA Volunteer Handbook

Lakeside Elementary 2010-2011

There may be more committees added and help needed as we await the School Board decisions please continue to visit PTA website for updates on needs for volunteers for Lakeside

LAKESIDE AUCTION

____ Co Chair Tamara Christians - Co Chair
____ Helper (there is need for lots of helpers for this event)

Lakeside will be holding an auction for our fundraiser again this year. This event will be held in the fall and will be the main fundraiser for Lakeside. We are in need of help with planning, working at the event, gathering auction items and promoting our night of fun at Lakeside. This event is very important to our school this year and I hope many of you if not all get involved. **Time commitment will be some planning over the summer and the first 8 weeks of school plus day of auction. Committee members are needed for planning event, soliciting items for event and working at event.**

BOOKFAIR/SCHOLASTIC BOOK FAIR

Kris Shannon - Chair

_____ Committee Member

Lakeside will again take part in a book fair at a local bookstore and/or within our own school with Scholastic Books. The purpose of the book fair is to raise money for our school library and teachers classroom supplies, along with offering an opportunity to families to purchase materials for their home collection or gifts. Committee members are needed to plan the event and helpers are needed to work the book fair at school in helping students and families with purchases or to set up and tear down. **Time commitment – One week in December for sale and possible sale in February or April.**

BENEFITS COMMITTEE

Elizabeth Loos - Chair

_____ Helper

This committee will gather and prioritize the various opportunities for Lakeside (i.e. Entertainment Books, D&W Bonus Days) to benefit our families and our PTA fund to continue

to support activities for our students and teachers. Volunteers help publicize and promote these events.

BOOKENDS

_____ **Trish Reid, Chair**

_____ **Helper**

Bookends is a committee that organizes a parent and child book club for fourth and fifth graders 3-4 times a year. The chair is responsible for securing the media center, publicizing the event and making sure the book is available at the library or a local bookstore. Discussion leaders vary from month to month.

BOOK ROOM BOOSTERS

_____ **Trish Reid - Chair**

_____ **Helper**

The K-5 Book Room at Lakeside houses a large collection of books which are borrowed by teachers and used for reading instruction in the classroom. We need helping hands to maintain organization. **Volunteer times are flexible, and are scheduled on an as-needed basis.**

Examples of basic tasks are as follows:

Mending torn books

Applying contact paper to book covers

Shelving returned books

Assembling cardboard magazine files

Preparing new materials to be shelved

Counting number of words in select books

BOXTOPS

_____ **Chair**

_____ **Helper**

The Box tops Committee meets twice a year to count box tops and then 1-2 times to plan and publicize the collecting of box tops by students and excitement around them.

LAKESIDE CARNIVAL

_____ **Co-Chairs**
_____ **Committee**
_____ **Volunteer at Carnival**

Lakeside Carnival is held in the winter, usually late January or early February. This committee is in charge of planning event and organizing volunteers for the event. Games, food and prizes make up some of the committees within the event planning, along with publicizing the event to Lakeside Families and Friends. **Time Commitment is planning in December & January and day of event.**

CIRCLE OF FRIENDS

Shari Bayer - Chair
_____ **Helper**

This is a committee set in motion to help Lakeside families in their time of need, which may be due to severe illness, injury, or a death in the family. The chairperson will coordinate volunteer help with the identified family. Volunteers may be asked to provide meals, wash laundry, car pool, offer childcare, shop, etc., as needed. This is a working committee as opposed to a meeting committee. The committee will attempt to help any Lakeside family who asks for help. **Time commitment is when needed.**

COMMITTEE VOLUNTEERS

The principal and/or PTA president appoints representatives from each of the following committees. Please check if you are interested in being considered as one of these representatives.

_____ **Nominating Committee:** This Lakeside committee is chaired by the past PTA president and includes a current member of the Executive Board and 3 or 4 PTA members at large. Its purpose is to recruit a slate of officers for the following school year. This committee operates in January and February and presents the slate at the February or March meeting. **Time Commitment would be 1-2hrs in Jan and Feb.**

COMMUNITY SERVICE

Julie Vangessel-Chair

_____ **Helper**

This committee sponsors events that allow students the opportunity to give something back to the community and world through individual contributions and actions. Events for this committee to organize are Hike for Hunger in Spring and Hearts of Gold in Fall, along with supporting and working with Lakeside Student Council on community events when needed. **Time commitment would be in Spring with Hike for Hunger and first week of school with Hearts of Gold and 1 hr every other month for possible other events.**

CULTURAL ARTS / SCHOOL PROGRAMS

Emily Vanderlaan - Chair

_____ **Helper**

Cultural Arts focuses on programs that involve dance, theatre, music and visual arts. This committee works with the District Cultural Arts Committee (part of the EGR PTA Council) in scheduling shared programs across the district and also works within Lakeside to offer programs with a wider scope of themes to our students. No artistic talent is required. Time commitment determined per event usually 1 hr/month.

