

Barksdale PTA Volunteer Programs 2011-2012

Our PTA offers many opportunities for parents to lend support to the students and staff at Barksdale. Please read the descriptions below and check your choices on the **Volunteer Finder** form. Return the **Barksdale Volunteer Finder** to school with your child, and the appropriate chairman will contact you. There are several programs that can accommodate our working parents too. Everyone is welcome! If you have questions, contact Carrie Ziegelbein, 2nd VP – Volunteers at volunteers@barksdalepta.org

Thank you for your gift of time!

Arts in Education

Share your enthusiasm for the Arts! Assist the chairman by preparing displays of art and assisting with planned programs such as Family Art Night.

Book Fair

Many volunteers are needed to plan, set-up, staff, and tear-down the Fall and Spring Book Fairs. During the Fair, volunteers are needed to check out buyers and assist children in creating their book wish lists. Time: 2 hour shifts. Work as often or as little as your time allows.

Bronco Press Publishing Center

Encourage our budding student authors by assisting with printing and binding of their original books. Work is done in the spring and can be done from home.

Chess Program-

Volunteers are needed to help with the weekly after-school chess program. Volunteers are required to take attendance, assist the instructor in supervising the students and ensuring all students are picked up after class. No chess knowledge is required. Time: 2:30-4:15 one to four times per month.

Community Outreach

Support our community outreach program by assisting with our monthly outreach projects (collecting school supplies, coats, shoes, etc.) Time: 1-2 hours/month.

Community Partnerships Committee

Engage local businesses to support Barksdale and build/foster the relationship to forge long-term bonds of mutual support. This is a relatively new committee, so volunteers will assist in building this from the ground-up. Time commitment: flexible. Most work can be done from home.

Directory

Assist in preparation of the annual Barksdale Student Directory. Help needed with proofreading, verifying information, and distribution. Time: Flexible in September.

Fall & Spring Picnics

Assist with planning the Fall and/or Spring Picnic. These are free, fun events for Barksdale families and are held in the evening.

Field Day

We need over 80 Volunteers for this all-school event - especially dads! Assist with games, set up, and clean up during Field Day on May 4th. Time: Morning, afternoon or all day. Help is also needed with planning throughout the spring.

Fifth Grade Graduation Chair

Year-round job! Determine fundraising events and end of year activities for the fifth grade class. Fill committees, oversee fundraising events for graduation activities, manage budget, and secure supplies and volunteers for all graduation events.

Fifth Grade Graduation Volunteer

Assist in all graduation events including the ceremony, fundraisers, family dinner and talent show, class t-shirts and more!

Homeroom Parent Coordinator

Coordinate grade level parties and special events with teachers and homeroom parents. This includes planning within a budget and communicating with the team leader on a regular basis regarding planned events. Also, work with other coordinators for school wide events which may include recruiting volunteers and coordinating grade level contributions.

Homeroom Parent

Plan all grade level parties and special events with other homeroom parents and the homeroom parent coordinator. Other responsibilities include securing volunteers and supplies for the classroom parties and special events and communicating with the homeroom teacher regarding each event. Event dates: December 16, February 14 and June 1.

Homeroom Parent Assistant

Assist homeroom parent with coordinating classroom activities and special events.

Kindergarten Coordinator Positions:

Homeroom Coordinator

- Organize class parties (Winter, Friendship Day and End-of-Year)
- Communicate with Homeroom parent volunteers
- Work with the Volunteer coordinator to organize two special Kindergarten events:
 - Thanksgiving Celebration
 - Mud Pie Day

KG Volunteer Coordinator

- Schedule volunteers to work in the workroom on Kindergarten projects (weekly)
- Schedule volunteers to work at the Kindergarten store every other week (KG teachers will work with you on the dates)
- Work with the Homeroom coordinator to organize two special Kindergarten events:
 - Thanksgiving Celebration
 - Mud Pie Day

Kindergarten Team Lead will meet with both Coordinators at the beginning of the year to discuss the activities. She will provide you with specific information about the two special Kindergarten events.

