

Winfield School District 34 PTO

Volunteer Handbook

2008 - 2009

Welcome to the Winfield School District 34 PTO! We look forward to getting to know you and your child(ren) and welcome the opportunity to answer any questions you may have about our school community. Inside this booklet, you will find descriptions of the many ways families can get involved. In the first section, you will find opportunities within the school and extracurricular activities. Our involvement helps things run smoother or enriches experiences for our children beyond what the staff could provide if they had to do it all.

The second section involves our fundraising projects that need your help. Through past parent participation we were able to successfully raise enough money to purchase items which enhance our school including new curtains for the stage, new bleachers for the Central School Gym, physical fitness equipment, a new scoreboard and grant the wishes of many of our teachers through our philanthropy program.

The third section covers activities that are service oriented or support the PTO in accomplishing our goals. These include activities like Family Nights and Back to School Fair, teacher appreciation luncheon and helping out with publicity and newsletters and so on.

Please take a moment to review the volunteer opportunities outlined in this booklet. Complete the worksheet at the end, record the items you have chosen on your new school calendar and return the worksheet in the large white envelope provided by Tuesday August 26th. Alternatively, you can go to our volunteer web-site at <http://winfield34.ptomanager.com> to sign-up as a volunteer and register your interests or update your interests if you registered last year. Even if you can't commit to a specific activity now, consider returning the volunteer worksheet with your contact information, including email address, so we can "keep you in the loop" about what is going on with your Parent-Teacher Organization.

If you have questions about the information in this booklet, contact Patty Peletis, PTO Volunteer Coordinator, at 630-752-1813 or email at dp5peletis86@comcast.net.

**Please return your Volunteer Worksheet by Tuesday, August 26, 2008
or resister online at <http://winfield34.ptomanager.com>.**

Classroom and School Support Opportunities

The following volunteer opportunities provide many ways we can each support our teachers and our school. Look for additional activities specific to your child's classroom (i.e. reading and math help, field trip chaperones, etc.) at our Curriculum Nights (September 11 for Pre-K through 5th grade, September 18 for 6 through 8th grade).

Room Parents and Room Parent Helpers (Pre-K thru 5th grade)

One or two parents per classroom are needed to organize three classroom holiday parties and the end-of-the-year class picnic and help with special events during the year. Additionally, parents are needed to assist Room Parents. A Room Parents/Helpers orientation meeting will be held on Thursday, September 4th, 3:15pm.

DARE Graduation (4th & 5th grade parents)

A 5th Grade parent is needed to organize a reception for 5th grade students who complete the DARE program. In addition, 4th Grade parents are asked to bake cookies and serve the refreshments that day. The reception itself is usually held in November or December each year, and is very simple, consisting of cookies, cake and punch.

6th, 7th, & 8th Grade Class Parents(6th thru 8th grade parents)

Instead of having a Room Parent for each classroom at the Middle School Level, we need one (or two) parents per grade level willing to help with various duties throughout the school year. Find out more at the Room Parent's Meeting on 9/4.

6th-8th Grade Class Picnic Coordinator (6 - 8th grade parents)

A 6th, 7th or 8th grade parent is needed to organize the end-of-the-year picnic scheduled for June 2nd for students in these grades. This parent is responsible for organizing the meal portion of the day which is held in the Central School Cafeteria. Each class of students is assigned various items to bring to make a complete meal while you arrange for the main course (i.e. hotdogs, burgers, pizza, or chicken, etc.). Planning also includes recruitment of 2-3 volunteers from each classroom, written communication to these classes, and organizing the set-up. Previous year's guidelines (well-detailed) are provided. Staff members coordinate activities for the rest of the day.

8th Grade Springfield Trip (8th grade parents)

One or two parents are needed as soon as possible to coordinate a simple fundraiser (World's Finest Chocolate) for 8th grade students to help offset the cost of their trip to Springfield, Illinois. Moms and Dads are also needed to chaperone this overnight field trip scheduled for November 19 & 20.

