

Pinchbeck Elementary PTA Volunteer Handbook 2011-2012



Building Great Minds!

Volunteering at Pinchbeck Elementary School is an easy and rewarding experience. The PTA offers a variety of opportunities throughout the year for every interest level and time commitment. So, whether you can give an hour a year or an hour a week, Pinchbeck Elementary PTA has a place for you.

Please look through the following pages for PTA Volunteer Opportunities. You will find the following:

- Descriptions of specific volunteer opportunities
- Volunteer Request Form

Simply complete and return the Volunteer Request Form at the end of this handbook. Your request will be forwarded directly to the appropriate committee or the PTA Volunteer Chairman. Prior to volunteering, please read the Henrico County Public Schools Volunteer Guidelines contained in this folder or on the PTA website at www.pinchbeckpta.com.

Thank you so much for joining the Pinchbeck Team!!!

Kirk Eggleston
Principal

Marie Hess
PTA President

Kim Kugelman
Volunteer Chairman

Volunteer Team Positions

- **Pinchbeck Palooza** – This year’s fall festival and 50th birthday celebration, **Pinchbeck Palooza**, will be held on **Saturday, October 22, from 11am-3pm**. In order to offer all the games, music, contests and prizes as in the past, the PTA needs at least **200 volunteers** to help make this year’s event a wonderful success! **Each Pinchbeck family is being asked to help by donating at least 30 minutes of your time.** Thank you in advance - we can’t do it without your help and support!
- **After School Enrichment** - Aid in classrooms when needed. Assist with signing children out at end of class. Enrichment classes are offered one afternoon per week. Sessions are held for six weeks in the fall and spring.
- **Field Day** - Field day takes place in the spring and runs from 8am to 1:30pm. Volunteers are needed throughout the entire day to help set-up, hand out water, supervise game stations, track volunteers distribute popsicles, clean up and other miscellaneous activities.
- **Hospitality** - Provide baked goods and food items for PTA special events. Volunteer for 30 minute slots to serve food at events.
- **Library Helper** - Check books in and out and assists with other related duties in the library.
- **Science Fair** – The Science Fair will be held in the Spring. There will be thirty minute or one hour time slots available all day. Choices include helping set up displays as they arrive in the morning before school, providing assistance to docents as classes are guided through the fair, or helping take down displays and tables at the end of the day.
- **Scholastic Book Fair** - Help with set-up and take down of displays. Assist students with purchases and act as cashier. Sale hours are before and after school. Book Club volunteers may read to children during school hours and assist with the promotion of Book Club activities and events.
- **Book Club** - volunteers assist with the promotion of Book Club activities and events.
- **Teacher Appreciation** – Help secure food items for teacher luncheon and/or assist in classroom with student craft during Teacher Appreciation Week. Assist with various appreciation efforts throughout the year.
- **Homework Helpers** –Assisting with tutoring sessions for students identified by teachers. These sessions will be held after school (2 - 3:15 p.m.) and occasionally during lunch. Materials will be provided by teachers. We are looking for volunteers who will commit to helping just one day a month
- **Memory Book (a/k/a Yearbook)** – This is an opportunity to help with the Memory Book. The group coordinates everything from picture taking and sharing, development of other content (such as Shout-Outs, dedications, and baby pictures), creation of the book itself using on-line tools, and order taking and book distribution. No previous experience is necessary. You can volunteer generally or for a particular task. Specific tasks include: 5th Grade baby pictures and “What I

Want to Be's"; grade level picture captains (need at least one each for K-5 plus Exceptional Ed) (picture captains will ensure that photographers are lined up for grade- and class-specific events and that the photos are uploaded to the web site for use in the book); Chief Photography Captain (will ensure that photographers are lined up for school-wide events, that photographs are taken of school staff, that photographs are taken of school clubs or teams, that candid photographs are taken throughout the year on spirit days, at lunch, on the playground, and at physical education, art, and music); photographers (to be assigned particular events or pictures to shoot); order tracking; Shout Outs; Advertising.

- **Pinchbeck Dads** – Invites fathers or father figures to volunteer at Pinchbeck for one or more half days a year. Watchdog volunteers help in their child's classroom and perform other tasks such as tutoring, monitoring the cafeteria and assisting in loading and unloading the buses.
- **Winter Dance** - Volunteers needed to help plan and decorate for the event as well as clean up afterward. Special talents such as photography and artistic skills will be greatly appreciated!
- **Rays Reaching Out Club** - Volunteers to help with the Rays Reaching Out Club on a Tuesday from 2:00pm-3:15pm. The Rays Reaching Out Club is a service organization made up of 3rd-5th grade Pinchbeck students. The club meets one Tuesday a month from 2:00pm-3:15pm. Help is needed supervising the Rays Reaching Out Club members as they create posters, write morning announcements and complete other service project preparations. Whether you are able to help once a month or once a year all help is appreciated.
- **As Needed** – Volunteers who are willing to be emailed when a short term need arises such as, cafeteria helper, school pictures, parking, etc. Signing up for this just means we will email you to check on your availability.

**Pinchbeck Elementary School PTA
2011-2012 Volunteer Request Form**

Thank you for your willingness to volunteer at Pinchbeck Elementary! Please complete this form indicating your areas of interest. Committee Chairs will contact you with details.

Volunteer Name(s): _____ **Email** _____ **Phone #** _____

Child's Name/Grade/Teacher

1. _____
2. _____
3. _____
4. _____

I would like to help with (please check all that apply):

- Pinchbeck Palooza (reminder: we need 200 volunteers for 30 minutes each)
- After School Enrichment (guide children to classrooms, aid in classrooms)
- Field Day (help with water station and supervise events)
- Hospitality (provide baked goods for programs & special events)
- Library Helper
- Science Fair (guide classes through displays during school day)
- Scholastic Book Fair
- Book Club
- Teacher Appreciation
- Homework Helpers
- Memory Book
- Pinchbeck dads
- Winter Dance
- Rays Reaching Out Club
- As Needed (will help with special projects as they arise)

Please return this form to your child's teacher by **September 16th**. This year ALL parents must complete the *Henrico County Public School Application for Volunteer Service* form in order to volunteer at the school. These forms are available in this packet, online at the PTA website (www.pinchbeckpta.com) or may be requested from your child's teacher or the school office.

Questions? Email Kim Kugelman at kpkugs@yahoo.com or call at 741-6125.