

# Strawbridge PTA 2010-2011 Volunteer Packet

*“When you get involved in PTA, the child who benefits the most is your own.”*  
- National PTA Reference Guide

It's time to plan for another school year at Strawbridge Elementary. Below is a list of volunteer opportunities with the PTA for 2010-2011. Included are chairperson and volunteer options for specific events and activities shown during the season when they occur. Listed at the end are on-going positions that require a year long commitment. A brief description follows each listing. We hope to fill all positions and advise people of their assignments prior to the end of our current school year with the exception of Room Parents who will be contacted later in June. **Please return your completed form via the PTA Blue Box by Friday, May 28, 2010.**

Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Children's Name / Grade 2010-11 \_\_\_\_\_

I want to be a Room Parent? \_\_\_\_\_ Yes \_\_\_\_\_ No Which grade? \_\_\_\_\_

I have been previously fingerprinted by the Haddon Township Police Dept.?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

**Please read the descriptions of positions and check (or X) everything that interests you with consideration of the season and time commitment involved to fulfill the required tasks. Additional information is available from the PTA Volunteer Coordinator, Allison Howley, at either 858-1426 or ahowley2@verizon.net.**

## FALL 2010

\_\_\_\_\_ **Back to School Night Chairperson**  
Coordinate set-up of tables for PTA committees (i.e. Membership, Market Day, Fall Fair, etc.)

\_\_\_\_\_ **Block Party Volunteer**  
Assist PTA volunteers from other schools with sales in the Zone PTA water booth during the annual Haddon Township Block Party in September. Proceeds benefit Project Graduation.

\_\_\_\_\_ **Fair Committee Co - Chairperson**  
Work with another parent to organize the School Fair scheduled for October 2010. Act as a liaison between chairpersons of fair sub-committees and PTA President. Be present on fair day to facilitate all activities from set-up through clean-up.

\_\_\_\_\_ **Fair Auction Chairperson** \_\_\_\_\_ **Volunteer**  
Organize a solicitation drive for prize donations over the summer. Collect donated items. Prepare prize baskets and itemized list for fair day. Be present on fair day to oversee ticket sales and monitor auction.

\_\_\_\_\_ **Fair Food Chairperson** \_\_\_\_\_ **Apprentice\*** \_\_\_\_\_ **Volunteer**  
Organize food sale table including pre-sale items and donations for the Bake Sale. Be present on fair day to oversee food preparation, pick-ups, deliveries and sale of items.

\_\_\_\_\_ **Fair Games Chairperson** \_\_\_\_\_ **Volunteer**  
Organize games/activities and schedule extra events (i.e. Moon Bounce, Dunk Tank, etc.) Assign games to each grade level and advise Room Parents to create their schedule of volunteers for fair day.

\_\_\_\_\_ **Fair Prizes Chairperson** \_\_\_\_\_ **Volunteer**

Pre-order items to stock the prize booth. Be present on fair day to oversee prize booth operation.

\_\_\_\_\_ **Fair Hair/Face Painting Chairperson**

Pre-order supplies for the Hair Braiding & Face Painting booth. Be present on fair day to oversee the booth operation.

\_\_\_\_\_ **Fair Set Up/Clean Up Chairperson**

Be present on fair day to oversee set-up from 6:00a-8:00a and break-down from 3:00p - 4:00p.

\_\_\_\_\_ **Fifth Grade T-shirts Chairperson**

Select design, order, and distribute class t-shirts for 5<sup>th</sup> grade students.

\_\_\_\_\_ **Concession Stand Volunteer**

Assist PTA volunteers from other schools with concession sales at one HTHS varsity football game.

\_\_\_\_\_ **Halloween Treats Chairperson**

Organize PTA sponsored treat and water stations for entire student body in the schoolyard at the conclusion of the annual Halloween Day Parade.

\_\_\_\_\_ **Art Reflections Program Chairperson**

Distribute, receive and oversee student applications for a County-wide PTA arts competition in visual, musical, or fine arts.