EXECUTIVE COMMITTEE for 2011-2012

It is helpful to the Nominating Committee if they know who might have an interest in serving in one of these offices. Please read the descriptions carefully and seriously consider them.

_____ **Vice President/President** - The President conducts meetings, organizes committees and oversees general operations and the Executive Board. It is necessary to serve one term as Vice President prior to being President. The Vice President attends PTA Council meetings, sits on the Superintendent's Advisory Council, and oversees several committees.

_____ **Assistant Treasurer/ Treasurer** - The Treasurer oversees the PTA budget and must serve as Assistant Treasurer for a year prior to being Treasurer. The Assistant Treasurer assists the Treasurer with the budget and agrees to serve as Treasurer the following school year.

_____ **Corresponding Secretary** - The Recording Secretary takes minutes for the monthly PTA general meetings and prepares them for distribution.

FAMILY MOVIE NIGHT 2010-2011

___ **Co Chairs**
___ **Helper**

Family Movie Night is a new event for Lakeside. It will be held in the Lakeside gym, the movie will be chosen by the student body. It will be held on a Friday evening selected by the committee. The committee will be responsible for organizing and publicizing the event to Lakeside Families, as well as coordinating volunteers for the event. **Time commitment would be night of event and 1-2 planning sessions.**

FIFTH GRADE FAREWELL

___ **Beth Milanowski - Co-Chair**
___ **Lynn Yardley - Co-Chair**
___ **Co-Chair**
___ **Helper (many are needed for this event)**

Fifth Grade Farewell is a parent/teacher-planned event on the last day of school to honor the graduation of the fifth grade class. This occasion has included a memory book (comprised of past and present photos, memories, and goals), which is published and given to students as part of the ceremony. The event recognizes each student as a graduate with a handshake from the principal and each fifth grade teacher as they leave Lakeside for the last time. There is a small reception with refreshments after the ceremony for the fifth grade class. Parent volunteers organize the event and produce the memory book.

Scheduled for the last day of school in 2011

FRIENDS OF THE LIBRARY MEDIA CENTER

Trish Reid, Chair

___ **Helper**

Friends of the Library Media Center can assist the staff in the following activities:

Shelving Books: Times are 1 to 2 hours weekly, bi-weekly, or monthly as your schedule permits. Training will be provided if needed. Sign up with a friend!

Assisting Students: Times are 1 to 2 hours weekly, bi-weekly, or monthly as your schedule permits. Many volunteers plan to attend when their child's class is scheduled.

Repairing Books: This is done on a monthly or bi-monthly basis. Training and materials are provided.

Odds and Ends: Times are 1 to 2 hours weekly, bi-weekly, or monthly on a schedule. These jobs may include sorting, stamping, taping and bar-coding new books and cutting bookmarks

FUN DAY

_____ **Anna Tyrer - Co-Chair**
_____ **Co-Chair**
_____ **Planning Committee Member**
_____ **Day Volunteer-**

Lakeside's Fun Day is an afternoon of organized outdoor fun and games led by parent volunteers. Each class rotates through a progression of events as a group. Parent volunteers plan the events, run the events, organize the supplies, supervise the class groups and clean up on Fun Day. This committee will likely start meeting during April, and will work up to the day of the event, meeting once a week. This event will take place in late May or early June of 2011. **Time commitment spring planning at 1/week and day of event working.**

HEART TO HEART

Laurie Blanchard, Co-Chair
Kathy Bego, Co Chair

_____ **Helper**

This committee sets up a program in which Lakeside students raise money for local, national and international charities. Student Council members will choose charities (based on student suggestions), promote the program, deliver bags to classrooms, collect money and deliver checks to the charities. Heart to Heart campaign is during the month of February. **Time commitment is January and February - 1-2 hrs each month.**

HOSPITALITY

____ **CHAIR**
____ **Helper**

This committee makes sure that all hospitality needs are covered with volunteers throughout the school year. Hospitality usually includes set up, provision of beverages and snacks, and clean up at certain planned events and those that arise during the school year.

