

VOLUNTEER OPPORTUNITIES AT PALO VERDE*

PROGRAMS

Noon Art

Provides calm alternative to bustle of play yard during lunchtime.
Coordinate an art activity in MP Room or playground; once or twice monthly;
reserve MP room; plan/advertise projects; order materials.
Drop-in helpers welcome.

Noon Board Games

Provides calm alternative to bustle of play yard during lunchtime.
Coordinate/set up board games in the MP Room or playground; once or
twice monthly; reserve MP room; supervise students playing board games.
Drop-in helpers welcome.

Walking Club

Provides the opportunity for moderate exercise in a low stress environment.
Track laps, announce mileage at assemblies & purchase/distribute walking
charms; once per week but varies depending on volunteer availability &
weather.
Drop-in helpers welcome.

Playground Volunteers

Come eat lunch with your child & provide a safer playground.
Coordinate volunteers for the supervision of children on playground at
lunchtime as many times per week as volunteers are available.
Drop-in helpers welcome.

Science Fair

Provide overall management of annual Science Fair in spring; Advertise
event, schedule/run parent information night, coordinate helpers the day of
the fair.
Helpers needed on morning of fair to check-in projects & set-up/clean-up.

Talent Show

Talent show is typically held in May; a staff member typically emcees the
program.

*Unless otherwise noted, volunteer positions are Palo Verde PTA positions

Provide overall management of Talent Show in spring; work with staff to set the date/time; advertise event, coordinate participants, screen acts & run the talent show.

Helpers needed to screen acts prior to the talent show & help the day of the talent show.

Green Team

Coordinate green projects for the school. Assist staff member(s) with coordinating student-led earth-friendly projects at school.

Third Grade Bike Rodeo

Organize the third grade bike rodeo together with staff, city & third grade room parents in the fall. The third grade room parents will organize the promotion in the absence of a chairperson.

Helpers needed the evening prior or morning of the rodeo to set up bicycle courses on the blacktop.

Caring Committee

Provides help to families in need. Communication is established through the office staff.

Provide or coordinate meals or other assistance to Palo Verde families in crisis. Volunteers are called upon as needs arise.

Children's Theatre Coordinator

Children's Theatre produces a play at Palo Verde once every 2 years. A parent coordinator is needed to coordinate parent volunteer hours, collect dues & other correspondence between participating families, PTA & the Children's Theatre.

SOCIAL ACTIVITIES

Coffee Socials

Coordinate coffee/pastries for monthly morning social & other special events. Socials typically coincide with morning assemblies. Volunteers are needed to pick up coffee/pastries & set up coffee tables. With several volunteers, each would donate their time once or twice.

Back to School & End of Year Ice Cream Socials

Ice cream socials are held before the first day of school (in August, before first day of school) & on the last day of school. Coordinate set up, clean up & purchase/delivery of ice cream.

Volunteers needed to hand out ice cream.

Welcome Back Social

This event is typically an evening picnic social in September. Families bring their own dinner & PTA provides refreshments & desserts.

Set date, advertise, coordinate purchase of refreshments/desserts & coordinates volunteers. Volunteers needed to help with setup/cleanup.

New Family Welcome

Acts as a resource of information for new families. A welcome table is typically set out at the Welcome Back Social.

Kindergarten Welcome

Summer playdates at Palo Verde for incoming kinder families.

Organize 3-6 kinder playdates; mail playdate schedule & welcome letter in early summer to incoming kinder families; serve as host at playdates.

International Harvest Fair

The International Harvest Fair occurs on a weekend in the fall.

Advertise; coordinate harvest games & country-themed booths; plan for food or Food Trucks (optional) & entertainment (optional).

Volunteers needed to set up/clean up, staff booths, games & concessions.

Ice Skating Party

Coordinate annual Ice Skating Party in January or February; reserve a date/time for Palo Verde at Winter Lodge (in September); publicize event, coordinates ticket sales/event waivers & food/drinks (optional). Volunteers needed evening of party to take tickets, serve food & cleanup.

Math Night

Science Night

Art Night

Professionally organized education nights in fall (Science), late winter (Art) & spring (Math).

Work with office staff & vendor to set date/time; advertise event; submit contracts for PTA approval; coordinate volunteers to man stations; set up/clean up.

Family Movie Nights

Kid-friendly movies are shown in the MP Room on 2-3 Friday evenings in winter. Movie nights are family events (no drop-offs).

Set event dates; select age-appropriate movie; rent popcorn machine; advertises event.

May Fete Parade

Help with a long standing tradition in Palo Alto. The Children's May Fete parade takes place in downtown the first Saturday in May. Chairperson or committee coordinates float &/or banner contest; constructs float/banner; disassembles the float after parade; communicates parade details to PV families such as parade theme, date, time & meeting location. Volunteers are needed to help build/transport float & walk with the children during the parade.

FUNDRAISING

Auction

Chairperson &/or committee manages the schools largest annual fundraiser; select venue, decorations; organize entertainment; set up/clean up evening of event; ticket sales; advertisement; submit contracts for PTA approval.

A team of volunteers are also needed in the Fall/Winter to solicit donation & coordinate classroom baskets/gifts.

Fall Party Book

Coordinate fall & winter gatherings to be sold at Harvest Fair in the fall. Put together/distribute brochures; solicit donations; advertise; coordinate to sell tickets at International Harvest Fair.

e-Scrip

Promote use of e-Scrip & other related community grants to generate income for Palo Verde at no cost to our families.

Walk-a-Thon

Event takes place in the Fall during school hours.

Coordinate event with staff; set event date; send out flyers/donation sheets; coordinates volunteers. Helpers or 5th graders may be needed to supervise students during event & provide water.

Book Fair

The Book Fair takes place for a week in the Fall.

Coordinate book fair with vendor; coordinate volunteer shifts; submit contracts for PTA approval; coordinate with Board to secure a date for the following year.

Helpers work two hour shifts including set up/clean up.

Restaurant Nights

Plan & advertise monthly to bimonthly fundraising outings at restaurants.

Kid's Art Note Cards

Request blank notecards from vendor in early January; coordinate with staff to have children design cards in classroom; collect student artwork, order forms, payments; submit orders to printing company in spring before mid-February; publicize all deadlines. Distribute orders in late April or early May.

Box Tops

Box Tops generate income for PV at no cost to our families.

Coordinate Box Top collection; organize, track & submit box tops for cash donations from sponsoring companies. May set up optional classroom competition.

Spirit Gear

Spirit gear order forms are typically distributed in the Back To School Packets at the beginning of the year. Organize & coordinate the sale & delivery of PV clothing & supplies. May opt to have spirit gear sales of available inventory during PV events.

Partners in Education (PiE)

PiE is a separate organization from PV PTA.

Contact PiE representatives directly to volunteer to make phone calls, thank you notes & awareness events.

COMMUNICATION & TECHNOLOGY

Back to School Packets

Back to School Packets are assembled/printed in early August (before school starts). The content is typically created by the PV Board, PiE & office staff.

Volunteer(s) needed in August to gather flyer information & to help assemble packets (about 2 hours).

Outdoor Message Boards

Work with the PTA Board to identify key events. Maintain & update calendar message boards at entrances of school every month (or as needed).

Palo Verde VOICE

The PV Voice is a monthly printed newsletter that goes out the first Friday of every month.

Editor(s) work with the principal & PTA president to publish school events, principal letters, Project Cornerstone information, district & community news; upload electronic copies to the PV PTA website; set deadlines & send out reminders.

Palo Verde eNews

The PV eNews is a weekly electronic newsletter that goes out on Wednesdays.

Editors publish school events, district & community news; work closely with Voice editor(s) & PV PTA Board to include relevant information.

Websites

Maintain Palo Verde & PTA websites. Work with the principal/staff, PV PTA Board & Project Cornerstone Chairs to keep information updated.

Student Directory

The PV Student Directory is a printed document that is published & distributed in the early Fall.

Editors collect information from earlier publications, registration data from District & via direct communication from families.

Editor(s) coordinate data collection with office staff, District & families; send out flyers, as needed; work with District printer shop; maintain database; coordinate distribution. Volunteers needed at Back to School Ice Cream Social & school mornings during the first 2 weeks of school to collect/update information.

Electronic Student Directory

The electronic Student Directory is an online directory based on District data. PV families may add/edit/update directly.

Editor(s) maintain database using Tangleworks.

Volunteer Coordinator:

Work with PV PTA Board to organize & distribute lists of volunteers to appropriate committees. Volunteers are identified from volunteer forms that are sent out in August, spring & the end of each school year.

Room Parent(s)

Room Parents are volunteers that serve as liaisons between parents, the classroom teacher, PTA &/or PiE depending on the needs of the classroom & teacher. Sign-ups are typically done in class at Back To School Night in late August.

Room parents disseminate classroom/PTA information; may coordinate class parties.

Library Helpers

Volunteers assist the librarian to check-in/check-out books. Library help is not PTA related & coordinated by the Librarian (not PTA).

Language Outreach

Develop ways to reach out to & involve non-English speaking families. Sign-up using the PTA volunteer forms at the beginning of the year.

May be asked to translate PTA/school materials into other languages or help at parent/teacher conferences.

OTHER

Bike & Traffic Safety

Walk & Bike to School

Promote activities that encourage walking/biking to school, including International Walk-to-School Day; prepare information for BTS packets in August.

Helpers needed for specific events.

Teacher Appreciation

Create calendar of classroom-sponsored staff appreciation lunches/ snacks throughout year. Coordinate lunches with classes via room parents. Plan for Staff Appreciation Week activities in the spring.

Community Service

Community Outreach

Organize opportunities for students to meaningfully serve others, through local non-profits. Past projects include food collection for local food banks, toy drives, Halloween candy collection for the troops & coin drives for various causes.

Single event coordinators are encouraged. Coordinator(s) set timelines/dates/deadlines & advertise project.

Lost & Found

Help reunite items with owners.

Keep lost & found cart in good order. Donate unclaimed items to PTA wardrobe or other charity. May opt to display lost items during assemblies.

Reading Garden

Coordinate volunteers to improve the reading garden. Chair may also opt to coordinate volunteers to help on other school improvement projects.

Helpers needed to work 1 or 2 weekends cleaning up &/or landscaping reading garden area.

PTA Membership

Maintain database of PTA members & provide list to PV PTA Board. Typically works with Treasurer in the Fall to identify members from one-check forms. May opt to distribute PTA perks to members.

PTA Council Representative(s)

This is an opportunity to understand happenings within the whole district. PTAC representative(s) attend PTAC meetings (typically five each year) & report back to PTA board.

School Food Representative

PTA Advocacy Representative

Special Ed/Inclusion Representative

Representatives receive correspondence via email from various District groups. Review information, report back action items to PTA Board &/or forward event announcements to eNews for publication, if appropriate.

PTA Nominating Committee

3 volunteers are needed in the late winter to help find candidates for the next school year's PV PTA Board. The nominating committee may also opt to help find volunteers to fill the PTA committees.

PTA BOARD

President

Orchestrate & lead the PTA officers & committees in an effective manner. Meet regularly with the school Principal on matters concerning the PTA. Prepare meeting agendas & conduct PTA association & board meetings. Prepare & present the PTA budget to the association membership. Represent Palo Verde at District PTA events. Attend monthly PTA meetings as a member of the Executive Board.

Executive Vice-President

Serve as the primary aide to the president. Perform the duties of the president in the absence/disability of that officer to serve.

VP of Communications

Help communicate Palo Verde PTA-sponsored social, educational & fundraising events & activities to the school-wide population. Work closely with the publishing volunteers of The Voice & the PTA & Palo Verde website volunteers to communicate information on those events. Attend monthly PTA meetings as a member of the Executive Board.

