

PTA PARENT PARTICIPATION FORM

The PTA is so grateful for the many volunteer hours our parents have donated to the school this year! Parent volunteers are essential to our school's ability to provide students the very best educational experience. The success of these committees depends upon each parents' willingness to volunteer

In an effort to ensure that the 2009-2010 PTA activities are staffed at the beginning of the school year, the PTA is sending home this package to introduce you to the many committees and areas of our school that need your help as soon as school starts. Please take time to review the various committee descriptions and decide where your talents may best benefit your child's education and school environment. Please complete the Parent Participation Form below and return it to your child's teacher by Friday May 15th, 2009. For a full description of all the committees please go to the Walnut Grove Website <http://www.wcs.edu/wges/index.htm>.

Thank you for taking the time to help us prepare for a smooth start to our 2009-2010 school year.

Walnut Grove PTA

Please check the committee or committees you would like to join. Return this form to your child's teacher by **May 15th**. A committee chairperson will contact you. **THANK YOU FOR VOLUNTEERING!**

Name (s) _____ Email _____

Phone Number (home) _____ (cell) _____

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| <p>_____ School Directory Committee</p> <p>_____ Sunshine Math</p> <p>_____ Clinic</p> <p>_____ Front Office Volunteers</p> <p>_____ Gardening Committee</p> <p>_____ Box Top for Education</p> <p>_____ ITI Test Proctors</p> <p>_____ Cultural Arts</p> | <p>_____ School T-Shirt</p> <p>_____ Library</p> <p>_____ Reflections</p> <p>_____ Room Parents</p> <p>_____ Yearbook</p> <p>_____ Thanksgiving Lunch</p> <p>_____ Kindergarten Lunch</p> <p>_____ Visual Arts</p> |
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Family Fun Night

- _____ Planning
- _____ Ticket Sales
- _____ Treasurer
- _____ Publicity
- _____ Food Service
- _____ Volunteer Coordinator
- _____ Set Up / Clean Up

Book Fair

- _____ Planning
- _____ Decorations
- _____ Treasurer
- _____ Family Event
- _____ Publicity
- _____ Volunteer Coordinator
- _____ Teacher Wish Lists

Guided Reading Room

- _____ Newsletter
- _____ Books
- _____ PALS

Rock'n'Roll Read-a-Thon

- _____ Entertainment
- _____ Decorations
- _____ Finance
- _____ T-Shirt
- _____ Prizes
- _____ Hospitality

Hospitality

- _____ General Committee
- _____ Host New Comers Breakfast
- _____ Host August Teacher's Luncheon
- _____ K Parent Boo Hoo Breakfast

WALNUT GROVE PTA COMMITTEES

***School Directory Committee** (3-4 Volunteers)

(May and August to October)

The PTA produces a directory each year of the student body by class. WGES families receive a directory information form in the first day folders. Committee members are needed to assist in data entry, proof reading and distribution of directories with the majority of work in Aug/Sept.

Contact: Megan Horror
595-2332

School T-Shirt Committee (3-4 Volunteers)

(August and September)

Committee members organize the t-shirt process for school. Committee members will collect and organize orders during the two week ordering period. One member will be needed at school each morning during the two week period to collect money and order forms returned to front office. Money must be counted and prepared for deposit for Ms. Koziura in the accounting office. Order forms must be collected and summarized for the school wide t-shirt order. Committee members will assist in the distribution of the shirts to the students.

Contact: Mori Fuller
591-9104

Family Fun Night (60+ Volunteers)

(August and September)

Family Fun Night is an all-school fundraiser held at the beginning of the school year. Tickets are sold for dinner and games. Children participate in cakewalks, face painting, disco and inflatables. A Silent Auction is the highlight of the event which features a themed basket from each classroom. This event requires a large number of volunteers in the following areas: 1) Planning 2) Ticket Sales, 3) Treasurer, 4) Silent Auction, 5) Publicity, 6) Food Service, 7) Volunteer Coordinator and 8) Set Up / Clean Up.