Planned events may be but not limited to: Welcome Back Coffee on first day of school, Lakeside Golden Potluck scheduled for 9/8/10, PTA General Membership meetings, Parent Information nights, Conferences or other events held at the school. **Time commitment will vary but typically no more than 1hr a month.**

LAKESIDE DISPLAYS

____ - **Chair**
____ **Helper**

The **Chairperson** will be responsible for:

- Scheduling grade levels and student clubs to put their project in the 4 showcases
- Meeting with the committee, art teacher and principal to arrange artwork and promote school wide themes.
- Collecting props and lettering
- Displaying students' birthdays by month
- Displaying the school calendar of events

The **Helpers**

- Will be available twice a month to change the displays (1-2 hours)
- Need not be artistic!
- May help with collecting props, lettering, etc.

LAKWEAR

____ **Chair**
____ **Distribution Helper**

This committee handles the sale of sportswear and miscellaneous items to support school spirit. Chairperson responsibilities include the design, selection, vendor choice, sale, promotion and distribution of products. Distribution helpers assist in filling orders once garments are delivered to chairperson. **Time commitment is in the Fall with the selling of items and distribution before the holiday season.**

LANDSCAPE COMMITTEE

_____ **Margeaux Drake- chair**
_____ **Helper**

This committee helps to maintain the beauty of Lakeside by planting and maintaining plants and shrubs around the school. Occasionally, the committee will oversee student plantings and clean-up days. This committee will be mostly dormant over the winter months, with most activity in the summer, spring and fall. Committee members are needed in Spring weekly or bi-monthly basis to maintain Lakeside's gardens by weeding, pruning, and watering. Garden is divided into sections with teams assigned to each. Everyone in the family is needed for this committee, we are fortunate to be a part of the Giving Gardens at Lakeside and need to work for the upkeep.

NEWCOMERS / WELCOME TO LAKESIDE PARTY

Chairs - Heidi Driscoll and Ann Bell

_____ **Host Family**

_____ **Helper for the Welcome to Lakeside Party- 8/30/10**

_____ **Helper at Kindergarten/Y5 Welcome Party- 8/31/10**

Host Family: Help to welcome new families to Lakeside by being a host family. This includes making the initial contact before school starts, meeting them at the welcome party and following up with support during the school year, as needed. New families may have questions about school routines, about how things happen at school, or what the PTA does throughout the school year.

Welcome to Lakeside Dessert: Help to plan this social event to welcome new families to Lakeside. We will be planning a dessert and PTA information event for the evening. This event is tentative planned for the evening of August 30, 2010. This committee will organize this event along with set up and clean up.

Kindergarten Welcome Team - this is a new committee that is focused at Kindergarten and Young Fives Families only. This will be held on August 31 during the "Meet your Teacher" event for families. Ice cream social, giving tours of school, along with PTA information provided to new families and answering questions.

OFFICE VOLUNTEER

_____Helper

Volunteers are needed in the Lakeside office on a daily basis to greet parents and to help students. (I.E. answer phones, get a band-aid for a student, get an ice pack, answer questions, etc.) Training will be provided. Times needed are thru out the day in 2 hr increments, starting at 8:30am thru 3:30 pm. Schedule is flexible, but we ask for commitment weekly for one semester.

PHOTOGRAPHER

Chair- Katherine Tippett

_____Display Helper

This person will photograph the many Lakeside events. The chair is looking for another photographer to share duties and split up Lakeside events to attend. Display helpers will assist chairperson in keeping current photos up on the PTA bulletin boards.

PLAYGROUND PALS

_____Chair

_____Helper

This committee will help maintain supplies for the playground such as balls, jump ropes, sidewalk chalk, etc. Responsibilities include making a classroom inventory at the start of the school year, purchasing items for each classroom in September and March. Committee will periodically check with classroom teachers and playground supervisors as to the quantity, condition, and ask for suggestions of new or replacement items.

PTA MEMBERSHIP

Mary Johnston- Chair

_____Committee

The Chairperson solicits members and maintains the membership records of the Lakeside PTA. Committee members encourage and help recruit parents to join the PTA through a summer sign up, at the beginning of the school year, and as newcomers arrive during the school year. The committee is most active September and October and on each of the Parent Information Nights.

ROOM PARENT VOLUNTEER

Julie Burns - Chair
_____ Room Parent

The chairperson coordinates the assignment of room parent volunteers to specific classrooms the week before school starts. This involves calling volunteers and confirming assignments for each classroom so those volunteers are prepared to greet other parents on the first day of school. The chairperson will also review responsibilities with room parents, and coordinate with Hospitality committee a Parent Welcome and Coffee on the first day of school.