Hospitality Committee

Assist the Hospitality Chairperson with special events such as BooHoo Yahoo Breakfast and Special Person's Donut Day. Provide hospitality for other Barksdale special events as needed.

Cultural Diversity Week

A week of fun for our students as they learn about the cultures and customs from different countries. The week includes a student led parade and assembly. Time: 1-3 hours/month until event which is held in the spring.

Library

If you love books and kids, you'll love this job! Assist librarian by checking out books, shelving books, helping kids locate books, preparing bulletin boards, and other duties as needed. Time: Varies as your schedule permits.

Newcomers Committee

Help plan a newcomer luncheon at beginning of each school year. Time: Varies.

Office (VÖG)

Be VÖG – a Volunteer Office Greeter! Greet visitors to the school and direct them appropriately; perform light office duties; help staff with duties and a variety of other tasks. Daily shifts of 8-10:30am, 10:30am-12:30pm and 12:30-2:30pm are available but times are flexible if needed. Short orientation is required.

Reading Ambassador

Volunteers are needed to help host the community leaders who are our Reading Ambassadors during Reading Ambassador Week held each Spring. This includes preparing refreshments, greeting, and taking photographs during the event.

Red Ribbon Week Rally

Volunteers needed to help organize poster contests; coordinate PISD officials, students, parents and staff in conjunction with our Red Ribbon Week walk-to-school rally in October.

Reflections Committee

Help our artists shine! Assist with National PTA Reflections Program by logging contest entries, helping with judge selection, and planning recognition activities. Promote awareness at Family Art Night. Time: 1-4 hours in October/November.

School Store

Early-bird special! Sell school supplies to students from 7:25 – 7:45 a.m. Great for working parents! Help students be prepared for the day. Time: 1-4 mornings/month.

Science and Technology Committee

Science rules! Assist with a variety of activities during Science Fair Week and Family Science Night. No science experience needed. Time: Science Fair – 1-6 hours in the fall.

Spirit Wear

Get that Bronco spirit! Assist in distributing orders for spirit wear. Time: Varies in early fall.

Study Buddy Tutoring/Mentoring Program

Help students succeed! Caring Adults: Friendly faces needed to work on a one-to-one basis with 1st - 5th grade students in language arts or math as directed by teachers. Time: 30 minutes per student per week plus a few minutes of prep time.

Teacher Appreciation Committee

Assist with special events to delight our terrific teachers and staff such as birthday recognitions, lunches, and a host of activities during Teacher Appreciation Week in the spring. Time: varies per activity.

Teacher/Staff Treats

Prepare and serve food to our terrific teachers and staff at the end of each nine weeks. Time: One morning at the end of each nine weeks.

Work Area Volunteer Coordinator

Work closely with designated grade level teacher to determine needs throughout the school year and develop procedures for receiving and returning work. Schedule volunteers for workroom and classroom activities based on teacher needs. Time: 1-2 hours/ month. Some work can be done from home.

Work Area Volunteer

Assist with grade-level material preparation and other projects as determined by the work area coordinator and teacher. Time: As needed. Some work may be done from home.

Yearbook Committee

Take pictures at events and activities for either your child's grade or a school wide event. Not required to take photos at every event. Also need 2 people per grade to work on montage pages included in the book. Time: varies per event.

VOLUNTEER FINDER 2011-2012

Volunteering in one or more of the many PTA programs here at Barksdale is a wonderful way to be involved in your children's education. Please complete this form and return it to school with your child. Be sure to list the homeroom teacher for each child.

