

# **Parent Volunteer Job Descriptions**



## **Head Room Parent**

- Serves as liaison or contact person for the classroom.
- Builds friendly relations among parents of their class and grade level.
- Works effectively with the classroom teacher(s).
- Promotes the work of the PTA within the school and community.
- Are encouraged to be members of the PTA, but do not have to serve on the executive board.
- Work closely with the Room Parent Coordinator and/or other designated PTA board members.
- Assist in activities as requested by the teachers and promote a positive attitude for all projects.

## **Assistant Room Parent**

- Assists Head Room Parent whenever possible and/or alternates coordinating and heading up activities with Head Room Parent throughout the school year.
- Is available to serve as Head Room Parent, if it becomes necessary.

## **Help When Possible**

- Parents may have other commitments that may prevent them from helping all the time. However, they are very willing to help in whatever capacity they can. Please do not overlook these volunteers. Make all parents feel welcome and valued.

Remember, many hands make the load light. Take full advantage of your parent support. By telephoning your class parents or communicating through e-mail, you can recruit a lot of help!

## Parent Volunteers



As a volunteer:

- Always sign-in at the school office and wear a visitor badge.
- Remember to also sign-in/sign-out in the PTA log book and log the number of hours volunteered whenever helping. There is also a link on our school website to log your hours in online.
- Sign-in/sign-out and log your hours online when volunteering for field trips or off-campus activities – this time counts too.
- All volunteers must complete the online district volunteer application and have TB clearance.
- You directly help out our school, the teachers, and our children!

## Volunteer Recognition Program

The Volunteer Recognition Program is the means by which the PTA may recognize volunteers who have given their valuable time and support throughout the school year. Volunteers can only be recognized if they log their hours in the PTA volunteer log book or online. You may log your volunteer hours each time you help out in the classroom, on campus, attend a committee meeting, or participate in a school field trip. Parent volunteers who have logged 50+ hours by May 1<sup>st</sup> are presented with a certificate and small gift of appreciation. Volunteers are recognized at the school-wide Dance Festival.



## Tips for Success!



Tips and guidelines that will get you started as you begin your Room Parent responsibilities.

- Always include your teacher in your planning process. Discuss the best way for you to communicate with each other (i.e. notes, e-mail).
- Create a class roster with parents' names, phone numbers, and e-mail addresses. The teacher will have this information from Back to School Night. Remember, this information is confidential so be sure to exclude personal information if a parent requests it.
- Meet with your classroom teacher to create a calendar of classroom and school events for the year.
- Take advantage of your parent volunteers and fellow room parents whenever possible. **No need to shoulder all the responsibilities yourself.**
- Send thank you notes to parents who help. Everyone appreciates a note of thanks.
- Work with other Room Parents in your grade level to keep things consistent in all classes. See Room Parent Contacts for phone numbers and e-mails.
- Always sign-in at the school office any time you will be on school grounds during school hours. Also, be sure to sign-in on the PTA log as well or log your hours online. PTA keeps a record for the Volunteer Recognition Program. In addition, by recording and maintaining a log of volunteer hours, we help the PTA keep its non-profit status.
- There are three PTA member-wide association meetings held during the school year – Back to School night (September), Founder's Day (February), and Open House (May). Attend these three PTA association meetings whenever possible. By attending these meetings, you will have a better understanding of what is happening at LVH throughout the year and can actively participate in the decision making process. The PTA executive board meets monthly.
- Keep updated by regularly checking out the La Verne Heights website at [lv.bonita.k12.ca.us](http://lv.bonita.k12.ca.us)
- Call your Room Parent Coordinator, Nikki Andrew, for help and/or answers. (951) 202-2389.



## School Flier Procedures

There will be occasions when you will need to prepare a flier for your classroom or grade level (i.e. carnival, pizza night). Work together with the other room parents in your grade level to ensure consistency and that all fliers go home at the same time.