Room parents coordinate parent volunteer activities and opportunities in the child's classroom with the teacher throughout the school year. This would include field trip transportation, class parties, classroom support for activities, etc. Room Parents may be needed last week of August/first of September for Meet the Teacher event to help with sign ups.

SCHOOL PICTURES

_____ Chair
_____ Helper - time commitment - one day in Fall on picture day

The chairperson ensures that classes move as scheduled on picture day and that each student is prepared. These days are held in the fall for individuals and in spring for groups.

SCHOOL PLAY

___ Co Chairs and Committee Members

The vision for the all-school play encompasses support and involvement from as many students, staff and parents as possible. Members will help with auditions and preparation of the play. The play will be held in March 2011. Watch the Lakeside Pride for volunteer opportunities.

STAFF APPRECIATION

_____ **Christy Biermacher - Chair**

_____ **Helper** (many are needed to bring a treat to teachers – once first semester and once second semester)

This committee shows our Lakeside staff how greatly they are appreciated by our Lakeside families. The chairperson schedules parents to bring in treats on certain days, and distributes these calendars every 2-3 months. Helpers are asked to provide treats, which can be any kind of, snack, either homemade or purchased. Treats are provided on Wednesday mornings throughout the school year and as special occasions arise. The committee provides special weeklong treats during MEAP testing and a gift in May.

YEARBOOK

_____ **Committee Members**

This committee is led by a Lakeside teacher and the committee works with the teacher and students to assemble a keepsake for Lakeside. It involves collecting and processing photos from special events and groups throughout the school year. Assembling of book and items occurs in February and March as the deadline is April 1. This committee will prepare the layout (with a template from the vendor), help with collecting and processing orders, and handle the distribution at the end of the school year.

Please email Beth Milanowski with any questions regarding volunteer opportunities. As our district is going thru changes we may find additional needs next year at Lakeside and will let you know at that time. Thank-you for volunteering to make Lakeside the best it can be! There is a form attached to fill out all areas of interest. Please be specific and indicate what role you would like on the committee (chair, co-chair, helper, etc.). Again please email me or drop in the office before end of school year. There is something for everyone, so please help out, we need everyone to be involved.

**Thanks
Beth Kiisk-Milanowski
Lakeside PTA**

Thank-you!

VOLUNTEER SIGN UP FORM
(submit this page) or email beth@grtrolley.com

Name: _____

Child(ren)'s Name: _____ Grade (2010-2011) _____
_____ Grade (2010-2011) _____
_____ Grade (2010-2011) _____

Email: _____ Phone: _____

I will volunteer for:

Auction: Co Chair _____ Helper _____

Benefits: Chair _____ Helper: _____

Bookfair: Chair: _____ Helper: _____

Book Room: Helper: _____

Book Ends: Helper: _____

Boxtops: Chair: _____ Helper: _____

Lakeside Carnival: Chairs _____ Committee _____ Day volunteer _____

Circle of Friends: Helper: _____

Community Service: Chair: _____ Helper - _____

Committee Volunteers: Nominating Committee: _____

Cultural Arts/School Programs: Committee: _____

Executive Committee (2011-12)

Vice President/President (2012-2013): _____

Corresponding Secretary: _____

Asst Treasurer/Treasurer(2012-2013): _____

Family Movie Night: Chair _____ Committee: _____

Fifth Grade Farewell: Co Chair:_____ Helper:_____

Friends of the Library: Asst Chair:_____ Helper:_____

Fun Day: Co Chair:_____ Planning:_____ Helper (Day of) _____

Heart to Heart: Helper:_____

Hospitality: Chair_____ Helper:_____

Lakeside Displays: Chair_____ Helper:_____

Lakewear: Chair:_____ Asst Chair:_____ Helper:_____

Landscape Committee: Helper: _____

Newcomers Committee: Chair:_____ Host Family:_____ Helper: _____

Office Volunteer: Helper:_____

Photographer: Chair_____ Committee_____

Playground Pals: Chair:_____ Helper:_____

PTA Membership: Helper:_____

Room Parent: Student:_____ Grade:_____

Student:_____ Grade: _____

School Pictures: Chair: _____ Helper: _____

School Play: Co-Chair _____ Helper: _____

Staff Appreciation: Helper:_____

Yearbook: Helper:_____