

## **Centennial PTA Volunteer Descriptions 2011-2012**

*The PTA Volunteer Program is one of the best ways that parents can support the students, staff and administration at Centennial. Please read the following brief description of each volunteer area and indicate your interests on the Volunteer section of our registration system. Your interests will be forwarded to the PTA board member or committee chair that is pulling together that activity and they will be in touch with you. Please contact our PTA Volunteer Coordinator, Michelle Stapleton at [volunteers@centennialpta.net](mailto:volunteers@centennialpta.net) if you have any questions. Thank you for supporting our school!*

*\* The volunteer opportunities marked with an asterisk are well suited for those parents who work outside the home or who have very young children. Either the work can be done on flexible hours from home, or they are big (half day or full day) events that parents might want to make special arrangements to participate in.*

**Art Volunteer:** Assist the art teacher with various classroom projects and arrange displays of the artwork in the halls. Time: will vary

**Author Visits:** Assist the Children's Program coordinator with bringing in authors and help on the day of the event. Time: will vary

**\*Birthday Cake Baker:** Provide birthday cake for a Centennial staff member. Kit and recipe provided.

**Book Fair:** Help organize, set up and implement one or both school book fairs. Help students and families with book selections, cashier and package book orders. Time: 1-2 days per book fair, 2 hour shifts.

**Building and Landscape:** Assist in purchasing and maintaining the flower beds and lawn throughout the school year. Time: will vary

**Canned Food Drive:** Assist the student council by sorting and counting cans by grade level during the annual drive. Time: 1 hour, 1 or 2 shifts during food drive week.

**Chess Program:** Parents of students in chess are needed to help during each weekly Wednesday meeting. There are two shifts available: set up and carpool. Set up volunteers are scheduled from 2:20 - 3:10 p.m. and carpool volunteers should arrive by 3:55 and stay until the last student is picked up. Time: afternoon meetings throughout the year.

**Children's Cultural Programs:** Assist the Children's Program coordinator with planning special events during the year. Time: will vary

**Counselor Volunteer:** Assist the counselor with workroom needs and special programs. Time: will vary

**Environmental Program:** Assist with the five after school Friday meetings throughout the year, beginning at 2:30 and running until 4:00. Duties include checking students in, distributing snacks, helping meetings run smoothly, and assisting with clean up and carpool. Time: five afternoon meetings throughout the year (1.5 hours each)

**\*Field Day:** Assist in planning, organizing and implementing a Field Day in April or May for all Centennial students. Time: will vary, but will be in the spring, immediately prior to the event. On the day of the event, we need volunteers to run games in several hour shifts.

**\*Fundraising:** Help raise money for PTA programs. Assist with õChecks for Cometsö Campaign and several other fundraisers. Time: will vary

**Greeter Desk:** Greet visitors, parents and volunteers entering the school and assist with sign-ins. Take items delivered to school for students (e.g. lunches or notes that change the way a child is getting home) to the classroom. Time: Select two or more times per month; 2 hour shifts 10:15-12:15 or 12:30-2:30.

**Library Volunteer:** Assist with book shelving and special projects as needed. Also assist with taping/labeling books and organizing the library. Time commitment: will vary, but ideally, volunteers will have a set shift throughout the year.

**\*McGruff House:** Apply though Centennial Elementary with the Plano Police Department to provide a safe haven for children in our area. Display sign in your front house window. Time: minimal to enroll; attend one brief training session at the police department.

**\*Membership Directory:** Assist with producing and distributing the school directory. Time: hours will vary in August and September

**\*Mendenhall Outreach:** Assist with the õGiving Treeö (collecting and distributing donated gifts during holidays) and other programs to benefit our sister school, Mendenhall Elementary. Time: will vary

**Music Volunteer:** Assist the music teacher with various programs during the year. Time: will vary

**PACE Volunteer:** Assist the PACE teacher with various projects during the year. Time: will vary

**\*Partnerships:** Develop business partnerships in the community that will support our PTA programs through in-kind donations. Time: will vary

**\*Picnics:** Help with planning and afternoon set up for one or both family picnics which are held in October and May from 5-7pm. Also need parent and teen volunteers to work 1-2 hour shifts during each evening picnic. Time: will vary

**\*Publishing Kits:** Assist with producing and assembling student publications. Time: will vary in the spring.

**Red Ribbon Week:** Assist in planning and set up for various activities during Red Ribbon week. Volunteers needed with filling and distributing helium balloons on the day of the balloon launch. Time: will vary

**Reflections:** Help organize the Reflections contest in the fall. Time: will vary

**School Store:** Sell school store supplies to students before school on select days from 7:30-7:45. Time: will vary

**\*Science Fair:** Assist with project check-in and judging during the fair in late January. Time: 2-3 hours during project check-in times (morning or afternoon); 25 judges are needed for 4-6 hours on the day of the fair.