\_\_\_\_\_ **Volunteer**

## **WINTER 2010-2011**

\_\_\_\_\_ **Vera Bradley Bingo Chairperson**

Organize a bingo event including purchase of Vera Bradley items as prizes. Responsible for advertisement of event and ticket sales as well as coordinate set-up through clean-up on the selected date.

\_\_\_\_\_ **Holiday Shop Chairperson**

Work with consignment vendor to confirm delivery of merchandise for Holiday Shop. Recruit and schedule volunteers for shopping days. Oversee set-up, shop operation, and take down.

\_\_\_\_\_ **Winter Decorating Chairperson**

Plan and decorate school hallways for the winter season.

\_\_\_\_\_ **Holiday Ornaments Chairperson**

Organize the purchase and assembly of student photo ornaments for distribution prior to winter break.

\_\_\_\_\_ **Lunchtime Enrichment Chairperson**

Organize a variety of lunchtime activities offered to 2<sup>nd</sup> through 5<sup>th</sup> grade students over a 4-week period from January to February. Coordinate schedule of class dates as well as student assignments to classes offered. Create rosters for distribution to school and lunch staff.

\_\_\_\_\_ **Donuts for Dad Chairperson**

Organize a breakfast event before school for students and their Dad's including the purchase of refreshments, set-up, and clean-up.

\_\_\_\_\_ **Book Fair Co-Chairperson**

Work with another parent to confirm vendor and facilities usage for Book Fair dates. Recruit and schedule volunteers for fair days. Oversee set-up, daily fair operation, and take down.

\_\_\_\_\_ **Nominating Committee**

Work with a small group of parents to recruit volunteers to hold executive board positions in our PTA for the 2011-2012 school year. Slate to be announced at the March 2011 meeting with the election scheduled for April 2011.

\_\_\_\_\_ **Family Fun Night Chairperson**

Organize an evening of family fun held at the HTHS cafeteria that includes a catered meal, musical entertainment, and other kid's activities (i.e. cake walk, crafts, etc.) Be present to oversee the evening from set-up through clean-up.

\_\_\_\_\_ **Volunteer**

\_\_\_\_\_ **Read Across America Chairperson**

\_\_\_\_\_ **Volunteer**

Organize activities to celebrate reading for the entire school on March 2, 2011, which is National Read Across America Day.

**SPRING 2011**

\_\_\_\_\_ **Arts Night Chairperson**

\_\_\_\_\_ **Volunteer**

Work with the Art teachers to coordinate displays of students' artwork for show night. Coordinate schedule of poetry readings and musical participants as well as create a printed program for the show. Be present show night to oversee activities.

\_\_\_\_\_ **Talent Show Chairperson**

\_\_\_\_\_ **Volunteer**

Coordinate all communication and the production of the annual 4th/5th grade talent show.

\_\_\_\_\_ **Living History Co-Chairperson**

\_\_\_\_\_ **Volunteer**

Work with another parent to organize the Living History program. Oversee sub-committees, create student schedules, and communicate plans with school staff. Be present on presentation days to oversee set-up, activities, and clean-up.

\_\_\_\_\_ **TV Turnoff Days Chairperson**

\_\_\_\_\_ **Volunteer**

Coordinate the distribution and collection of record sheets as well as awards for students who participate in the program. Organize alternative activities during turnoff days for students and families.

\_\_\_\_\_ **Flower Sale Chairperson**

\_\_\_\_\_ **Volunteer**

Confirm a vendor and facilities usage for flower sale date. Create, distribute, and collect order forms for sale. Coordinate volunteers to assist with receipt of plants from vendor, sorting orders, and assisting customers with pick-up on sale day.

\_\_\_\_\_ **Babysitting Class**

\_\_\_\_\_ **Volunteer**

Organize a babysitting class for students who wish to learn the proper skills for babysitting as well as first aid and CPR.

\_\_\_\_\_ **Muffins for Mom Chairperson**

\_\_\_\_\_ **Volunteer**

Organize a breakfast event before school for students and their Mom's including the purchase of refreshments, set-up, and clean-up.

