



# Swansfield PTA Needs YOU!



If you have a little time to help the PTA support our school, consider one of the following volunteer opportunities. If you can help, fill out this paper form and return to school in your child's Monday folder. Questions can be sent in an email to [volunteer@swansfieldpta.org](mailto:volunteer@swansfieldpta.org).

Also, check the Volunteer page on [swansfieldpta.org](http://swansfieldpta.org) regularly - new programs and additional opportunities will be posted as they arise.

**Thank You!**

**Volunteer Name** \_\_\_\_\_ **Telephone** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**E-mail address (please print clearly):** \_\_\_\_\_

**Student Name (Youngest/Only):** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**I prefer to communicate via** \_\_\_\_\_ **E-mail** \_\_\_\_\_ **Telephone**

### After School Classes

*Organize, schedule, and monitor winter session of After School classes for Swansfield students. Classes may run for 6-8 weeks, one day each week.*

- \_\_\_ Organize and Schedule Classes. Manage enrollment. This can mostly be done from home.
- \_\_\_ Monitor classes one day each week on the day of class, from 3:00 until approximately 4:30 p.m. to ensure that instructors, students, and parent volunteers for each class are present

### Ben Carson Reading Room

*Encourage and monitor students reading just for fun, 20 minutes per student group. Volunteers are needed for:*

- \_\_\_ Mondays – 12:30-12:50pm 2<sup>nd</sup> Grade (Ms. Schulman)
- \_\_\_ Tuesdays – 12:30-12:50pm 2<sup>nd</sup> Grade (Ms.Erb)
- \_\_\_ Tuesdays – 2:10 -2:30pm Kindergarten (Mrs. Anzures) – every other week beginning 10/26
- \_\_\_ Wednesdays – 1:10-1:30pm 3<sup>rd</sup> Grade (Mr. Birdsong) – every other week beginning 10/26
- \_\_\_ Wednesdays – 2:15-2:35pm 1<sup>st</sup> Grade (Ms. Brosius) – every other week beginning 10/26

### Cultural Arts

*Work with Cultural Arts Chairperson to plan and manage assemblies and visiting artists this school year, with the intent to become the Chairperson for the 2012-2013 school year.*

- \_\_\_ Chairperson-In-Training

### Flumist

*Help escort and line up students to receive the Flumist vaccine.*

- \_\_\_ 8:45am – Noon on November 3.
- \_\_\_ December 8, time TBD

### Hospitality – Teacher Dinner

*Provide food and drinks for teacher dinner, Monday, November 21 (the first day of parent-teacher conferences) Bring items to school by 3:00 pm. We are serving approximately 100. When checking off what you are bringing please let us know what you are bringing. (ex. Main Course – sweet potato casserole. Drinks – 20 cans Coke)*

- \_\_\_ Main Course (need 8-10 dishes, each serve 8-10)
- \_\_\_ Side Dish (need 7dishes, each serve 8-10)
- \_\_\_ Salad (need 5)
- \_\_\_ Fruit need 4 large fruit trays
- \_\_\_ Dessert (need items such as pies, cakes, and/or brownie or cookie trays)
- \_\_\_ Drinks (need several, 2 liters or cases of cans)
- \_\_\_ Set up (3pm-4pm)
- \_\_\_ Clean up (5:30-6:30)

**I will provide:**



# Swansfield PTA Needs YOU!



## **Family Fun**

*Organize events for the whole family!*

\_\_\_ Organize Symphony of Lights walk through for Swansfield families in December. Includes booking a date, advertising, and registering families. This can mostly be done from home.

## **Picture Retake Day**

*Escort and line up students for pictures, November 18.*

\_\_\_ Morning (approx 9am – Noon)

## **Spirit Wear**

\_\_\_ Organize Spirit Wear selection and sales during the month of November. This can mostly be done from home.

\_\_\_ Help with sales and distribution

## **Staff Appreciation**

*Provide home-made food for monthly Teacher/Staff Appreciation lunch time treat*

\_\_\_ November 16, Italian Day

\_\_\_ December 21, Soup Day

\_\_\_ January 18, Crock Pot Day

## **Striders (Walking Wednesdays)**

*We still need more help. Mark walking logs for students walking the 1/4 mile track around the school field.*

*Weekly on Wednesdays during recess (weather permitting). Hand out small prizes when goals are reached.*

\_\_\_ 10:40 - 11:40, 2nd and 3rd Grades

\_\_\_ 11:45 - 12:45, Kindergarten and 1st Grade

\_\_\_ 12:45 - 1:45, 4th and 5th Grades

\_\_\_ On-Call (fill in when needed)

*Track and promote the program.*

\_\_\_ Enter Student progress into spreadsheet weekly, and then use spreadsheet data to promote the program. For example, Award Golden Sneaker trophy for class participation, recognize top walkers, and track miles graphically on a bulletin board. Submit announcements to PTA News. This can mostly be done from home.

\_\_\_ Assist promote the program at school – update poster/bulletin board, award Golden Sneakers to top participating class, make announcements, etc. One or 2 times per month, for one hour or less.

## **Swansfield Swings**

*Help to make this annual musical extravaganza a success! Wednesday, November 16.*

\_\_\_ Provide Popcorn, packaged to sell for \$1 (ex. packaged in paper lunch bags)

\_\_\_ Provide Baked Goods, packaged to sell for \$1(ex. 2 brownies or 3 cookies)

\_\_\_ Check people in at the door, from 6:15 – 7:00p.m.

\_\_\_ Set up from 6:15 – 7:00p.m.

\_\_\_ Sell refreshments from 6:45 – 7:40 p.m.

\_\_\_ Sell refreshments from 7:40 – 8:30 p.m.

Additional comments or areas of interest not shown on this form: