



2009-2010 VOLUNTEER OPPORTUNITIES

The following is a partial listing of volunteer opportunities at Adams Elementary School. If you would like to volunteer for any of these, please:

- Complete and return the Volunteer Interest Form (included with this packet)
- Contact the person listed next to the job description, and/or
- Contact PTA Volunteer Coordinator **Jeni Gaisser (206-784-3427 or jmtwgaiss@msn.com)**

COMMUNICATIONS

1A. Adams Newsletter editor (weekly):

Coordinate & publish weekly submissions (minimal layout) for the Adams Flyer, a weekly bulletin that informs families about upcoming calendar events. **Commitment:** 2-3 hours per week. **Contact:** **Rachel Hart Rios - rachelhartrios@comcast.net**

1B. Adams Newsletter team (monthly):

Help create and submit monthly features or columns to the monthly Adams Flyer, our in-depth newsletter featuring school-interest articles. **Commitment:** 4-6 hours per month.

Contact: **Robin Rosengrant - robinr66@msn.com** or **Rachel Hart Rios - rachelhartrios@comcast.net**

2. Website Team:

Help maintain the content and features on the school and PTA web sites. **Commitment:** ongoing

Contact: **DJ Septon – dsepton@septon.net**

3. Photography:

If you like taking pictures this is a great way to contribute your time to the school. Document school activities and events and submit photos to the newsletter and web site. Help collect and maintain student photo release forms. **Commitment:** 2 hours a month, day & evening events.

Contact: **Jen.engelke@septon.net**

4. Marketing:

Help promote Adams within the larger community by securing locations to hang artwork, articles/press releases to newspaper, etc. **Commitment:** 4 hours a month.

Contact: **Rachel Hart Rios – rachelhartrios@comcast.net**

5. Technology Support Team:

Support planning, usage and upkeep of the technology infrastructure. **Commitment:** 4 hours per month

Contact: **DJ Septon – dsepton@septon.net**

6. Legislative Liaison:

This is the heart of PTA student advocacy work. Keep the PTA membership informed about relevant political events, issues and ballot initiatives and organize parents as necessary. Training provided by the Seattle PTA for liaison position. **Commitment:** 4 hours a month.

Contact: **Ingrid McDonald - ingridmcd@yahoo.com**

7A. Readerboard Messages:

A fun outlet for wordsmiths: keep our readerboard messages witty and up to date. Coordinate announcement schedule and birthday messages. **Commitment:** 1-2 hours per week.

Contact: **Rachel Hart Rios - rachelhartrios@comcast.net**

COMMUNICATIONS

7B. Bulletin Boards:

Be creative! Help maintain PTA information boards around the school. **Commitment:** 1-2 hours per month.

Contact: **Jen Engelke – jen.engelke@septon.net**

COMMUNITY BUILDING

8. International Potluck:

This is a fun, food-filled event that celebrates our diverse international community. Help coordinate, set up or clean up for this popular family event held in November.

Commitment: 4 hours. **Contact:** Alison Krupnick - akrupnick@msn.com or Jennifer Ott - jenandbradott@earthlink.net

8A. Social Events:

Movie nights! Ice Cream Socials! We need a Coordinator to help organize and execute fun family nights.

Commitment: 2-3 hours per month. **Contact:** Jen Engelke – jen.engelke@septon.net

9. Carnival:

Our school carnival is held in early June. This is a great school and community event. Coordinator(s) needed to organize the event and parents needed the night of the event to supervise activities.

Commitment: 5-7 hours per year. **Contact:** Jen Engelke – jen.engelke@septon.net

10. Kindergarten Tours:

Help conduct school tours for prospective new families. Provide baked goods for tours. Work with the office staff to help compile our enrollment packets. **Commitment:** 2 hours per month, Jan/Feb. **Contact:** Wendy

Barrington - wendybar@u.washington.edu

11. New Family Welcome team:

Help connect new Adams families. Send letters and welcome packets, coordinate kindergarten playdates/potluck, connect with grade reps. **Commitment:** 2-4 hours per month, spring to early September.

As needed the rest of year. **Contact:** Wendy Barrington - wendybar@u.washington.edu

FUNDRAISING

12. Grants committee:

Non-profit organizations, corporations, and government agencies offer hundreds of grants for elementary schools. Grants can support academic and extra-curricular activities, providing a crucial means of support for the "extras." Help research grants and apply when applicable.

Commitment: Ongoing **Contact:** Jody Rosentswieg - j_rosentswieg@yahoo.com

13. Auction:

The Auction is our highest grossing fund-raiser of the year and a very fun evening for everyone! Help procure certificates for goods and services from local businesses, help plan the event, prepare items for display, decorate, cashier etc. **Commitment:** variable

Contacts: Sarah Brands – msf@blarg.net or Dipti Cox - dipti55@comcast.net or Daria Penta - daria@glamscience.com

14. Book Fair:

Spend a few hours selling Scholastic books in the library. Volunteers are also needed to help set up and break down book display. **Commitment:** 1-3 hours in November.