8th Grade Promotion Reception (7th grade parents)

One or two 7th grade parents are needed to coordinate this event, while seven or eight more parents are needed to act as committee chairs. Many others are needed for set-up, decorating, serving, and clean up of the reception that follows the 8th grade promotion ceremony on Wednesday, June 3, 2008. Every 7th grade parent is needed to help in some way with this very important event.

8th Grade Promotion Dance (8th Grade Parents)

8th grade parents are needed to coordinate a "low-key" dance for the 8th grade students. The dance will be held in the Central School Commons following the promotion ceremony and reception on June 3. Planning will need to begin in March or April. You will need to schedule a DJ (names provided), snacks and parental supervision from 8-10 p.m.

Band & Music Department Volunteers

If you have a love of music, consider helping with our Band & Music Department. Specific needs for this year have yet to be determined, but may include assisting with concerts and band equipment. Check "Band & Music" on the volunteer sheet and Mr. S or our chorus directors, Mrs. Dean & Mrs. Guizzetti, will contact you as volunteer opportunities open up.

Sports

There are numerous opportunities to be involved in this very exciting part of your middle school student's education. Sports include: Soccer, Volleyball, Girls and Boys Basketball, Cheerleading and Track. At present, we need parent assistance as score keepers for both the score books and score board for the following Middle School home sports games: Fall Volleyball, Boy's Basketball and Girl's Basketball. Check the box for the sport you are interested in and the coach will contact you to work out the specifics. Drivers for Middle School away games will be needed, but will be signed up at a later time. In the Spring, Mr. Kahlfeldt will be recruiting volunteers to assist with timing and measurements at Middle School Track Meets. Watch Tiger Prints for details on when and how to sign up. Other volunteers may be needed as the year progresses.

Activities & Clubs

Activities & Clubs may include Art Club, Chess Club, Chorus, Drama, Library Club, Spanish Club, and Student Council. Below are areas identified as needing volunteers for the current school year. Student Council needs parents willing to chaperone school dances/events on October 24, February 6 and May 8. Drama club needs parents to help with costumes, set design and much more. Check “Drama” for more information on how you can get involved. We need parents to assist as greeters & judge/helpers at the Conference Geography Bee hosted by Winfield School on Wednesday, January 7th. Watch Tiger Prints for other opportunities as the year progresses.

Middle School Activities Recognition Night (Formerly Sports Awards Night)

Volunteers are needed to assist with serving refreshments at our annual awards event in the spring. This year, the event will be on Friday, April 24th. This is a great way for parents of younger students to get a preview of what is to come and will allow our parents of middle school students to focus on watching their children receive their rewards.

Library Help (ongoing)

We need your help in our school library. Volunteers are needed to read to our younger students and assist with a variety of duties. If you enjoy a quiet work environment, consider helping our excellent library staff. Schedule is flexible.

Proof-reader for English Language Learner Materials

Our ELL Teacher, Mrs. Hempe, would like volunteers who are fluent in both English and another language (such as Spanish, Kurdish, etc.) to assist in proof-reading various documents translated from English into the first language of each of our ELL students. Much of this work can be done from home. Additionally, parents willing to share traditions from the various cultural backgrounds represented in our schools are also welcome. Please indicate the language/culture you can assist with.

Copy Tiger Prints School Newsletter (Weekly) - Coordinator - Ellen Zajac

The School’s “Tiger Prints” Newsletter is distributed to school families every Friday (Thursdays during a short week). One volunteer is needed each week for about an hour on Thursday or Friday mornings to make copies and distribute the newsletters to the teacher’s mailboxes. A rotating schedule will be set up to assign one person to each week. If we have at least 5 volunteers, no one will work more than once a month. Training is provided.

Fall School Pictures

Fall Picture Day is Thursday, October 9th this year. A volunteer is needed to coordinate parent volunteers on Fall Picture Day and Re-take Day. The coordinator would be responsible for contacting parent volunteers (you’ll be given a list of those who are interested), assigning them to a shift, and communicating this schedule to Maureen Panzeca. Volunteers are needed in both buildings in the morning to bring the students from their classrooms and assist where needed. One or two additional parents are needed in the afternoon to assist with afternoon kindergarten and preschool students. Volunteers are also needed in November for picture re-takes.

Spring Book Fair – Coordinator: Suzi Hinrichs

The Reading Specialist organizes this book fair each spring. Volunteers are needed to help set up, assist students with purchases, and clean up at the end of the sale. Proceeds are used to purchase more books for classroom libraries & the Literacy Closet. The Spring Book Fair is scheduled for April 14, 15, and 16. Mrs. Hinrichs will contact you in the Spring.

Spring Class Pictures

Class pictures are taken outdoors each Spring and are scheduled for April 15th this year. We need a parent to coordinate volunteer schedules (you’ll be given a list of parents who are interested in helping). Volunteers are needed in both buildings, primarily in the morning, to work 1-2 hour shifts bringing students from their classrooms.

PTO Fundraiser Opportunities

Your PTO needs your help to make each fundraising activity a success. Many of the activities listed below offer the opportunity to volunteer for a one-time event rather than an ongoing commitment. While we don't expect you to participate in all of these events, we hope you will find at least one that appeals to you as a way to support your PTO in our efforts to continue to offer programs and services and assist teachers and staff in acquiring equipment and educational materials that help make our school a great place to learn. Look for more information about fundraisers in *Tiger Prints*, *The Roar* and special flyers as the year progresses.

Art Catalog Sale – Coordinator: Jennifer Jin and Lisa Kroehnke

New this year, our students PK through 6th will be working with the art teacher, Mrs. Kueker, to create unique designs which can be reproduced on a variety of items that will make terrific keepsakes or gifts. Parents will receive a catalog of available items with a sample of their child's art. Orders will arrive in time for holiday gift giving. Students in 7th and 8th grade and siblings of students not enrolled at Winfield are eligible to participate also. Parents can help organize the art packets, assist in collecting and distributing art packets and help with distribution of the products when they arrive December 3.

Box Tops for Education – Coordinator: Kristen McHenry

General Mills Corporation provides an easy fundraiser to any registered school. Just purchase specially labeled General Mills products, clip the Box Top labels and return them to school. PTO receives 10¢ for each label. At this time we need more volunteers to save labels and send them into school when we hold collection contests. Ask grandparents, friends and neighbors to save them if they use these products. Watch *Tiger Prints* for details about when to send them in.

Campbell's Soup Labels – Coordinator: Terri Moore

Similar to the Box Tops program, we collect labels from Campbell's food products. These labels are then redeemed for items to be used in our classrooms. Please continue to clip those labels and send them in a ziploc bag with your child's name and grade to receive a small prize.

Fall Book Fair – Coordinator: Rita Grady

The Scholastic Book Fair will be held on Thursday and Friday, September 11 and 12 in conjunction with the Pre-K - 5th grade Curriculum Night. Volunteers are needed to set up the book fair Wednesday afternoon (1:00 to 3:00 pm), to work in 2 ½ hour shifts the days of the sale and to clean-up at the end of the sale. Parents of 6th thru 8th grade students are needed to work at the Book Fair on Thursday evening from 6 to 9 p.m. during Curriculum Night presentations.

Greenery Sale – Coordinators: Susan Gavin and Patty Peletis

The Greenery Sale is an opportunity to purchase fresh, high quality wreaths, swags and garland at a reasonable price. Volunteers are needed to help with delivery for a couple of hours on Friday, November 21st in the afternoon or evening. If you have a van, pick-up truck or an SUV, we need your help!

Market Day – Coordinators: Ruth Gauss and Laura Fornal

Each month Market Day offers over 150 restaurant quality food items for your purchase, earning a minimum 10% profit for the school. Market Day profits provide a major portion of the operating budget for extra-curricular activities including clubs, interscholastic sports, intramural sports and clinics. Volunteers are needed to unpack, set-up, and fill orders from 1-3:30 p.m. (we are often done by 2:30) on the following Wednesdays: 9/3, 10/1, 10/29, 12/3, 1/7, 2/4, 3/4, 4/8 and 5/6. Check "Market Day" on the volunteer worksheet if you can help with any of these dates and a coordinator will call you.