Use these steps below to create an effective flier:

1. Identify when a flier is necessary. Has the information already been sent out or covered?
2. Cover the 5 W's in your flier:
  - a. Who is organizing the event?
  - b. What is the event?
  - c. When is the event?
  - d. Where is the event?
  - e. Why is the event happening?
  - f. How should donations, if needed, be sent in to school and when they should be received?
3. Establish the following important dates:
  - a. When should all the information for the flier be obtained?
  - b. What day should the flier be drafted and completed?
  - c. What day does the flier need to be given to the teacher for review or editing?
  - d. What day should the flier be approved by the Principal?
  - e. By what day does the flier need to be copied?
  - f. What day should the flier be sent home in order for parents to receive ample notice of event?



### **Remember:**

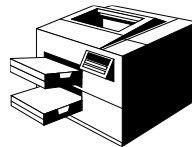
- Fliers must be approved by the Principal **before** they are copied and distributed. Be sure to attach a note with your name, phone number, and classroom so that it may be returned to you or your teacher upon approval.
- Ensure that your teacher has reviewed the flier and has plenty of time to include in homework folders.
- Give parents plenty of notice to prepare for and attend your event. A two week notice is preferable.
- Consider using bright paper to help get your flier noticed.
- Be sure to thank sponsors only on fliers. Businesses may be thanked, not endorsed.

## Copying Procedures

There are two different machines for copying with different uses. Both the copiers are now located in the work room next to the office. The copier is used for making **25 copies or less**. The Risograph, used for making **25 copies or more**. You must obtain a teacher ID number from your teacher to be able to operate either machine. The office cannot provide any numbers for you. Teachers are allotted a specific number of copies every month. When a teacher reaches their monthly limit on copies, there are no more copies available to them until the next month. Teachers are given 25 masters a month on the Risograph. Therefore, make sure you have your teacher's permission to make copies, being careful to conserve when you can. Before copying, ensure that your flier will be distributed on time. It is a waste of paper and copies to send home a flier for a past event because of poor planning.

Parent volunteers are asked not to make copies in the work room during teacher's lunch times and during recess breaks. Please be respectful of their time out of the classroom, and allow them to use the copier. Avoid bringing young children and students into the work room. This room is designated for staff and volunteers only. The staff appreciates your cooperation.

### Copying and the machines:



Office copier:

- A teacher ID number must be input for the copier to work. (i.e. 1234)
- Press "ID" and enter your teacher's ID number.
- If you are unsure how a machine works, please ask the school's secretary for assistance.

Riso copier:

- Enter your teacher's "S" code on the keypad. Press "S," enter 6 digit number and press "S."
- Load desired paper on left hand side of machine.
- Adjust paper weight lever to correct position (light, standard or heavy).
- Press "master."
- Select desired number of copies and press "print."
- Press "clear" before starting a new master and repeat.
- Press "D" on the keypad to quit or exit.

For double-sided copies on the Riso:

- Prepare master and copies as stated above.
- Place copies face down going the opposite direction as the master.
- Press "print."
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## Yearbook Pictures

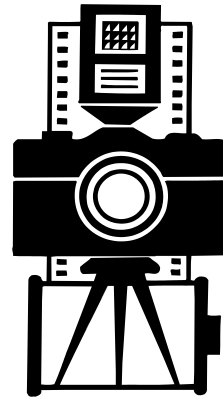
The Yearbook Committee encourages all volunteers to take a variety of pictures at any class events or at any time your teacher permits. The pictures you provide are very much needed for the yearbook.

Pictures may be submitted in the following manner:

- Send pictures taken by personal digital camera to Missy Fenner, Yearbook Chair. Her e-mail address is: [mffenner@verizon.net](mailto:mffenner@verizon.net). Indicate on the e-mail "Re" line "LVH yearbook photos."
- If you are using a disposable camera or 35mm, gently write the name of the event including teacher, grade and classroom on the back of the photograph once they are developed. Any photos submitted cannot be returned and will be considered a donation from parents.
- You may also submit pictures on a CD. Place the CD in an envelope marked "Pictures for Yearbook from Class \_\_\_\_" and place in the PTA box in the front office. Send an e-mail to the Yearbook Chair advising that you placed a CD in the PTA box.

