

**Centennial Elementary School
PTA Volunteer Instructions 2011-2012**

Dear Volunteers,

Thank you so much for volunteering at Centennial Elementary this year. You are a vital part of the education process. All of your time and talents are greatly appreciated.

As a volunteer please remember to come to school with a positive attitude, be dependable, and remember when scheduling conflicts arise it is your responsibility to find a replacement.

We are lucky to have so many fabulous volunteers and so many varied volunteer opportunities that directly benefit our children. I look forward to a great year working with all of you! Please don't hesitate to contact me with any questions or concerns.

Sincerely,

Michelle Stapleton
2nd VP Volunteers
vp.volunteers@centennialpta.net

On Line Volunteer Application Instructions

- 1) Go to www.pisd.edu (Plano ISD website) or link via centennialpta.net on our volunteer page.
- 2) Once on the PISD page, click on the "For Parents" then "PTA/Volunteering", then select the "Volunteer Application" to access the online application.
- 3) Read the choices and select the appropriate link.
 - a. "Returning Volunteer": if you were previously approved to volunteer at Centennial or other PISD campuses.
 - b. "New Volunteer": If you are a brand new volunteer to PISD.
 - c. After entering all of your personal data, make SURE you choose Centennial as your school. Otherwise your name will go onto a default list and won't come to Christine Platt, and then to me to load into our greeter desk computer.

If you have questions about your PISD clearance: TEAMShelp@pisd.edu

Indicating Your Volunteer Interests

Using our new online registration system and completing the volunteer section is the most efficient way to browse the various volunteer opportunities and select the ones you are interested in. This online system creates a database, from which each PTA activity coordinator can select all volunteers who are interested in their project. Paper copies of the Volunteer Interest forms will be available at Sign Up Centennial (aka Packet Pickup), but this process requires manual input. Either way, as soon as our committee chairs are ready to plan the event, they'll email you! FYI, we also get volunteers directly in response to newsletter articles, special email requests from the grade level volunteer coordinators, PTA Enews broadcast emails and the K and 1st grade level volunteer binders at the greeter desk. Urgent volunteer needs are also posted on our Centennial PTA website.

Confidentiality Agreement

As a volunteer you will have access to student, teacher and adult confidences, abilities, successes, and struggles and other personal information. Please remember that this information must be left in the classroom and with the people responsible for conducting classes or for supervising the activities in which you are involved. **As a volunteer, your responsibility is to maintain the confidentiality of learning centers, and you must not share information which could possibly be detrimental to any individual or group.**

Volunteer Sign-In Procedures

Volunteers will sign in and out on a computer dedicated to PTA, located at the greeter desk.

On the welcome to our school main page, click on volunteers, then on check in, then select your name. (Please note: only cleared volunteers that have selected Centennial as one of their campuses will be listed.) If your name is not there, then you are not yet an approved volunteer.

Click the next button, select the purpose for your visit, and then select done.

A yellow name tag will be printed. This name tag must be visible the entire time you are in the building.

When you have completed your duties, please return to the computer and check out. (Select volunteers, check-out, select your name, then done.) Please don't leave without checking out. The office always wants to have an accurate account of everyone in the building.

Record your off site hours!

The number of recorded hours is VERY important to Centennial. The number of volunteer hours we log directly affects our ability to obtain state education grants.

Please be sure to enter hours worked at home or off site.

Select off site hours instead of checking in on the volunteer page. You will be asked to enter the date and number of hours. The system will only take up to 12 hours in a day. If you don't remember the exact day, it's not a problem but please do try and log it in to the correct month.

Please be sure to include any time you have spent working for the school (e.g. baking, teacher prep, phone calls, etc).

I run a volunteer hours report monthly for our school, and then submit results to PISD semiannually.

Volunteer Awards

Each month six volunteers are recognized in our PTA newsletter. The Volunteer of the Month is the person who has logged the most hours for that month. There are also five Star Volunteers who are the next five volunteers with the highest number of hours in a particular month. A volunteer may only be the Volunteer of the Month one time during the school year and a Star Volunteer two times during the school year. Note: PTA Board Members are not eligible for these awards.

PTA Board and Committee Chairs

**all email IDs end in centennialpta.net*

President:	Kirsten Colvert president@
1 st VP Programs (staff apprec.):	Kendra Kennedy vp.programs@
2 nd VP Volunteers (packet pickup):	Michelle Stapleton vp.volunteers@
3 rd VP Fundraising (bricks, checks for Comets)	Heather Hennekes vp.fundraising@
Secretary:	Tricia Hunsucker secretary@
Treasurer:	Sara Burnett treasurer@
Historian (yearbook/scrapbook):	Savannah Hostin historian@
Parliamentarian:	Anna Wageman parliamentarian@
Building/Landscape:	Andrea Berkowitz landscape@
Children's Programs (authors/cultural prog.):	Terry Caskey kidsprograms@
After School Enrichment (chess, theatre, etc):	Sandy Yap enrichment@
Communications (website/newsletter):	Jennifer Kendall communications@
Hospitality (picnics, Citizen of Month):	Debbie Frnka hospitality@
Legislative (PISD/state/national):	Stacey Kam legislative@
Library (volunteers, book fairs):	Linda Pong library@
Membership/Directory (student directory):	Anna Bailey membership@
Mendenhall Outreach (sister school):	Kelly Matheny mendenhall@
YO Packet (PTA newsletter youngest/only):	Kristie Shorey yo@
Partnerships (with local businesses):	Jackie Stevens partnerships@
Publishing (assembly of student books):	Meredith Bach publishing@
Room Reps (one/classroom):	Babette Murashige roomreps@
School Store (school supplies, store):	Elizabeth Ritch schoolstore@
Science & Tech (science fair, shoeboxes):	Melissa Nelson science@
Spiritwear (Tshirts/sweatshirts, bags):	Dawn Gall spiritwear@
STOP (5 th grade students thinking of peers):	Sam Clement stop@
Study Buddies (tutors):	Anne Vestergaard studybuddies@
Youth Protect. & Safety (field day, RR week):	Jennifer Chazanow safety@
Past Board Representative:	Christine Platt pastboard@
Texas Day:	Angela Harris texas.day@

Volunteer Coordinators

Greeter Desk:	Andrea Katz andrea@apktx.com
K Coordinator:	Teresa Bristol tbristol@law-group.com
1 st Coordinator:	Wendy Reed mortew@yahoo.com
2 nd Coordinator:	Ann Lee annhlee@tx.rr.com
3 rd Coordinator:	Cynthia Smith steveandcynthiasmith@msn.com
4 th Coordinator:	Katsy Collins katsy@lynden.com
5 th Coordinator:	Tracy Rawlings tracyrawlings@me.com