Contacts: Stephanie Hanson - barnswallow@drizzle.com

15. Parents Rock:

Do you have musical talent? Each year some of our very own parents from local bands get up on stage and rock out. All proceeds directly benefit Adams programs. **Commitment:** 2-3 hours in mid-winter

Contact: Penny Webb - dnpwebb@mindspring.com

16. Bake Sales:

Bake goodies for the PTA to sell at various events during the year. Cashiers also needed at music concerts, Carnival and other events. **Commitment:** 1-3 hours per year.

Contact: Jen Engelke – jen.engelke@septon.net

17. Scrip:

Scrip is fundraising while you shop! Just purchase merchant gift cards from the Eagle's Nest & use them for purchases you were going to make anyway. Our school earns 2-15% or more per gift card. Scrip cards are available for groceries, clothing, dining out, movie rentals, home improvement, and more. Help with sales and promotion of this very successful fundraising tool. **Commitment:** variable **Contact:** Linda Salvesen – ljsalvesen@comcast.net or Kristina Hardy - kristinamhardy@yahoo.com

18. E-scrip:

Help promote the on-line partner to our scrip program. This national program allows family members across the country to help raise money for Adams! **Commitment:** 1-2 hours per month.

Contact: **Carolyn Stalter - wolfster1@hotmail.com**

19. Box Tops for Education:

We have a drop-off drawer in the front office for General Mills Box Tops. We collect the Box Tops and send them to General Mills. They return a percentage in cash to the school. You may help by collecting and publicizing this program to bring in more FREE cash. **Commitment:** 1 hour per month. **Contact:** **Sharon Barry - sbarrysmail@yahoo.com**

20. Campbell's Labels for Education:

We have a drop-off drawer in the front office for Campbell's Labels. Help collect labels and publicize this program to help receive FREE merchandise for our school. **Commitment:** 1 hour per month.

Contact: **Jill Hansen- jhansen199@msn.com**

21. Ballard Market Receipts:

We have a drop-off drawer in the front office for Ballard Market receipts. Help collect, return and publicize this program. The store donates 1% back to our school. More FREE money!

Commitment: 1 hour per month. **Contact:** **Mari Mitchell-Putnam - maricmp@comcast.net**

22. Cartridges-for-Kids:

C-F-K is a recycling program that pays schools and non-profit organizations CASH for empty laser & inkjet cartridges, used cell phones, laptops, PDAs, GPS systems & iPods. Help collect, return and publicize this program. **Commitment:** 1 hour per month. **Contact:** **Sharon Barry – sbarrysmail@yahoo.com.**

SCHOOL SUPPORT

23. Staff Appreciation:

This committee helps to honor the staff members by presenting small tokens of appreciation. These include baked goodies, pizza parties and staff appreciation week.

Commitment: 4-10 hours per year. **Contact:** **Jen Engelke – jen.engelke@septon.net**

24. Reading/Library:

Assist our librarian with sorting/shelving books, or with special projects throughout the year. A great way to get to know our wonderful librarian! **Commitment:** 1-2 hours per week or as scheduled.

Contact: **Adams librarian Marlene Friend - mfriend@seattleschools.org**

25. Lunchtime helper:

Help assist with all of the little things that come up during lunch. You may help answer questions, open containers, and release children from the lunchroom when they are finished. Dr. Johnson will work out a schedule with those that sign up.

Contact: **Dr. Johnson - ajohnson@seattleschools.org**

26. Assemblies:

Help organize and schedule school wide assemblies. Past events have included the Reptile Man, Early Music Guild, Brain Quest and the Herpetological Society. **Commitment:** 4-8 hours per year.

Contact: **Jen Engelke – jen.engelke@septon.net**

27. Gardening:

Volunteers are needed to help maintain the school courtyard and other areas around the school. **Commitment:** 2-3 hours per month. **Contact:** **Carolyn Stalter - wolfster1@hotmail.com or Jen Burke - jenandjerry@blarg.net**

28. Presidential Fitness Testing:

Help our gym teacher Mr. Warford time and record results for the fitness test. Spend an hour or a half day. Twice per year, late fall and spring. **Commitment:** 1-10 hours per year.

Contact: **Mr. Warford – rwarford@seattleschools.org**

29. Turkey Trot:

Work with Mr. Warford to coordinate this fun event. Volunteers are needed to guide kids on the course and serve cookies and juice afterwards. **Commitment:** 1-2 hours, third week in November.