**\*Scrapbook:** Compile scrapbook from pictures of PTA sponsored school activities supplied from the yearbook editor and submit to district for judging in April/May. Time: will vary (30 to 40 hours estimated, but can be done from home)

**Shoebox Science:** Assemble and maintain portable science experiments located in the library. Time: 1-2 hrs per wk.

**Spanish Program:** Assist after school on Wednesdays from 2:30 until 3:00 (and are welcome to stay for the entire time until 4:00). Duties include checking students in, distributing snacks, cleaning up and making sure students get to appropriate classrooms. Time: afternoon meetings throughout the year (weekly for 30 minutes)

**Spiritwear:** Assist with sorting and distributing the product when it arrives. (2-3 hours, a couple of times per year)

**Spring Auction:** Help with planning the donation items for the Spring Auction which is held at the Spring Family Picnic in May. Time: will vary

**Staff Appreciation Lunches:** Help organize a couple of staff lunches throughout the year. Time: a few hours, a couple times a year.

**Staff Appreciation Week:** Assist in planning, organizing and implementing a theme-based Staff Appreciation Week in the spring (usually April). Time: 2 planning meetings prior to event and 1-2 full days during event.

**STOP (Students Thinking of Peers):** Help coordinate six 45 minute meetings for the 5<sup>th</sup> grade STOP program. Need 8 parents to serve as group leaders. Time: Six afternoon meetings 2:45-3:30 throughout the year

**Study Buddies:** Assist selected students to improve math, writing and reading skills. Weekly lesson plans, materials and workplace are provided. Time: 1-2 times per week, 30 minute sessions

**Texas Day:** Assist in planning and implementing this full day program of activities. Volunteer opportunities are numerous - crafts, games, line dancing, snacks and more. Time: will vary

**Theatre Program:** Assist with set painting, prop collection, costumes and performance-day cast party (as necessary).

**\*Website Maintenance:** Update and improve Centennial PTA website and add relevant information throughout the year. Time: will vary

**Yearbook:** Take photos of school events and grade level activities. Assist in yearbook page layouts and distribute yearbooks at the end of the year. Time: will vary

**YO (Youngest Only) Packet / Newsletter:** collate, staple and distribute the weekly newsletters which students take home on Thursdays. Time: 1-1.5 hours on Thursday mornings

## **GRADE LEVEL AND CLASSROOM VOLUNTEERS**

**Kindergarten Volunteer:** assist with work room/centers (9:15-11:15) and lunch duty (12:00-12:30). Work room/centers time is split between assisting the children with art projects and watching kids on computers in the classroom. You will also be asked to prep pieces for future craft projects. Time: flexible number of shifts per month.

**First Grade Volunteer:** assist with work room (1-2 hour shift) and lunch duty (30 minute shift). Time: flexible number of shifts per month.

**Second Grade Volunteer:** assist with work room. Time: 1-2 hour shifts, once per month

**Third Grade Volunteer:** assist with work room. Time: 1-2 hour shifts, once per month

**Fourth Grade Volunteer:** assist with work room duties and bake or help host the 5<sup>th</sup> grade celebration cookie reception. Time: work room is 1-2 hour shifts, once per month; 5<sup>th</sup> grade celebration cookie reception is held at end of May/beginning of June; planning begins in late April

**Fifth Grade Volunteer:** assist with work room, Colonial Day (fall) and/or with the 5<sup>th</sup> grade Celebration Committee (March thru end of school year). Time: will vary based on subcommittee - program, decorations, invitations, slide show, etc.

**Grade Level Homeroom Coordinator** (one per grade level): Serve as liaison between grade level teacher and homeroom moms. Work closely with lead teacher to determine

schedules and activities for 3 classroom parties for the grade. Assist the homeroom moms in planning details of the back to school grade level coffee and 3 classroom parties. Time: bulk of work is 2-4 weeks prior to each party.

**Homeroom Representative** (one per classroom): Work with the homeroom coordinator to assist in planning and executing a parent coffee in the fall and 3 parties throughout the year for your child's class. Lead the class through events on field day in May. Time: varies throughout the year, with most work being done 2-4 weeks prior to each party.

**Classroom Volunteer**: assist the homeroom representative with the 3 class parties throughout the year. Time: approximately 1 hour on party days