

2010-2011 CLAYTON ELEMENTARY VOLUNTEER OPPORTUNITIES

The great programs at Clayton rely on volunteers. Some opportunities are weekly and some are one time during the school year. Please review and mark all volunteer choices. All coordinator positions maybe shared. Please fill out one form per family, list all children and return form to the PTA box in the school office. For any questions please contact volunteers@claytoncardinals.org.

Student(s) _____

Parents' Name _____

Email _____ **Preferred Phone** _____

Art Department- Helps throughout the year to hang and take down artwork in the Clayton hallways.

- I will be the Coordinator I will volunteer to help

Art Fundraiser- This is a onetime school fundraiser for the art department held in October. Volunteers help collect and collate orders.

- Nathalie Dalessandro, Coordinator I will volunteer to help

Community Support- The mission is to provide items to enrich the education and lives of children at Perez Elementary (our sister school) and to foster a sense of community and charity in our children. May work with counselor and assist with other needs.

- I will be the Coordinator I will volunteer to help

Directory- Coordinate directory information and advertising to fund. One provided to each Clayton family free from the PTA.

- I will be the Coordinator I will be the Advertising Coordinator

Fun Run & Celebration- Fun Run Committee members needed to help plan and implement the components of this spring fundraiser and community event. Many opportunities exist. Event is in April. *Vice President of Fundraising coordinates.*

- Silent Auction Coordinator I will volunteer to help

Green Apple Savings Program- Volunteers are needed to coordinate membership drive at the beginning of the school year, send out deposit day notices, update and maintain an excel database of deposit numbers. Needed two Mondays a month to help with deposits and to take deposits to Credit Union.

- I will be the Coordinator I will volunteer to help

Kindergarten Roundup- Assist with coordinating volunteers for the May 2011 Kinder enrollment session. Work with administration and office staff.

- I will be the Coordinator

Lost and Found – Coordinate monthly review of the lost and found items, returning labeled items to students. Provides monthly viewing of articles and donate unclaimed articles to community.

- I will be the Coordinator

Office Help- Volunteers are needed to assist the front office staff. Duties will include answering phones, greeting visitors, filing and working on various clerical projects. A two hour commitment weekly or bi-weekly is required.

- Darci Prinsen, Coordinator I will volunteer to help

Partners in Education- PIE involves partnerships between Clayton and local businesses for monetary and volunteer hour donations. Help is needed with paperwork, grant writing, coordinating and communicating, restaurant nights, maintaining the PIE bulletin board and contacting current and new business partners. Teacher partner assists with information.

- Andrea Stricklin, coordinator I will volunteer to help

Picture Day- Volunteers are needed to assist photography personnel in organizing students for picture taking in the fall and spring. Help is also needed on re-take days.

- I will be the Coordinator I will volunteer to help

Reflections/Arts in Education- Volunteers are needed to assist in promoting this fine arts and creative arts program that provides children the opportunity to express their selves through art, literature, music, and photography. Volunteers needed to check in entries, secure judges, assist with reflections award program that recognizes all participants, typically in November/December.

- Julie Samford, Coordinator
- I will volunteer to help

Science Needs- Volunteers are needed to check science kits in and out. Also, volunteers to assist with science experiments in classrooms as well as assisting with the Science Fair in January. Information to be provided from previous coordinator.

- I will be the Coordinator
- I will coordinate Science Fair (work with teachers)
- I will volunteer to help

SOAR- SOAR is a program designed to help students who need to strengthen reading skills. This is only a 30-60 minute requirement a week. ***requires a background check*** Look for sign ups in the fall. The more volunteers we get, the more kids we can help.

- Jen Monaco, Coordinator
- I will volunteer to help

Teacher Appreciation- Volunteers are needed to help honor the Clayton teachers and staff during specific times of the year. These events are supported by the PTA and parent donations.

- I will be the Coordinator
- I will volunteer to help

Track & Field Day- This is a school wide spring fundraiser for the PE department to purchase new equipment. It includes getting snacks to sell in the concession stand during the event, coordinating the concession stand and volunteers for the two event days. Track and Field day is a fun day for the students. Activities are handled by the PE teachers. Information will be provided from previous coordinator.

- I will be the Coordinator

VIP Room- One of the MOST appreciated jobs in the school. Cutting, copying, die-cuts and laminating are some of the things you will do to help the teachers at Clayton. You will be trained on all the machines (it is a requirement). You will have a partner to work with. Ask for 2-3 hours per week, but schedule is flexible.

- Stacey Ankele & Elyse White, Co-coordinators
- I will volunteer to help

Vision and Hearing Screening- Help monitor students in the screening process two times a year

- I will be the Coordinator
- I will volunteer to help

Yearbook- Overall coordinator will organize yearbook sale and assist grade level coordinators to ensure details are included and deadlines are met. One of the most memorable tasks in the school. Grade level coordinators will work with room parent volunteers for each classroom. Help is needed from beginning of school through February.

- I will be the Coordinator
- I will be a grade level Coordinator **K 1 2 3 4 5** (select one)

Library Opportunities

Accelerated Reading Incentive Program- Work with Ms. Tuttle to coordinate grade level volunteers to assist with recording AR points, tracking progress and rewarding students with stickers. Work with teachers and some class volunteers. Grades 1-5.

- I will be the Coordinator
- I will be a grade level coordinator for: **1 2 3 4 5** (circle one)

Book Fair- Volunteers are needed to help decorate, set up and take down book fair items and help the days of the events to assist students and act as cashier. On the job training provided. Most shifts 1-2 hours.

- Ms. Tuttle, Coordinator
- Stacey Ankele, Volunteer Coor.
- Decorating Coordinator
- I will help during the event

Library Helper- Provide assistance to library staff by shelving books and other tasks as directed by the librarian. Volunteers needed every day, especially with lower grade levels. One day a week or every other week with a 2 hour shift is preferred. See Ms. Tuttle, Librarian, to coordinate schedules.