Contact: Lisha Pope
591-4996

***Rock'n'Roll Read-a-Thon** (10-12 Volunteers)

(January to March)

This is the Principal's annual fundraiser which promotes reading while raising money for specific needs of the school as designated by the principal. The Read-a-Thon combines the fun of the 1950's with storytelling, reading and a sock hop in the gym. Students collect pledge money based on reading time and are then eligible for a t-shirt and prize drawings. Many volunteers are needed for the following committees: 1) Entertainment, 2) Decorations, 3) Finance, 4) T-Shirt, 5) Prizes and 6) Hospitality. The entertainment committee will need to be available in the fall book illustrators, authors and/or storytellers to present on the actual day of the event. In January and February, the rest of the committee will meet to plan the event. In March the collections are counted and prizes are distributed.

Contact:

***Book Fair** (30 Volunteers)

(January-Early February)

Book Fair is an annual event which allows parents the opportunity to purchase new books for children and teachers while raising funds for our school library. Guided by a "theme" the library is transformed for a week. Children visit with their classes, participate in contests, and complete a "Wish List" to take home. Teachers visit and complete a "Wish List" as well. Parents and members of the community are welcomed throughout the week. This event requires a large number of volunteers in the following areas: 1) Planning 2) Decorations, 3) Finance, 4) Family Event, 5) Publicity, 6) Hospitality, 7) Volunteer Coordinator and 8) Teacher Wish Lists. All members need to be available the week prior to and the week of the Book Fair.

Chair:

***Cultural Arts** (1 Volunteer)

Fall

Committee finds various groups for two or three performances for the students. This may be wonderful for someone who is involved in the "Arts" and can offer some great ideas.

Contact: Tresha Jung
794-9008

***Visual Art** (10 Volunteers)

(August through May)

Mrs. Taylor needs one volunteer to chair this committee as the Art Coordinator to coordinate the tasks with the parent volunteers. Volunteers will assist with a variety of tasks including: displaying art around school, preparing materials for the art room, assisting in art class, taking pictures of art for the web site and

Contact: Mrs. Taylor
472-4931

preparing for the WGES art show.

Hospitality (15 Volunteers Needed)

(August through May)

Contact: Lisha Pope
591-4996

Committee members can host an event during first part of school year (see hosting opportunities below) and then assist with other hospitality events during year by bringing treats, setting up and cleaning up various events.

*New Comers Breakfast – (2 Volunteers) Host and assistant will shop, set up and clean up for this event held early August to welcome families new to Walnut Grove (families that have moved into school district after K Registration or end of school depending on grade).

*August Teacher's Luncheon – Host and assistant will order catered lunch, set up and clean up for this annual luncheon event during one of the teacher workdays prior to the start of school.

*"Boo-Hoo" Breakfast – Host and assistant will shop, set up and clean up for the breakfast for parents of K students the first full day of school for our new Kindergarten students.

Library (10 Volunteers)

(August through May)

Contact: Elizabeth Barns
Lisa Gleeson (Coordinator)
599-2703

Parent volunteers are needed to help our librarian with re-shelving books and computer work.

Sunshine Math (approx 35 Volunteers)

(September through April)

Contact: Beth Hinton
791-4223

Sunshine Math is an optional program designed to improve thinking and problem-solving skills. One volunteer per grade level will be needed to make copies for the students each week. Also, we need one volunteer per classroom to grade the papers each week. Grading is a great volunteer opportunity for working parents.

Clinic (Approx 25 Volunteers)

(August through May)

Contact: Chairperson needed

Volunteers work in the clinic during our nurse's peak time of day from 11:00am to 1:00pm. The responsibility of the volunteers is to call parents when children are sick, "doctor" a scrape and offer a lot of TLC. When our children do not feel well they need special people to care for them.

Reflections (3 Volunteers)

(November to January)

Contact: Rachel Parham

Reflections is the annual Cultural Arts competition sponsored by the National PTA. Volunteers assist the Chair in organizing and running the Reflection workshop, securing judges and prizes for competition and assist with the student art show.