Recycling Program – Coordinator: Ann Martin

We collect printer cartridges (both ink-jet and laser) and no longer needed cell phones in order to earn cash. We need a volunteer to check both buildings a couple of times per month and package and ship the cartridges. Also, if you know or have a business that may want to contribute used cartridges, make sure to check "Recycling" so we can contact you.

Sally Foster Gift Wrap – Coordinator: Lisa Kroehnke

Sally Foster Gift Wrap will still be available this year, although the sale will be run differently than in years past. Orders will be taken online & shipped directly to the purchaser's homes, so volunteers won't be needed for distributing the products.

Winter Escape 2009, January 31 – Coordinator: Deanna Mustafa

Each year, PTO provides some type of fun family event/fundraiser. This year we are planning a winter escape, complete with fun fair games for both children and adults, raffle baskets and a dinner. While we need a lot of help on January 31, we also need people to help with planning the fun fair, raffles, decorations, meal, tickets, publicity and more. Whether you can help with the preparations or prefer to work the night of the event, check "Winter Escape" on the volunteer form and a coordinator will contact you.

PTO Service/Social and Support Opportunities

The activities listed below don't make money for us, but are important toward promoting our goal of bringing the community together or provide needed support for PTO functions and are important to our success.

Babysitting

During the school year, there may be situations where the school or PTO wish to offer babysitting for parents with younger children to enable these parents to participate in school or PTO activities. Babysitting occurs at the school and parents using the service remain on campus. Dates are to be announced and usually involve one or two hours of your time. Check the time of day you are typically available under "*Babysitting*" on the attached worksheet. You will be contacted with further details as events are scheduled. And yes, it is okay to bring a couple of your own charges if that makes it easier to volunteer.

Get Movin'/Back to School Event - Coordinator: Sandy Tennis

PTO is sponsoring a Get Movin'/Back to School Event in conjunction with Good Old Days. The event will be held on the school grounds on Sunday, September 7th after the parade and will feature fun games to get families movin' together. We need help running the games. Time commitment is one to two hours. Check the box on the volunteer sheet for more information.

Family Fun Nights – Coordinator: Linda Mullins

Several times per year, PTO will sponsor a Family Fun Night. Past Family Fun Nights focused on family friendly movies. This year, we are hoping to expand to include a games night or other activities. Watch Tiger Prints for details. Get involved by joining the committee. Areas of help may include making & distributing copies and/or helping with refreshments.

Hospitality Committee

Parents are needed to help with writing thank you notes to businesses, individuals and groups who support our PTO and school functions and to volunteers whose time and talents are so crucial to our success. This can be done from the comfort of your own home, in your spare time.

Publicity

Volunteers are needed to help write, edit, copy and distribute the PTO Newsletter, *The Roar*. A volunteer to write news releases for PTO events and send them to the appropriate local papers is also needed. Other publicity activities include creating flyers for PTO events. If you would like to help with any or all of these areas, check "*publicity*" on the worksheet and write in your area of interest. Much of this work can be done from home and on your own schedule.

Spirit Wear – Coordinator: Anne Nickrand

Winfield School students and families can proudly support their school by sporting Winfield School Spirit Wear (especially on Tiger "T" Days—see your school calendar for specific dates). Volunteers are needed in the Spring and Fall to help collect and distribute orders for this quality sportswear.

Staff Appreciation Luncheon – Coordinators: Cherie Stone, Lisa Marie Vogt, Patti Weber

Each spring, the PTO coordinates a luncheon for all teachers and staff of Winfield School. Volunteers are needed to prepare dishes, set-up, serve, clean up, and help create gift baskets to give to the staff members. This is a great way to show our gratitude for a job well done. This year it will be held on May 13th. If your family or business would like to donate something for the gift baskets, you can note it on the attached worksheet in the space provided.