The first deadline due for yearbook pictures is in January . The second and final deadline for yearbook pictures is in March, but send them in ASAP, please.

**Love to see you smile!**



# **Fundraising**

## **Walkathon**

This fundraising event just gets better and better! In the spring, the school will host its 19<sup>th</sup> annual walk-a-thon in which teachers, parents, students, and the community participate. Many parent volunteers are needed to make this event a huge success. Students have opportunities to earn and win great prizes, receive a walk-a-thon t-shirt, and challenge themselves. Proceeds from this event primarily go to the Accelerated Reader, Accelerated Math, and Meet the Masters programs. Let's see if we can top last year's walk-a-thon gross income of \$46,000!

## **Fall Fundraiser**

Casino Night – a Parent's Night Out! You will receive a full dinner and dessert, \$\$ to gamble and drinks for purchase. Please ask your classroom for donations for our silent auction. This event takes place at Hillcrest on September 29<sup>th</sup> @ 6pm. Any questions please contact Amy Salessi @ [amysalessi@gmail.com](mailto:amysalessi@gmail.com)

## **Raising Funds without selling**

Did you know you can help earn money for our school just by doing the things you are already doing everyday? You won't have to buy anything extra or out of the ordinary in order for the school to supplement its funding efforts. All you have to do is continue what you already do – shop! The LVH PTA will be focusing our efforts towards the programs listed below.

## **Amazon Smiles**

We encourage everyone that shops on [www.amazon.com](http://www.amazon.com) to sign up for Amazon Smiles. This program will donate .5% directly to our students. These funds will go towards our library and classroom materials. It's so easy! Just go to [amazon.com](http://amazon.com) and type in Amazon Smiles to sign up. Make sure to select La Verne Heights as the school you would like to donate to before every purchase and then checkout as normal!

## **Box Tops for Education**

Clip the box top for education coupon, as pictured, on any participating product, (i.e. General Mills, Kimberly Clark, Juicy Juice, Avery, Hefty, Ziploc, Kleenex, Betty Crocker, Pillsbury) among others. Just cut on the dotted line and turn them in to the school with your child. Box Tops will donate up to \$60,000 a year to a school! But only if we keep sending in our Box Tops for Education! To see how La Verne Heights is doing, log on to [www.bt4e.com](http://www.bt4e.com). You can also enter to win bonus box tops for our school.









## **KEY EVENTS**



The following are key events to note on your calendar and inform your class about as they arise.

### **PTA Membership Drive**

The Parent Teacher Association (PTA) is a registered non-profit organization that prides itself on being a powerful voice for children, a relevant resource for parents, and a strong advocate for public education. Membership in the PTA is open, and encouraged, to anyone who is concerned with the education, health, and welfare of our children. Parents, grandparents, aunts and uncles, all are invited to join. The PTA does so many good things for La Verne Heights because of this long-standing program. For instance, by simply becoming a member of the PTA, at a nominal \$7.50 per school year, the PTA is able to operate at our school. The PTA pays for LVH's assemblies and transportation to field trips for all grade levels. They host key events throughout the school year such as the fall carnival, the annual walk-a-thon, the book fairs, sports night, muffins with mom, donuts with dad, talent show annual dance festival, etc. The PTA organizes programs like box tops for education, Amazon Smiles, and much more! With excellent participation, you help keep the PTA program going and thriving. PTA Membership Drive runs from the beginning of the school year until September 25th. Please encourage everyone to join. Our goal is 4 memberships per family.

### **KidsCan!**

In 1998, KidsCan For Technology was initiated at La Verne Heights by Ms. Frankel. She recognized that students could help the school and the environment by saving their plastic bottles and aluminum cans and assisted the student council in starting a recycling program right here on campus. On or about the last Thursday of every month (excluding December), students bring in their CRV (California Redemption Value) bottles and cans (no glass), printer cartridges and old cell phones. Students receive a sweet treat and tickets for a raffle prize. This averages to be approximately \$200-\$300 a month that goes to the student council fund. Student council puts this money to good use by purchasing things like binder reminders for the entire school. KidsCan dates are always listed on the yellow school calendar/school cafeteria menu. On or about January, Student council hosts its very popular "Toss Your Cans!" event. Each class is invited out to the dodge ball court to toss their cans, literally. Students who bring in a specified number or more of cans and plastic bottles are invited to a KidsCan lunch or breakfast.

