

Franconia Elementary School PTA
VOLUNTEER OPPORTUNITIES 2017-2018

The Franconia Elementary PTA offers a wide range of volunteer opportunities for parents. Volunteers play a very important role in your child's education. Your commitment is essential to the success of our programs and greatly benefits our school. The list of opportunities below includes chairpersons and volunteers. The attached Committee Descriptions provide more detail to help you determine how and when you can contribute. We appreciate as little or as much volunteer time as your schedule permits. Remember, everyone can be a volunteer!

Complete the form below and return to school with your child. You will be contacted by our PTA Volunteer Coordinator for specific opportunities. You can also return this form via email to: Sharon Riley, PTA President at sharon_26_2000@yahoo.com

Please print neatly

Volunteer Name(s): _____

Home Phone Number: _____ Email Address: _____

When are you available? (check all that apply) During School Hours At Home After School Evenings

Child's Name(s): _____

Teacher(s) and Grade(s): _____

List special skills, talents, experiences, or passions that you could contribute to volunteering: _____

Please check the areas where you would like to volunteer:

Yes, I want to volunteer, I can help anywhere, just contact me and I will help if I can

<i>PTA Committee Name</i>	<i>Chairperson</i>	<i>Volunteer</i>
After School Programs	<input type="checkbox"/>	<input type="checkbox"/>
Audit Committee	<input type="checkbox"/>	<input type="checkbox"/>
Art to Remember	<input type="checkbox"/>	<input type="checkbox"/>
Basket Bingo	<input type="checkbox"/>	<input type="checkbox"/>
Box Tops	<input type="checkbox"/>	<input type="checkbox"/>
Book Fairs	<input type="checkbox"/>	<input type="checkbox"/>
Community Raffle	<input type="checkbox"/>	<input type="checkbox"/>
Family Fun Run	<input type="checkbox"/>	<input type="checkbox"/>
Membership	<input type="checkbox"/>	<input type="checkbox"/>
Movie Night	<input type="checkbox"/>	<input type="checkbox"/>
Nominating Committee	<input type="checkbox"/>	<input type="checkbox"/>
Pastries for Parents	<input type="checkbox"/>	<input type="checkbox"/>
Read-a-thon Fundraiser	<input type="checkbox"/>	<input type="checkbox"/>
Reflections	<input type="checkbox"/>	<input type="checkbox"/>
Restaurant Nights	<input type="checkbox"/>	<input type="checkbox"/>
School Supply Sale	<input type="checkbox"/>	<input type="checkbox"/>
Spirit Wear	<input type="checkbox"/>	<input type="checkbox"/>
Staff Appreciation	<input type="checkbox"/>	<input type="checkbox"/>
Volunteer Coordinator	<input type="checkbox"/>	<input type="checkbox"/>

<i>School Specific Volunteers:</i>	
Clinic	<input type="checkbox"/>
Library	<input type="checkbox"/>
Office	<input type="checkbox"/>
School Pictures	<input type="checkbox"/>



FRANCONIA ELEMENTARY SCHOOL

PTA COMMITTEE CHAIRPERSON JOB DESCRIPTIONS 2017-2018

Chair Position	Activity Description	Job Description	Est Time Req'd
After School Programs	After School Programs offered for enrichment programs to Franconia students.	Coordinate class selection, enrollment, instructors, school facilities and class management during the year.	Quarterly 10-12 hours
Audit Committee	Perform annual review of PTA financial books.	Three volunteers are needed to perform the annual review in the summer of the PTA books to ensure accurate bookkeeping.	July, 2-3 hours
Art to Remember Fundraiser	Coordinate the Art to Remember Fundraiser in the spring.	Coordinate fundraising program with the outside vendor and Art Teacher for preparing the student art work used to order personalized merchandise.	Feb - April, 4-6 hours
Basket Bingo	Families gather in the gym to play bingo and wine prize baskets.	Coordinate event to include gathering prize baskets, arranging for sale of food/beverages, determine volunteer requirements.	Begin December, 10-20 hours
Book Fair	Book Fairs are held twice each year in Library	Coordinate book fair with outside vendor and Librarian.	10-20 hours
Box Tops	General Mills Box Tops for Education are collected throughout the year to earn money for school equipment.	Coordinate collection and counting of box tops to submit to General Mills each quarter.	2 hours/quarter
Community Raffle	Community raffle event held in conjunction with Basket Bingo.	Solicit raffle contributions from area businesses, school staff and families. Coordinate raffle drawings during the event.	Begin January, 7-10 hours
Family Fun Run	Family Fun Run is held on Saturday to raise money for an organization that supports children.	Coordinate event logistics.	Oct.- Nov., 4-8 hours
Membership	PTA membership drive coordinator.	Coordinate collection of PTA membership dues and membership information	Fall, 4-8 hours
Movie Night	Free Family Movie Night held in January in the school gym.	Coordinate event, select the movie, obtain movie license, organize food and drink sale.	Dec.- Jan., 2-4 hours
Nominating Committee	Solicit a slate for the PTA Board for the next school year.	Solicit individuals to run for PTA Office elections in the spring. Present the slate of officers to the PTA Board by May.	April, 1-3 hours
Pastries for Parents	Free family breakfast event held at the end of May.	Coordinate event (purchase food and set-up) held in late May in the cafeteria.	May, 2-4 hours
Read-a-thon Fundraiser	The Read-a-thon held in the Fall as the major fundraiser to promote the importance of reading.	Coordinate distribution and collection of the fundraising information to students. Engage volunteers to assist with flyers, prize plan, and tallying results..	Sept.- Nov., 10-20 hours
Reflections	Reflections is a National PTA self-discovery learning program for children to encourage students across the nation to explore their artistic talents.	Coordinate students entering the Reflections competition. Create flyers to solicit entries, recruit judges, forward winners to national PTA, procure awards/prizes.	Sept.- Dec., 4-8 hours
Restaurant Nights	Quarterly restaurant/school spirit nights.	Schedule restaurant nights with local restaurants, including preparation and distribution of event flyers.	Quarterly, 1 - 2 hours
School Supply Sale	Sale of school supply boxes to families.	Coordinate with the outside vendor and teachers to update the list of school supplies. Coordinate distribution of order forms.	Begin January, 5-10 hours.
Spirit Wear	Franconia Elementary logo spirit wear sale.	Coordinate with an outside vendor the design, pricing, ordering and delivery of school spirit wear.	Begin in August, 2-6 hours
Staff Appreciation	Staff appreciation events during the school year.	Organize and plan staff appreciation events throughout the year.	Quarterly 6-8 hours
Volunteer Coordinator	Volunteers for school and PTA events.	Collect volunteer forms, and recruit volunteers for events during the year based on volunteer requirement requests from chairpersons.	Quarterly 6-8 hours

80% of coordination can be done from home - many positions require a commitment of less than 4 hours!

Contact Sharon Riley at sharon_26_2000@yahoo.com for more information.