\_\_\_\_\_ **Barnes and Noble Night Chairperson**

\_\_\_\_\_ **Volunteer**

Organize a fund-raising night at Barnes and Noble. Send out fliers for the event, organize teacher readings the night of and work with the vendor to organize the night.

\_\_\_\_\_ **Field Day Treats Chairperson**

Organize PTA sponsored treat and water bottles for 3<sup>rd</sup> through 5<sup>th</sup> grade students during participation in district wide Field Day event at HTHS track.

\_\_\_\_\_ **Family Pool Party**

\_\_\_\_\_ **Volunteer**

Organize the Crystal Lake Pool party on assigned evening including confirmation of food vendor, pre-sale of sandwiches, planning of games, and supply of PTA treats. Be present to oversee activities at pool party.

\_\_\_\_\_ **Game Day Treats Chairperson**

Organize PTA sponsored treat and water stations for entire student body during Game Day events at the school.

\_\_\_\_\_ **Closing Exercises Chairperson**

\_\_\_\_\_ **Volunteer**

Coordinate students' balloons, cards, and family refreshments for 5<sup>th</sup> grade closing exercises on the last day of school. Traditionally, 4<sup>th</sup> grade Room Parents assist in the execution of this event.

\_\_\_\_\_ **5<sup>th</sup> Grade Splash Party Chairperson**

\_\_\_\_\_ **Volunteer**

Organize splash party event for all Haddon Township 5<sup>th</sup> grade students at Crystal Lake Pool on the last day of school. Communicate with contact parents from each elementary school to distribute all pertinent information as well as collect permission slips. Recruit chaperones to assist with activities during party.

\_\_\_\_\_ **Teacher's Luncheon Host & Chairperson**

\_\_\_\_\_ **Volunteer**

Organize and host a luncheon for school staff in your home during the last week of school. Create and distribute the invitations as well as plan the menu. Recruit volunteers to assist with food donations and service at the luncheon.

## ON-GOING 2010 - 2011

### **Art Goes to School Coordinator**

Attend AGTS organization meetings and research various artworks. Work with a team of volunteers to create and schedule fun, age appropriate presentations on the chosen art pieces to each class in our school.

### **Volunteer**

### **Assemblies Coordinator**

Work as liaison between PTA and school staff to schedule various assemblies for students within the given budget. Be present to ensure the success of each assembly.

### **Assistant Volunteer Coordinator / Contact Family Coordinator**

Work with the PTA vice president to recruit and organize PTA volunteers through e-mail or phone solicitation as needed throughout the year. Organize a group of "veteran" parents from Strawbridge to be paired with new families in the school. Oversee ongoing communications throughout the year to ensure veterans encourage new parents to get involved.

### **Book Club Coordinator - 2nd/3rd Grades**

Communicate age-appropriate book selections to grades listed. Organize parent/child meetings for discussion and activities related to the book selections.

### **Book Club Coordinator - 4th/5th Grades**

Communicate age-appropriate book selections to grades listed. Organize parent/child meetings for discussion related to the book selections.

### **Box Tops Coordinator**

Organize collection drives prior to the semi-annual payout dates. Sort and count submitted box tops and mail in by Box Tops for Education deadlines in October and February.

### **Volunteer**

### **By-Laws Representative**

Review National PTA by-laws and keep in possession during attendance at PTA meetings. Ensure our organization follows the by-laws.

### **Contact Family Volunteer**

Welcome new parents to Strawbridge on behalf of our PTA. Be available to field questions or offer explanations about the school and how or why we do some of the things we do (i.e. buy lunch tickets, rainy day drop-off, read the report cards, etc.) Encourage new parents to become involved in PTA events and activities all year.

### **E-mail Coordinator**

Create group list of submitted PTA member e-mail addresses. Send PTA related information via e-mail on an as needed basis from the executive board and chairpersons of events or activities.

### **Family Directory Coordinator**

Collect the appropriate data and prepare the Family Directory for publication. Print, copy and distribute when complete.