### **Character Counts Week**

Character Counts week will take place will take place October 19-23, 2018. We will be focusing on the 6 character traits; Caring, Fairness, Respect, Responsibility, Trustworthiness, and Citizenship. Watch out for more details about the week. We encourage all children to participate in celebrating Character Counts week!

## **Carnival**

Carnival is scheduled for Friday, November 6th. This is one of LVH's biggest nights and is only possible with parent support and participation. Turn to page 13 for further details.

## **Pizza Nights**

Pizza Nights are a fun way for each grade level to raise money for their classrooms. Dates for this year's pizza nights are:

5<sup>th</sup> grade: February 22nd  
4<sup>th</sup> grade: September 14th  
3<sup>rd</sup> grade: January 25th  
2<sup>nd</sup> grade: December 7th  
1<sup>st</sup> grade: October 19th  
Kindergarten: March 22nd

Pizza nights will be held in the school cafeteria. Ask your parents to donate prizes, books, gift cert., games. Raffle tickets and meal tickets are sold in advance, typically about 3-4 weeks ahead of time. If you need any help or have any questions regarding pizza night, please contact Nikki Andrew. Please see attached flier and food ticket examples.

## **Talent Show**



LVH PTA will host a Talent Show on Friday, March 9th. Auditions will begin in January shortly after winter break. Students will perform various acts on stage right here in the school auditorium. All are accepted ranging from comedy to singing to whatever talent a student has to offer (pending approval on content).

## **Founder's Day**

Each year in February, PTA honors the three founders who founded PTA on February 17, 1897, as well as past and present PTA leaders. Through special programs and events, PTA also attempts to increase the awareness of its members and the community by highlighting achievements, activities, projects and goals.

## **Teacher Appreciation Week**

Teachers rightly deserve appreciation and every May we are given a week of opportunities to express such appreciation, along with the students, in a special way. (i.e. each student brings in a flower from their garden, each student writes and decorates a note, parents prepare a special lunch for teacher, etc.) A teacher questionnaire is provided in this folder for your teacher to fill out and return to you. Please don't overlook this opportunity to give it to your teacher and learn all about their favorite things..

### **Muffins with Mom/Donuts with Dad**

This special event is a time for Moms and Dads to hang out and enjoy breakfast with their children in the school setting. It provides an opportunity, especially for working Moms and Dads, to relax and socialize with other parents and students before starting their day. Muffins with Mom will be held May 11th and Donuts with Dad will be held Jan 26th. RSVP is requested, but not mandatory, to ensure there is plenty of coffee and pastry on hand. What a fine example of hospitality the PTA provides for its families.

### **Dance Festival**

LVH will host its 8<sup>th</sup> Annual Dance Festival, on June 1st in which the entire student body, Kindergarten through 5<sup>th</sup> grade, participate. Each grade level will perform a specific cultural dance in front of their fellow school mates and family. This is a fun-filled event thoroughly enjoyed by the faculty, students, and their families.



## **Enrichment Programs**

### **Art Expo**



The Art Expo is a Bonita PTA council-wide “contest” for students to have fun and show off their artistic abilities with original entries in the following categories: Drawing, Painting, Collage, Photograph, Writing, Dance, Film Production and Music Composition. Kim DeLazzaro @ [Kim@filmtoons.com](mailto:Kim@filmtoons.com)

### **Assemblies, Meet the Masters & Field Trips**

LVH PTA is proud to sponsor and fund Assemblies, Meet the Masters Art program, and the transportation to all field trips. We believe these programs and field trips are an integral part of a well-rounded academic experience for our children.

## **Reading Programs**

### **Family Reading Nights**

Held on Wednesday evenings from 6:00-7:30 p.m. in the school’s library, Family Reading Nights give students and parents an opportunity to find books, read them together, and allows a student to take AR (Accelerated Reader) tests. What a great way for parents to participate in their student’s education as well as help their child accrue needed AR points.

### **Book Fairs**



Book fairs are presented by Scholastic Books and run by the LVH PTA and parent volunteers. Up to four book fairs may be held this school year. December’s Scholastic book fair is a BOGO (buy one, get one free). This is a great money-saving deal and an excellent opportunity to donate a book to your child’s classroom.



## **CARNIVAL**

The first major event of the school year is the annual Carnival sponsored by the PTA and open to the La Verne community. This event is held on school grounds and features carnival games with prizes, a cake walk, music, food, etc. Get ready to enjoy Carnival on Friday, October 27th.

**Kindergarten** is in charge of getting plenty of cakes for the carnival cake walk. They do not run a game booth.

The **5<sup>th</sup> grade** class traditionally provides food and helps run that as their fundraiser.

As room parent, you are responsible for 2 things:

### 1· Booth staffing:

- Recruiting parent volunteers to run the activity booth for your class throughout the evening, including set-up and clean-up.
- Follow-up with all parent volunteers a few days prior to the carnival to confirm scheduling.
- Shifts are 1 hour starting at 5 pm and conclude at 9 pm. Depending on your booth, it may require 1 to 2 parent volunteers per shift.
- The Carnival Committee will inform you of your class' assigned booth approximately one month prior to the carnival.
- Any questions regarding Carnival feel free to contact Sarah Jimenez, Michelle Tibbets or Adria Scott.

### 2· Booth decorating:

- Your teacher will be supplied with materials by the Carnival Committee 3-4 weeks prior to the carnival.
- Work with your teacher to have students create art work for your booth that reflects this year's theme. You have creative license, just stick to the theme.
- Deliver your decorated back drop to the auditorium by 10:00 a.m. on Tuesday, November 3<sup>rd</sup>.

## **Silent Auction**

We are asking anyone who would like to, to please donate items or services to be auctioned off at the carnival.

A flier will be going home in October that will explain this year's auction in more detail.

## **DANCE FESTIVAL**

The last major event of the school year is the annual Dance Festival sponsored by LVH and supported by the PTA. This event is held on the school grounds on the first Friday in June and features the entire student body. Each grade level, Kindergarten through 5<sup>th</sup> grade, performs a special dance in costume from a different culture.

**Kindergarten-** Mexican

**1<sup>st</sup> Grade-** Hawaiian

**2<sup>nd</sup> Grade-** Scottish

**3<sup>rd</sup> Grade-**American- Rock n' Roll

**4<sup>th</sup> Grade-**American- Square Dance

**5<sup>th</sup> Grade-** American- Country Line Dance

As head room parent, you are responsible for overseeing and coordinating:

- Parent helpers for your classroom the morning of the Dance Festival to assist students with donning their dance apparel.
- A minimum of 2 parents per class are needed. Kindergarten and 1<sup>st</sup> grade require a minimum of 3 parent helpers per classroom.
- Head room parent provides the list of their parent helpers. Please include the parent's name, cell phone number and e-mail address.
- All dance apparel is placed back exactly into it's original container immediately following the festival. No dance apparel should leave the school, even if the parent is offering to wash and return an item.
- Fill out damage report, if necessary. For example, if a button comes off. Attach the button and garment along with the damage report in a bag and give it to your teacher.

Additional support you may assist with:

- Ask for parent volunteers to help set up. Set up begins at 7:00 a.m.
- Dance Festival Committee will always need help with the set up for the following:
  - Directing balloon set up
  - Hanging the banner
  - Setting up orange cones/stanchions
  - Passing out programs
  - Taking DVD orders
  - Assisting at the bake sale table.

## **ART EXPO**

The Art Expo is a Bonita PTA Council-wide “contest” for students to have fun and show off their artistic abilities with original entries. All entries will be judged in the following “grade groupings” TK-1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup>, 6<sup>th</sup>-8<sup>th</sup>, 9<sup>th</sup> & 10<sup>th</sup>, and 11<sup>th</sup> & 12<sup>th</sup>. Entries should be displayed in some manner at each of the schools. The top two entries in each category and grade group will be forwarded for Council-Wide judging and will be displayed at the Bonita PTA Art Expo in Feb or March of 2015 (exact date and location TBA). Every child who participates will be invited to the ice cream social and awards ceremony even if their work is not forwarded to council.

It is a great way for students to explore and learn about various art forms. Creating art is a valuable learning process that challenges students to use their critical thinking skills as well as their creative talents to create art that supports a specific theme.

Students may submit an entry in any or all of the six arts areas listed below. Only original works of art are accepted. Another student may appear in the submitted item, with permission of that student’s parent/guardian, but only one student will be recognized for the submission.

The categories are as follows:

- ◆ Drawing
- ◆ Painting
- ◆ Collage
- ◆ Photography
- ◆ Writing
- ◆ Dance
- ◆ Digital Design
- ◆ Film Productions
- ◆ Music Composition



A complete list of rules will be sent home next week with the entry form and can also be picked up in the school office.

All entries must have a completed submission entry form.

Contact Toni Mulder with any questions ([loac46@aol.com](mailto:loac46@aol.com))

## **TEACHER APPRECIATION WEEK**



In celebration of Teacher Appreciation Week in May, it is customary to honor our teachers by asking parents to treat their teachers to a week of well-deserved appreciation.

In the past, it is customary to treat the teachers to something fun every day during the week. More information regarding ideas to make this week special for our teachers will be sent out in the beginning of the year. Please see attached flier.

**We really do appreciate our teachers, so let's take this opportunity to show them!**





## **ABOUT THE PTA**

The Parents Teachers Association (PTA) is a registered non-profit organization that prides itself on being a powerful voice for children, a relevant resource for parents, and a strong advocate for public education. The PTA was founded by volunteers in 1897 and remains today a strong non-partisan and non-commercial voice for children and families.

The executive board is made up of 13 key positions. A brief description of each position:

- ◆ President – One of three required officers for a PTA. Leads PTA toward specific goals set by its members. Presiding officer and represents the association.
- ◆ Executive Vice President – Assists president and acts as president when president is absent. Works closely with president to meet goals set by its members.
- ◆ 1<sup>st</sup> V.P. Ways & Means – Develops and executes all fundraising programs to provide adequate resources for PTA initiatives.
- ◆ 2<sup>nd</sup> V.P. Programs – Develops calendar of educational programs (assemblies) featured throughout school year. Works closely with principal, teachers, and parents to ensure educational goals are achieved in a creative and fun way.
- ◆ 3<sup>rd</sup> V.P. Hospitality – The official PTA host, ensures a friendly, comfortable atmosphere at PTA association meetings and PTA events. Organizes teacher/staff appreciation functions.
- ◆ 4<sup>th</sup> V.P. Room Parent Coordinator – Works with room parents from each grade level/class to meet teacher/student needs.
- ◆ 5<sup>th</sup> V.P. Membership – Promotes and maintains active list of PTA members. Develops and executes school-wide membership drive at beginning of school year.
- ◆ Secretary – One of three required officers for a PTA. Tracks and records PTA activities as they are presented at all PTA meetings. Presents, reads, makes, and keeps copies of all meeting minutes.
- ◆ Treasurer – One of three required officers for a PTA. Authorized custodian of all funds of LVH PTA. Maintains financial records of all PTA receipts and expenditures. Works with PTA board to prepare budget and reports monthly transactions.
- ◆ Financial Secretary – Works hand-in-hand with the treasurer. Maintains the Financial Secretary's Procedure Book. Prepares a monthly financial report.
- ◆ Auditor – Conducts semi-annual formal examination of financial books and records of PTA financial offices.
- ◆ Parliamentarian – Keeper of rules and bylaws under which LVH PTA operates. Acts as advisor for all PTA meetings, bylaws and procedures.
- ◆ Historian – Assembles and preserves the record of activities and achievements of the PTA in history book, including all PTA communication and record of members' volunteer hours.

