



FIND YOUR PLACE IN THE PTA

Big or small. One time or all year. There is a way for you to help.

New to Swansfield? Returning and ready to reconnect?

You do not need PTA experience, a flexible daytime schedule, or a large amount of free time to make a difference. Choose an opportunity that fits your interests and availability. We will provide information, support, and a welcoming team.

Choose your level of involvement

1 HELP ONCE

Give an hour or two at an event, donate an item, take photos, help from home, or pitch in with setup and cleanup.

2 JOIN A TEAM

Share ideas and take on a few manageable tasks with a committee. Help as much as your schedule allows.

3 LEAD AN EFFORT

Coordinate an event or program with guidance from the PTA Board and support from committee members. No prior experience required.

Not sure yet? Start small.

You can express interest without committing to a role. Tell us what sounds appealing, and we will follow up with options. Volunteering can be as simple as completing one task that works for you.

Small ways to make a real difference

These opportunities are ideal if you are new to the school, have limited time, or prefer a clearly defined task.

Event-day helper / *Usually 1-2 hours*

- Choose a shift at a family event or school program. No planning is required.
- **Ways to help:** welcome table, check-in, activity station, food service, setup, cleanup, or directing families

At-home helper / *Flexible*

- Complete a task from home, often on your own schedule.
- **Ways to help:** assemble packets, create signs, prepare craft materials, contact vendors, organize information, or make decorations

Donate or lend supplies / *As needed*

- Help an event succeed without volunteering on-site.
- **Ways to help:** snacks, paper goods, craft materials, decorations, coolers, folding tables, or other requested items

Share a skill / *One project or as needed*

- Use something you already enjoy or know how to do.
- **Ways to help:** photography, graphic design, translation, gardening, baking, technology, writing, construction, or community outreach

Be a community connector / *A few introductions*

- Help us build relationships beyond the school.
- **Ways to help:** introduce the PTA to a local business, nonprofit, cultural organization, potential sponsor, volunteer group, or guest presenter

Events that need many helping hands

Welcome Back Picnic (9/18): setup, activities, food support, and cleanup

Fall Festival & Trunk or Treat (10/24): decorating, games, welcome table, concessions, and cleanup

Science Fair (3/4): registration, displays, student support, judging coordination, and event logistics

Family Culture Night (4/9): family outreach, displays, performances, food coordination, and hospitality

Other family programs: watch for sign-ups throughout the year

Prefer a specific type of task?

Tell us if you prefer behind-the-scenes work, event-day shifts, at-home projects, creative tasks, outreach, organizing, physical setup, or occasional donations. We can match you with a good fit.

Join a committee

Committee members work alongside a chair and other volunteers. You can share ideas, choose manageable tasks, and help during the busiest stages of an event or program.

SPECIAL EVENTS

Fall Festival & Trunk-or-Treat | *September-October*

- Help create an afternoon of games, costumes, and community.
- **Ways to help:** activities, decorations, concessions, trunk recruitment, communications, supplies, and event logistics.

Science Fair | *Winter/ Early Spring*

- Help students share their curiosity, experiments, and discoveries.
- **Ways to help:** registration, family communication, displays, judging coordination, certificates, and event logistics.

Family Culture Night | *Winter/ Spring*

- Help families celebrate the cultures and traditions represented at Swansfield.
- **Ways to help:** family outreach, displays, performances, food coordination, decorations, and hospitality.

ONGOING PROGRAMS

Hospitality & Staff Appreciation | *1-3 hours per month*

- Help recognize Swansfield teachers and staff through meals, treats, celebrations, and thoughtful gestures.
- **Ways to help:** planning menus, shopping, decorating, coordinating donations, setup, or cleanup

Community Partnerships | *2-4 hours per month*

- Build relationships with local organizations and businesses that can support students, families, and PTA programs.
- **Ways to help:** research partners, make introductions, request in-kind support, coordinate volunteers, or organize a partner spotlight

Yearbook & Photography | *2-4 hours per month*

- Help capture the school year and create a keepsake for Swansfield families.
- **Ways to help:** take event photos, collect classroom photos, organize images, proof pages, or help with sales and distribution

Reflections Art Program | *September-November*

- Encourage student creativity through the National PTA Reflections program.
- **Ways to help:** promote the contest, organize entries, communicate with families, coordinate judging, or celebrate participants

Typical committee commitment

Many committee members contribute about 1-5 hours total for a specific event, while ongoing programs may need a small amount of help each month. The commitment depends on the project and the task you choose.

Ready to take the lead?

Committee Chairs keep an event or program moving with support from the PTA Board and committee members. Chairs coordinate the work - they do not have to do everything themselves.

Current leadership opportunities

- **Fall Festival & Trunk or Treat** - about 4-6 hours over 6-8 weeks
- **Family Culture Night** - about 6-8 hours during winter/early spring
- **Science Fair** - about 2-4 hours per month during winter/early spring
- **Hospitality & Staff Appreciation** - about 1-3 hours per month
- **Reflections Art Program** - about 2-4 hours per month during the program season
- **Yearbook** - about 2-4 hours per month

What support will you receive?

- A PTA Board liaison and help answering questions
- Planning resources, prior-year information, and a clear budget process
- Help recruiting volunteers and communicating through PTA channels
- Room to bring fresh ideas within school and PTA guidelines

Take the next step

Complete the Volunteer Interest Form

Tell us what interests you, how much time you may have, and whether you prefer one-time, committee, or leadership opportunities. Completing the form is not a commitment - it simply helps us start the conversation.

[Swansfield PTA Volunteer Interest Form](#)

Questions? Email board@swansfieldpta.org

Thank you for helping Swansfield soar!