### **Family Messenger Coordinator**

Work from home to sort and staple weekly or bi-weekly community correspondence to be sent to families. Collect submitted papers on Wednesday's and return to school bundled by class for distribution on Thursday's.

### **Fund Raising Coordinator**

Research, schedule, and oversee various fund raising events throughout the year.

### **Volunteer**

### **Indoor Bulletin Board Coordinator**

Maintain bulletin board at school's main entrance with creative monthly displays that include names and birthdays of students.

\_\_\_\_\_ **Library Coordinator**

Organize and operate the school library including maintenance, creation of volunteer schedules, and the purchase of new materials.

\_\_\_\_\_ **Volunteer**

\_\_\_\_\_ **Kindergarten Gifts**

Organize the gifts for the new incoming kindergarten class that they will receive on the first day of school.

\_\_\_\_\_ **Market Day Coordinator**

Organize the advertisement of sales and receipt of orders. Oversee delivery and pickup of merchandise on designated dates.

\_\_\_\_\_ **Volunteer**

\_\_\_\_\_ **Membership Coordinator**

Organize the PTA membership drive and the collection of dues. Disperse cards to members and submit comprehensive list at various assigned dates to county and state PTA organizations.

\_\_\_\_\_ **Outdoor Bulletin Board Coordinator**

Make monthly changes to the message on the outdoor bulletin board.

\_\_\_\_\_ **Outreach Program Coordinator**

Organize fundraising efforts to support the purchase of school supplies and other necessities for children of families within our Strawbridge community that are in need. Work with school officials to fulfill requests in an anonymous manner.

\_\_\_\_\_ **Volunteer**

\_\_\_\_\_ **Room Parent Coordinator**

Distribute packets, including class lists and procedures, to room parents. Contact room parents with reminders and to request assistance with activities and events as needed. Monitor and advise balance of room parent funds throughout the year.

\_\_\_\_\_ **School Store Coordinator**

Order, price and organize merchandise. Confirm use of facilities and recruit volunteers to operate shopping after school on various dates throughout the year.

\_\_\_\_\_ **Volunteer**

\_\_\_\_\_ **Scrip Coordinator**

Coordinate the implementation of this year-long fund raising program where our community can purchase gift cards to various grocery stores and other national retailers through the PTA. Submission of orders, distribution of gift cards, and maintenance of all related records.

\_\_\_\_\_ **Volunteer**

\_\_\_\_\_ **Skating Parties Coordinator**

Confirm 3-4 private parties at local skate center on various dates throughout the year. Advertise events and be present as group leader at each event to collect monies from attendees.

\_\_\_\_\_ **Spirit Day Coordinator**

Organize and advertise designated "Spirit Days" including special activities related to Strawbridge School spirit.

\_\_\_\_\_ **Volunteer**

\_\_\_\_\_ **Student Council's Parent Advisor**

Work with a teacher advisor to organize and support the community service endeavors of the Student Council and the entire student body.

\_\_\_\_\_ **Sweet Sales Coordinator**

Organize after-school bake sale events 2-3 times throughout the year.

\_\_\_\_\_ **Volunteer**

\_\_\_\_\_ **Teacher's Appreciation Coordinator**

Organize one special event and/or activity per month to honor our teachers and school staff.

\_\_\_\_\_ **Volunteer**

\_\_\_\_\_ **Thriftway Receipts Coordinator**

Advertise program, collect receipts and submit to Thriftway several times throughout the year for PTA to earn monetary credits from the store.

\_\_\_\_\_ **Website Coordinator**

Maintain PTA website with updates to homepage, posting of documents, entries on calendar of events.

\_\_\_\_\_ **Apprentice\***

\_\_\_\_\_ **Yearbook Chairperson**

Confirm a vendor and oversee the production, sale, and distribution of the yearbook.

\_\_\_\_\_ **Volunteer**

**\* An apprentice will work with an existing long-time chairperson this year to learn the position and commit to be the chairperson during the 2011-12 school year.**