Volunteer Worksheet

(Please return this worksheet in the large white envelope by Tuesday, August 26th, 2008
or sign up online at <http://winfield34.ptomanager.com>)

Name: _____ Phone: _____

E-mail Address: _____

May we contact you about volunteer opportunities and PTO news via E-mail? Y N

Please indicate which days & times you may be available to help, then check the box next to the areas that interest you. Refer to the previous pages for job descriptions. We understand circumstances may change and checking a box does not obligate you. The coordinator from a chosen area will call you to set up exact times or confirm your assignment. If more than one family member would like to become a volunteer, please use a separate volunteer worksheet for each individual. Thank You.

Classroom & School Support Opportunities

- Room Parent (circle grade/class)**
PK3Brackmann PK4Brackmann PKPMBrackmann
PKAMSabathne PKPMSabathne KAMCyrus KPMKulie
1Brach 1Napolitano 2Ciezak 2Butler
3Angelacos 3Smyth 4Colon 4Sasveld 5Nelson 5Voss
- Room Parent Helper (circle grade/class)**
PK3Brackmann PK4Brackmann PKPMBrackmann
PKAMSabathne PKPMSabathne KAMCyrus KPMKulie
1Brach 1Napolitano 2Ciezak 2Butler
3Angelacos 3Smyth 4Colon 4Sasveld 5Nelson 5Voss
- Coordinate DARE Grad. Reception(5th Gr.)**
- **DARE Graduation (4th Grade parents):**
 Serve Refreshments Bake Cookies/Brownies
- Class Parent (circle grade) 6th 7th 8th**
- Coordinate 6-8th Grade Class Picnic**
- Coordinate 8th Gr. Springfield Trip Fundraiser**
- Chaperone 8th Grade Springfield Trip**
- Coordinate 8th Gr. Grad. Reception (7th Gr.)**
- 8th Gr. Grad Recept. Help Where Needed (7th Gr.)**
- Coordinate 8th Gr Grad. Dance (8th gr parents)**
- Band & Music**
- Scorekeeper for Volleyball**
- Scorekeeper for Girls Basketball**
- Scorekeeper for Boys Basketball**
- Student Council Dance Chaperone**
- Drama Club**
- Conference Geography Bee, January 7th**
- Activities Recognition Night, April 24th**
- Library Help**
- Proof-reader for ELL _____**
- **Copy Tiger Prints:**
 Thur. Fri. Either
- **Fall Pictures (Oct. 9):**
 Coord. AM PM
- Fall Picture Retakes (Date TBA)**
- **Spring Book Fair:**
 Set-up Apr 13 Sales Apr 14 Sales Apr 15
 Sales Apr 16 Clean up Apr 16
- **Spring Pictures (Apr.15):**
 Coordinate AM PM

Time	S	M	T	W	R	F	S
Morning							
Afternoon							
Evening							

Fundraising Opportunities

Fall Book Fair:

- Wednesday 9/10
 Set-up 1pm -3pm
- Thursday 9/11 Sales:
 8:30-10:45a 10:30-12:45p 12:30-2:30p
 2:15-4:00p 6:00-8:005p 7:45 - 9:30p
- Friday 9/12 Sales:
 8:30-10:45a 10:30-12:45p 12:30-2:45p
 2:30 - 4:30 (clean-up)

- Art Catalog Sale**
- Greenery Delivery (Nov. 21)**
- Market Day**
- Recycling Program**
- **Winter Escape 2009 All School Event:**
 Help Plan Event Help with Fun Fair
 Help with Raffles Help with Dinner
 Help with Publicity

Service & PTO Support Opportunities

- Babysitting**
- Get Movin' Back-to-School Fair**
- Family Fun Nights Committee**
- Hospitality Committee**
- Publicity _____**
- Spirit Wear**
- **Staff Appreciation Luncheon (May 13th):**
 Set-up Serve Prepare a Dish Clean-up
 Help Create Gift Baskets
 Donate Item _____
Name & Phone # of family or business to contact
For donation _____