

White Eagle PTA

Descriptions of Volunteer Opportunities

2009 - 2010

As you know, the PTA cannot function without volunteers. Please take the time to read through the volunteer opportunities listed below. Please sign up for as many committees that interest you. Listed below are descriptions of all of our volunteer opportunities:

Apparel:

- Coordinator - take and fill orders, work closely with vendor, teachers, and treasurer and organize volunteers
- Volunteer - help sell apparel at school events, as well as help distribute orders once they arrive

Art Awareness:

- As a monthly rotating volunteer, you will take a print into the classroom to discuss the artist and do a related project.
- Presentations are approx. 20-30 min. long using the PTA provided history of the artist.

Art Teacher Assistant:

- Volunteer - assist the art teacher by displaying the students' artwork throughout the school.
- Periodically volunteers will be needed to assist in the classroom as well.

Bakers:

- Volunteers - provide homemade holiday cookies for the Cookie Extravaganza in December and provide homemade breakfast items and/or help set up the breakfast during Staff Appreciation week in May.

Box Tops for Education/Campbell's Soup Labels:

- Volunteer - help cut and send out labels/box tops for redemption, twice a year.

Blood Drive for Heartland Blood Center:

- Volunteer - help with advertising, registration and after care, twice this year.

Classroom Parents:

- Head Classroom Parent - coordinates the volunteer efforts for the classroom...in-class support, winter carnival volunteers, class gifts (holiday and teacher appreciation)
- Room Party Coordinator - plans the party craft and games (Not necessary to attend all parties)
- Room Party Volunteer - help out in classroom at designated holiday parties
- Sample letters, forms and party ideas will be available on the website

Volunteer Opportunities (cont'd)

Community Service:

- Volunteers - will work on projects by grade level:
 - Kindergarten - Recycle Crayons (May) 3rd- Food Collection (Mar)
 - Kindergarten - Support Our Troops (Nov)
 - 1st - Book Drive (Jan) 4th- Gym Shoe Drive (Apr)
 - 2nd - Coat Drive (Oct) 5th- Giving Tree (Nov/Dec)
- Volunteers for Walk/Bike to School Day (Oct. 7th) - count the walkers/bikers as they arrive at school
- Volunteers - will also help with Red Ribbon Week in October - decorating school grounds with red ribbons, cut ribbons and distribute to students.
- Halloween Candy Collection (Nov 2 & 3)
- Helping Hand is run through the Naperville Police Department; applications available on school website.
- Field Day - May 24th - Need a coordinator to organize volunteers and also need many volunteers

Cookie Dough Sales:

- Coordinator - organize distribution of order forms, collect money, place the cookie dough order and organize volunteers
- Volunteers - assist with the distribution of cookie dough in October.

5th Grade Year-End Celebration:

- Coordinator and volunteers are needed to organize a special event for the graduating 5th graders in May.

Grant Seeking:

- Coordinator - seek grant opportunities and submit proposals for grants for PTA activities/events

Fall Ice Cream Social :

- Volunteers - help set up, distribute ice cream and clean up at this social event in the fall.

Indian Prairie Parents Council (IPPC):

- A representative of the White Eagle PTA is needed to attend the Indian Prairie Parents Council meetings held the 3rd Thursday of every month at 9:30 a.m. at the District Education Center. The IPPC representative is a White Eagle PTA board member and is responsible for attending all PTA meetings to report on IPPC activities.

LMC Aides:

- Coordinator - organizes volunteers and creates weekly schedules. (Organized 1st week of school.)
- Volunteers - needed to work in the LMC helping children search for and check out books; check in and file books and assist with any special projects.

Market Day:

- Volunteers - help set up and distribute orders every 3rd Tuesday of the month during the school year from 4:30 to 6:30 pm. (Kids Welcome!)

Volunteer Opportunities (cont'd)

Membership Drives:

- Volunteers - man membership tables at events, help recruit new members and help process PTA membership forms

Music Assistant:

- Volunteers - provide piano accompaniment as needed to the music teacher for upcoming performances during the school day

Newsletter:

- Volunteers - gather articles and send to editor
- Committee Chairs - report monthly to editor of any news regarding your committee

Outdoor Sign Committee:

- Volunteers - update outdoor sign in front of school, year-round, announcing upcoming school dates and events

Parent Diversity Council Rep.:

- Coordinator - serves on the Indian Prairie District 204 Parent Diversity Advisory Council

Photographers:

- Volunteers - take photos, year-round, at major class events (parties, field trips, assemblies, etc.) to be used in the newsletter and yearbook. At least, one photographer needed per classroom.

Physical Education Assistant(s):

- Volunteers - assist the PE teacher with coordination and assist at special events:
Walk/Bike to School Day (Oct) Jump rope for Heart (Feb)
Mileage Club (Mar/Apr) Field Day (May)

Recycling Committee:

- Volunteer - coordinate with LMC director for recycling of batteries and ink cartridges

Reflections (this occurs in the fall):

- Reflections is a nationwide PTA program recognizing the artistic achievement of our students. Coordinator - runs this program for our school (including attending the Kick-off, publicizing the program to students and teachers, submitting artwork due in early December and recognizing students)
- Volunteers - assist the coordinator

Volunteer Opportunities (cont'd)

Restaurant Nights:

- Volunteers - arrange and advertise monthly family dinner nights at selected local restaurants.
- White Eagle PTA is given a percentage of profits from purchases made by White Eagle parents and students

School Supply Kits:

- Coordinator - organizes distribution of order forms, collects money, orders supply kits, and organizes volunteers
- Volunteer - assist with the distribution of supply kits in August

Skate Parties:

- Volunteer - organize and man a check-in table at Aurora Skate on a bi-monthly basis.
- Skate nights are usually on Wednesdays as follows:

Student Directory:

- Coordinator - creates the school-wide PTA directory (to be completed 1st quarter)
- Volunteer - help process and distribute the PTA directory

WE Fit Fest & Wolf Walk:

- Coordinators - organize the event and chair sub-committees.
- Volunteer - help with sub-committees such as food & beverages, registration, advertising, donations
- This huge event is also open to the public and we hope to have a great turnout as this is the first year we are trying this event. Our biggest focus will be on participation and fun.

Winter Carnival:

- Coordinator - organize the carnival sub-committees and delegate responsibilities
- Volunteer - help with sub-committees such as food & beverage sales, ticket sales, poster contest & advertising, prizes, cake-walk, redemption area, face painting & volunteer organization.
- This is a big social event and we do it ALL for the kids. Everyone has a great time, but we need lots of help.