Parent's Name _____

Phone# _____ E-mail Address _____

<u>Student's Name</u>	<u>Grade</u>	<u>Homeroom Teacher</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Areas/Committees on which I wish to volunteer: (See "Volunteer Program" sheet for descriptions)

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| <p>_____ Arts in Education</p> <p>_____ Book Fair</p> <p>_____ Bronco Press Publishing Center</p> <p>_____ Chess Program</p> <p>_____ Communications</p> <p>_____ Community Outreach</p> <p>_____ Corporate Partnerships</p> <p>_____ Drama Program</p> <p>_____ Directory</p> <p>_____ Fall/Spring Picnics</p> <p>_____ Field Day</p> <p>_____ Hospitality</p> <p>_____ Cultural Diversity Week</p> <p>_____ Library</p> | <p>_____ Newcomers</p> <p>_____ Office</p> <p>_____ Reading Ambassador</p> <p>_____ Red Ribbon Week Rally</p> <p>_____ Reflections</p> <p>_____ School Store</p> <p>_____ Science & Technology</p> <p>_____ Spanish Program – Need Coordinator</p> <p>_____ Spirit Wear</p> <p>_____ Study Buddy Program</p> <p>_____ Teacher Appreciation</p> <p>_____ Teacher/Staff Treats</p> <p>_____ Yearbook Committee</p> |
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Grade Level Positions:

- _____ Homeroom Parent Coordinator
- _____ Homeroom Parent
- _____ Homeroom Parent Assistant
- _____ Work Area Coordinator
- _____ Work Area Volunteer
- _____ 5th Grade Graduation Chair
- _____ 5th Grade Graduation Volunteer

Child(ren)

Barksdale PTA Volunteers

Clearance Guidelines:

1. **For the safety of the students, no one will be allowed to volunteer at Barksdale Elementary without obtaining official PISD clearance.** Go to pisd.edu/volunteer and fill out your volunteer application. Make sure you select Barksdale Elementary when applying so we may update your status as a volunteer. You must re-apply EACH school year to volunteer at Barksdale. You may go on-line **now** and get your application completed.
2. Email volunteers@barksdalepta.org and let Carrie Ziegelbein know that you went on-line to get volunteer clearance.
3. You MUST receive an email from a Board Member of the Barksdale PTA before you can volunteer at the school. Teachers will verify you for all field trips.

Volunteer Guidelines:

1. You must **sign in and out at the front office**. In order to protect the security of students and staff, a government issued photo ID is required to sign-in at all PISD campuses. You will be asked the nature of your visit so that you are identified as a visitor (i.e. having lunch with your child) or a volunteer (i.e. working in the library). After your ID is swiped the first time, you will be able to complete the check-in and check-out procedures yourself on the laptop in the office.
2. Always **wear a name badge** while volunteering at Barksdale. A stick-on nametag will be printed for you when you sign-in with the office staff. Please return this nametag to the office when leaving campus and scan your badge to check yourself out so that you are checked out of the PISD security system.
3. Please remember that our Barksdale students are depending on you! Should a conflict arise in your schedule, please make every effort to find your own substitute or trade days with someone else. If you are unable to find a substitute, please inform the appropriate committee chairman.
4. Please be judicious about what you see, hear, and say while working in the school. Keep information about students confidential.
5. Please do not bring younger siblings with you while volunteering in the school. Consider letting a friend watch your younger children while you volunteer, then trade and watch their children while they volunteer.
6. Please wear appropriate attire while volunteering at the school. No tennis or workout clothing!
7. **Please do not park in reserved parking spaces, fire lanes, car pool lanes, delivery lanes or on the grass.** Unassigned parking spaces in the front lot are for short term parking (1 hour or less). Use our large parking lot at the south end of school for longer periods of time.
8. Do not answer teacher or staff telephones unless specifically asked to do so. Also, please place your cell phone ringer on "vibrate" at all times when you are at school.
9. No smoking is allowed on campus at any time, including car pool lines and in parking lot.
10. And finally – a big thank you to all who give their time and talents to our school. Barksdale students and staff love our volunteers!