East Petersburg Elementary School PTO
Volunteer Opportunities

Parents and guardians are strongly encouraged to actively participate and support the school PTO. They can do so by taking on the roles of volunteer and/or activity coordinators.

Volunteer: Any parent can be a volunteer. Volunteers must sign in at the office so that the secretaries an issue them a badge to wear. Thank you for all your help in making East Petersburg Elementary School such a wonderful environment for our children!

Activity Coordinator: With each activity, there is at least one coordinator. The coordinator will receive a list of parents who have volunteered to help in their assigned activity in the beginning of the school year.

Below is a list of PTO related activities in which parents can become involved. For more information on any of the activities, please contact any of the PTO Board Members.

- **Announcement Board:** A coordinator is chosen to make sure different events, comments, or requests are posted on the outside announcement board at the school and approved by Mrs. Rineer. A list of volunteers will be given to the coordinator to assist when needed.
- **Art Program:** A coordinator along with parent volunteers will help and assist the Art teacher throughout the year with different tasks that may include hanging paper, create displays, etc. The majority of help would be needed in the Spring for the Art Show.
- **Basketball Program:** This PTO funded program is a great way for students to learn and play in teams at East Pete. The coordinator along with a few helpers to do paperwork...volunteer coaches and assistant coaches are needed!
- **Bingo Night:** A family fun night out to play B I N G O! A committee will help organize this event with parents also helping to run the concession stand during the event. This is held two nights to make sure all families have a chance to play.
- **Book Fair:** A Scholastic book sale held in the fall and spring. The Book Fair runs during the school days and a few nights. The coordinators communicate with Scholastic, schedule parents to help with set-up, helping children with selections, cashier, tear down, and miscellaneous tasks.
- **Box Tops for Education:** This fundraiser asks families to collect and send their collection on Box Tops from General Mills products to school. Parents are needed to organize the collection of box tops and send them in throughout the year.
- **Campbell's Soup Labels:** This fundraiser also asks families to collect and send soup labels into school. A coordinator and volunteers organize the collections and send them into the company throughout the year.
- **D.A.R.E. Graduation:** This is a 5th grade event where children receive certificates in a drug free program held near the end of school. This committee will help run the refreshment table after the program.
- **Entertainment Book:** This is our first fundraiser of the school year. The coordinator is responsible with communicating with the Entertainment Book representative and scheduling volunteers to come in. Volunteers will help with labeling envelopes, delivering books to classrooms, collecting and filling orders. This fundraiser normally runs three weeks with different parents coming into school 1 to 2 hours a day.
- **Hearing Screening:** Parents are asked to assist the school nurse while she is testing the students' hearing.
- **Holiday Shop:** Holiday shopping for the kids! The children are able to shop at reasonable prices for family members and friends. It's set up in the school and there is a preview during the school day and

then open on a Saturday. The coordinator organizes this event and the committee is scheduled to help assist the children in their selections, set up displays, cashiers, and tear down, etc.

- **Hospitality Committee:** Volunteers are asked to help with special or new events that may come up during the school year. This committee would organize the refreshments or snacks as needed. Possible ideas would be snacks for testing weeks, etc. This is new and we are open to more ideas.
- **Ice Cream Social:** This is another family fun night out as a "get to know"gathering for your family. This is a two night event, broken down into grade level nights. The coordinator will set up the committee to help with purchasing the ice cream, set-up, serving, or clean-up, depending on the needs of the event.
- **Kindergarten Registration:** Volunteers are needed to hand out paperwork or help answer questions.
- **Library Program:** Volunteers will aid the librarian with various duties throughout the year. You may help as much of your time as you are available.
- **McDonald's Night:** A night out for eating in OR to take-out FUNdaiser! A night is picked out for East Petersburg families to participate and a percentage of the proceeds are given to our school. Teachers help with this event, the coordinator will be the communicator between McDonald's and school.
- **Music Program:** To assist the music teacher in tasks that he needs during the school year by his requests. The coordinator will set up volunteers to help.
- **Physical Education Program:** Helping the physical education teacher in areas where volunteers can help. The coordinator will schedule volunteers when needed. For example: helping with field day, Jump Rope for Heart, etc. Any programs that parents help is needed by the request of the teacher.
- **Room Parent Coordinator:** Coordinator(s) will help the teachers set up their head room parents. They will act as a liaison between PTO and room parents. Sign-ups for head room/room parents will be done through your child's classroom.
- **Safe Arrival:** This is a daily safety procedure where parents sign their children up for this program. These children are accounted for through the use of a telephone hotline. This is a short time commitment from around 9:30-10:00 a.m.
- **School Store:** Coordinator(s) make store selections, help set up volunteers to run the school store on Wednesdays during lunch hours. Volunteers will help children make their selections and oversee the cash box on there availability.
- **Spirit Wear:** A coordinator and small group of parents needed to organize to sell East Petersburg or Hempfield apparel.
- **Spring Festival:** Lots of fun for East Petersburg families at this event! The coordinator(s) will organize the committee to celebrate the end of the year with food, games, and entertainment.
- **Teacher and Staff Appreciation:** Parent volunteers are needed to organize this event. To come up with ideas to celebrate this week, some examples would be a luncheon or desserts, bagels, etc. throughout the week.
- **Trade/Craft Show:** A committee to organize vendors to participate in a show held on a Saturday. Advertising and small tasks are needed to run this event.
- **Wolfgang Candy Sale:** The Wolfgang sale is a ig important fundraiser for the PTO. The coordinator, along with a committee, are responsible for different tasks like sending out brochures to students, collection of orders, tallying, receiving products, distribute (Friday evening and Saturday morning), and collection of money after product pick-up. As you can see a lot of help is required to make this event run smoothly.