Room Parents (1-2 per class)

(August through May)

Contact: Jenni Timmerberg
595-8661

Room parents are essential for organizing class functions such as parties and field trips. They are also called upon to assist with vision and hearing screening, school pictures, Rock & Roll Read a Thon, IAI Test Proctoring and other activities. Sign up will be held 9:00 a.m. in the Cafeteria the first Friday school is in session.

Front Office Volunteers (Approx 30 Volunteers)

(August through May)

Contact: Jennifer Cork
790-7433

Dependable part-time office volunteers are needed to assist the school secretary. Duties include greeting guests, answering the phone and directing calls, helping students check in and out, light copying and filing, and providing support to the secretary and principal as needed. Volunteers are needed to staff the front office desk from 8:30 am to 3:30 pm daily. Volunteers are asked to work 2 ½ hour shifts weekly or bi-weekly basis. This is a great way to get to know teachers, staff, parents and students.

***Guided Reading Room** (20+ Volunteers for 3 needs)

Contact: Carol

Johnston
(August through May)

472-4870

- 1) One parent is needed to copy and distribute the monthly newsletter which requires approximately 2 hours per month.
- 2) Two parents are needed to help in the Leveled Reading Room to work one hour per week shelving books, taking inventory, cataloging new books as well as copying, collating and stapling. Once volunteers are trained the days and hours are flexible as volunteers can work on their own.
- 3) Numerous PALs (Parents Assisting Learning) are needed to work with 1 - 3 assigned students who require additional reading assistance each week. PAL volunteers will work with the same children all year and will need to commit to being at the school two days each week for 30 minutes each day. This is an opportunity to make a real difference in the lives of children. Don't worry if you don't know what to do - training and materials will be provided.

Gardening Committee (6 Volunteers)

Contact: Chairperson needed

(August through May)

Walnut Grove's outdoor classroom offers a great opportunity in which all of our nature lovers may participate. This committee has created an exciting long-term plan to upgrade the garden and introduce plants native to Tennessee for the educational benefit of our students. Committee members will periodically help maintain the garden and add flowers and plants. This committee has a great vision for the potential of the Outdoor Classroom and needs a dedicated team of volunteers to see this through.

***Box Tops for Education** (3 Volunteers)

Contact: Joelle Polisky

(August through May)

595-6968

The General Mills "Box Tops for Education" program is a fun and easy way to raise money for WGES. Three volunteers are needed to assist the chair in securing prizes from local vendors.

***Yearbook** (7 Volunteers)

Contact: Patti Castle

(August through May)

790-5399

*General Committee (6) - Parents are needed to help with fall and Spring Picture Days and with administrative tasks related to selling and distributing yearbooks. Limited time commitment.

*Assistant Year Book Editor (1) - Anyone interested in "understudying" the yearbook editors/creators in order to consider future service in this area is highly encouraged to call the committee contact. Being a yearbook editor is a larger time commitment but is quite fun, extremely rewarding and helps you gain useable job skills!

***Thanksgiving Lunch Workers** (12 Volunteers)

Contact: Jennifer Mallard

(November)

472-4870

*Volunteers will assist cafeteria staff during the school wide Thanksgiving celebration by serving in lunch line, cutting pies and assisting children and families. Volunteers should be available from 10:15 to 12:45 on the specific date of the celebration (date to be announced).

***ITI Test Proctors** (35 Volunteers)

Contact: Tricia Hausman

(Spring Test Dates to be announced)

472-4870

Parent proctor volunteers are needed to help with hall and classroom monitoring during TCAP testing. Volunteers would need to serve 2.5 hours each morning of the testing. Volunteers could serve on a day by day basis as schedule allows. All parents that volunteer to proctor will need to attend a training session. The date for the training session will be close to the test dates in the spring.

***Kindergarten Lunch Workers** (10Volunteers)

Contact: Chair Needed

(August)

*Volunteers needed to assist the new kindergarten students the first few days they eat in cafeteria. With these new students, parents can assist the lunchroom workers by helping children with their lunches including teaching to open milk/juice boxes, opening ketchup packages, going through lunch line with payment code, throwing away trash and other things new to assist our youngest students. Workers will serve approximately one hour for about 6 days when K students start full time during lunch period.

