

VOLUNTEER OPPORTUNITIES

Volunteers are key to the success of our PTO. Your contribution of time in the classroom provides valuable support to the teachers and students. Your commitment to school events, such as Book Fair and fundraisers, helps to provide financial support for field trips, assemblies, library and classroom materials and other programs. Opportunities for volunteering can range from one hour on a given day to events that require many hours over an extended period of time. Many of our major events provide for flexible scheduling options.

Grade Level Coordinators, Classroom Parents and Volunteers: The Grade Level Coordinators are the liaison between the PTO and the classroom. They interface with the Classroom Parents in the grade concerning PTO activities and events. The Classroom Parent works with one or two others to assist the teacher by coordinating volunteers. All parents are invited to help with their child's class in a variety of ways, such as with projects, computers, parties, field trips and more. Grade Level Coordinators and Classroom Parents are determined at the beginning of the school year. You may sign up to be a Classroom Parent or parent volunteer by completing a volunteer signup form. Training and information sessions are provided.

Grade Level Coordinators: Grade Level Coordinators are the liaison between the PTO and the classroom. Their primary role is to take care of recess boxes and box tops. The coordinators are selected at the beginning of the year. A training session is held in September.

Classroom Parents: You may sign up to be a Classroom Parent by completing a volunteer request form. Classroom Parents assist the teachers by coordinating the parent volunteers used in the classroom. Typical needs might include developing a schedule for parents who signed up to help with math activities or organizing a holiday party by contacting volunteers to provide supplies, help with games, etc. Classroom Parents also provide a link between the PTO and each classroom should a volunteer be needed. Parents from each classroom are encouraged to attend monthly PTO meetings in order to keep up-to-date on school events. For example, connectors could be asked to contact classroom parents if more volunteers would be needed for FunFest, called upon to inventory the PTO recess box in the classroom to determine what is needed, or asked to provide input on a new PTO program or activity. Classroom Parents will be provided with an orientation, guidelines and tips at a volunteer training session to be held in early October. Classroom Parents are then responsible for meeting with the teacher to determine the best way to communicate. There will be opportunities to share ideas and provide feedback during the year.

Classroom Volunteers:

Parties: All grades have parties at various times during the year, although more frequently for the younger grades.

Classroom Assistance: Teachers may need classroom assistance for reading (group or individual), math, computers, classroom projects (holiday craft or special event) and clerical help. You will be contacted if your child's teacher has specific needs for his/her grade level and classroom.

Field Trips: If you are willing to travel on a bus with a large number of elementary students to destinations unknown...this is for you!

Classroom FunFest Basket Raffle Coordinator: Each class sponsors a theme basket to be raffled at the annual FunFest. The coordinator helps select the class theme and collects donations. There is support from the Basket Raffle Coordinators and sample letters to make the job go smoothly.

Classroom FunFest Game/Stand Coordinator: Each classroom sponsors a game or stand at FunFest (our May fundraiser). The coordinator will staff the game using classroom volunteers and work with the Funfest committee to set up on the day of the event.

Recess Box Coordinator: Inventory and organize the indoor recess box items at the beginning and end of the year. Works with the teacher and PTO to determine needs and restock the box.

Box Top Counter: CES collects Box Tops for Education which children deposit in containers in each classroom. We periodically need someone to collect and count these box tops and get them to the school's Box Top Coordinator.

School Programs: The PTO helps the school staff by providing volunteers for programs such as:

Morning Homework & Study Program: Volunteers come to the school on a scheduled morning/s from 8:20 a.m. - 9:30 a.m. to assist students with completing homework, studying for tests, reviewing skills/concepts, practicing basic facts, or other learning activities. Volunteers are trained in how to work with the students in a small group or one-to-one basis. The schedule is flexible! Cathy Cieslinski, Instructional Support Teacher, facilitates this morning support program.

Hospitality: Volunteers provide and help serve refreshments for the Holiday Concert, Spring Concert, and other events.

Spirit Wear Sale: We will be selling items such as t-shirts, sweatshirts, and other items with the Centerville and Hempfield logos. Volunteers will help take orders, sort inventory, and distribute orders.

Photographer's Helper: Volunteers bring classes to the photo location and monitor the children waiting for pictures.

Book Fair: The school holds a Book Fair in October. Students and parents come at various times to browse and purchase books. Volunteers help set-up, serve as cashiers, and pack up merchandise. Proceeds are used to purchase new library materials.

Health Screening: Helpers assist the nurse in bringing classes to the screening location.

Teacher/Staff Luncheon: This luncheon is organized by the PTO to honor our teachers and staff. The committee picks a theme, develops a menu, sends out invitations, obtains food donations from volunteers, decorates the eating area and cleans up.

Family Fun Night: Volunteers are needed to work on a committee to select a theme and to coordinate entertainment, refreshments, and decorations.

Night of the Arts: This will be a night to celebrate the arts at CES. The evening will include an Open House, Art Show Opening Celebration, Spring Concert and Basket Raffle presale. Volunteers are needed

to prepare the art work for display, set up the Art Show, prepare and serve refreshments, sell raffle tickets, and provide decorations.

Staff Appreciation Week: The PTO organizes special treats for the staff during the first week in May. Volunteers are needed to help generate ideas and prepare treats.

Junior Great Books: This optional reading program is organized by grade level. A trained volunteer facilitates each student. Students meet over lunch for several weeks (during the winter months) and discuss a commonly read story from the Junior Great Books Anthology.

Talent Show: The 2nd, 4th, and 6th grade students participate in the talent show. Volunteers coordinate and monitor rehearsals, work with sound equipment, make props, help backstage, coordinate refreshments and make sure the event runs smoothly.

Fundraising: The PTO raises thousands of dollars each year to provide the students with supplies, assemblies, field trips, special equipment, and more. The main fundraisers occur in the fall (Fall Fundraiser) and spring (FunFest), and special fundraisers occur as needed.

Fall Fundraiser: This is one of the major school fundraisers = Race for Education. Parents needed to help sort mail, count sponsors, donations and to help on the actual day of the race.

FunFest: This is one of the major school fundraisers. It is a family-centered, carnival-style event with lots of games and crafts for the kids, a cakewalk, food, music, and more. Chairpersons supervise coordinators for individual areas such as games, kitchen, etc. Many volunteers are needed to help make this a success. A planning committee will review past results and brainstorm new ideas.

Box Tops / Giant A+ Rewards: These are two more major fundraisers that we take part in.

General Guidelines for Volunteers: To make the most effective use of volunteer time, we ask that all volunteers follow some basic guidelines:

Sign up to volunteer by completing the volunteer sign up form. See the link at the end of this page.

If you are called to volunteer, please respond as soon as possible even if you cannot help. This makes scheduling easier.

Please arrive on time for your commitment.

Sign in at the office upon arrival, take a visitor's badge, record volunteer hours when leaving and return the badge.

Please follow the teacher's guidelines for younger siblings in the classroom.

If you must cancel your commitment, please find a substitute.

If you are volunteering for a PTO event or meeting at the school with your children, children must remain in the event or meeting room under adult supervision.