Contact: **Mr. Warford – rwarford@seattleschools.org**

30. Picture Day:

Come help prepare the kids for their photos. Escort classes to the photographer, help comb hair and keep things running smoothly. Helpers receive a free photo packet. **Commitment:** 2-4 hours, second week in October. **Contact:** **Debbie McKagan** – dmckagan@seattleschools.org

31. F.U.N.:

Assist our **Finding Urban Nature** program. Work with fourth graders on Audubon Society outdoor curriculum. This does not need to be a fourth grade parent; any nature/science loving person is welcome. **Commitment:** 12-16 hours per year (4 fall sessions & 4 spring sessions, 2-3 hours each). **Contact:** **Ms. Bergstrom** – ajbergstrom@seattleschools.org or **Ms. Woodside** - ilwoodside@seattleschools.org

32. Field Day:

This is a one-day, outdoor activity event held during school hours (early to mid-June). Organizing the event includes making event badges, preparing sticker packets, recruiting volunteers and ordering popsicles. **Commitment:** 2 hours mid-June. **Contact:** **Mr. Warford** – rwarford@seattleschools.org - or **Shawn Burkland** – ssburkland@seattleschools.org

33. Staff Volunteer Assistance:

Help coordinate and advertise volunteer needs for all-school staff (particularly our librarian, music teacher, gym teacher and nurse). Work with PTA Volunteer Coordinator. **Commitment:** ongoing. **Contact:** **Jeni Gaisser** – jmtwgaiss@msn.com

STUDENT ACTIVITIES

34. After School Activities Program (ASAP):

Activities are being finalized for this year and will start in mid-to-late October. Do you have a special talent you would like to share with our students? Current programs under consideration: Sports, Chinese, Spanish, chess and homework help. We would love to hear from you if you have any ideas. Volunteer helpers are always needed. **Commitment:** 1 hour per week.

Contact: **Tammy Hase** - mthase@aol.com

35. Spirit Days:

Crazy hair day, backwards day...Help create school spirit! Make posters and submit information to the newsletter editor to promote our school pride.

Commitment: 1 hour per month. **Contact:** **Julie Smart** - jsmart@fhcrc.org

36. Adams T-shirts:

Help order and sell Adams T-shirts and other school gear at school events.

Commitment: 1 hour per month **Contact:** **Jen Engelke** – jen.engelke@septon.net

37. Reflections Art Competition: 2009 Theme “Beauty is..”

Reflections is a national PTA-sponsored arts competition. Assist students at lunchtime or after school with their Reflections projects. Students can enter art, photography, literature, dance and music.

Commitment: 2-3 hours, Oct-Nov. **Contact:** **Dominic Gomez** - dgomezart@yahoo.com

38. 5th Grade Activities:

The big events for the 5th graders: 1) Camp - 5th graders spend two nights at Islandwood; 2) Skating party - all day event at Lynnwood Roll-A-Way; 3) Yearbook - organize and make copies for 5th graders; 4) Graduation - coordinate event for students and their families.

Commitment: 2-10 hours per year. **Contact:** **Joanna Hayes** - joanna_hayes@comcast.net

39. Penny Harvest:

Assist with our fall student penny collection, which raises money for community organizations chosen by a student leadership team. **Commitment:** ongoing. **Contact:** **Bobbi Windus** – bobbi@windus.org

40. Student Council:

Help support Adams school-wide student council. Need volunteers to coordinate elections, monthly meetings and council activities. **Commitment:** ongoing **Contact:** **Alison Krupnick**, 784-7986, akrupnick@msn.com

SAFETY

41. Emergency kits:

Each class has an emergency duffel bag filled with supplies that the teachers can use in the event of an emergency. Help coordinate the purchase and restocking of these bags each year.

Commitment: 2-4 hours per year. **Contact:** **Cyndi Worthington** - clworthington@seattleschools.org

42. Playground helpers:

Help supervise children on the playground during recess. This position requires special training regarding mediation, first aid and discipline. Dr. Johnson will work out a volunteer schedule.

Commitment: variable. **Contact:** Dr. Johnson – ajohnson@seattleschools.org

43. Safety Patrol:

Help supervise crossing guards in the morning and afternoon to make sure children get to and from school safely. **Commitment:** 15 minutes before and after school.

Contact: Cathy Alward - cmalward@seattleschools.org

MORE OPPORTUNITIES

44. Classroom volunteers:

This is a very rewarding and important job in our school. Our very talented and experienced teachers need your help to read with students, photocopy, and assist children on the computers, and other jobs that vary according to teacher preference. This is not a PTA sponsored activity and is completely up to the discretion of each teacher. **Contact:** your teacher

45. "In-a-pinch" pool:

Can you be contacted without much notice to help with a detail for a project or event? Occasionally, we need volunteers to help with unexpected or last minute items. Show your willingness to be a part of this pool on the VOLUNTEER INTEREST FORM or **Contact:** Jeni Gaisser – jmtwgaiss@msn.com

45. PTA Board:

Think about serving on our PTA board. Nominations take place at our general meeting in April. In addition to the Executive Positions there are large and small jobs waiting for you.

Contact: Jen Engelke – jen.engelke@septon.net