VP of Fundraising

Determine overall fundraising strategy & ensure that fundraising programs are run efficiently, cohesively & in a manner consistent with Palo Verde values. Support the chairs & volunteers of all fundraising activities. Help ensure that all fundraising activities are meeting the appropriate deadlines & timelines. Act as a liaison between the PTA Executive Board & the chairs of the Palo Verde fundraising events. Attend monthly PTA meetings as a member of the Executive Board.

VP of Social Events

Help ensure all school-wide social events are meeting the appropriate deadlines & timelines. Act as a liaison between the PTA Executive Board & the chairs of the Palo Verde social activities. Attend monthly PTA meetings as a member of the Executive Board.

VP of Programs

Help ensure all school-wide student programs are meeting the appropriate deadlines & timelines. Act as a liaison between the PTA Executive Board & the chairs of the Palo Verde programs. Work with the school administration & the Palo Alto PTA to disseminate information about parent education opportunities happening throughout the district. Attend monthly PTA meetings as a member of the Executive Board.

Secretary

Record minutes of all PTA association & Executive Board meetings. Meeting minutes should include attendance, votes, expenditures, & major discussion items that might be necessary for future reference. Distribute copies of prior meeting minutes for review at board meetings. Keep copies of minutes & treasurer's report in a binder. Find a back-up recording secretary when unable to attend meetings. Act as Historian by maintaining records of PTA activities & logging volunteer hours. Attend monthly PTA meetings as a member of the Executive Board.

Treasurer

Maintain accurate PTA financial books & records, including authorization of all receipts & disbursements. Maintain PTA bank accounts: Write checks to cover expenses, act as one of three authorized bank signatories on all deposits & disbursements of PTA funds, & keep paper records of all deposits & checks. Deliver a treasurer's report at PTA & executive board meetings. This record becomes part of the minutes. Chair the budget committee & prepare the annual budget for adoption by the PTA association. Attend monthly PTA meetings as a member of the Executive Board.

Auditor

Audit the books & financial records of the PTA association twice a year & upon resignation of the treasurer or any check signer. Prepare/present a written auditor's report for the executive board & present the written auditor's report for adoption by the PTA association. Attend monthly PTA meetings as a member of the Executive Board.

Parliamentarian

Attend all executive board & PTA association meetings & advise on parliamentary procedure when requested. Initiate the formation of the nominating committee, recruit members as needed, & give instructions on procedure. Chair the by-laws committee & review by-laws annually.

PROJECT CORNERSTONE:

ABC Program

(Asset Building Champions)

Help establish a common language & become a "caring adult" by reading a book & leading an activity each month in the classroom. Books & activities have been selected by Project Cornerstone to give our children assets that they need to become happier, more confident people.

ABC Volunteers

"ABC Readers"

1-2 ABC readers per classroom; more information regarding openings are posted in August.

- attend 1-hr, monthly trainings at PV; 8 trainings total; trainings may be alternated if there are 2 ABC readers
 - prepare for classroom visit at home (about 1 hr.)
 - read & conduct an activity in the classroom every month (45-60 minutes).
- Note: if there are 2 readers in a classroom, both must visit the classroom every month.
- must attend a one-time training
 - fill out an online application with Project Cornerstone
 - submit hours online each month
 - Note: no books are scheduled for Aug. & Dec.; only the 5th grade has a 9th book for their transition to middle school.

ABC Schoolwide Extension Volunteers

Schoolwide Extensions are supplemental activities outside the classroom. Volunteers are needed to help at lunchtime. Extension programs occur weekly (walking club & noontime yoga) or monthly (noon board games, special assemblies). Assemblies include arts & crafts, games, playground dances & visits from the school/book mascots. One-time, drop-in help is always welcome for all of the extension programs. Refer to PV website calendar for assembly schedule.

ABC Cornerstone Chair(s)

2 to 3 Chair(s) are needed to run the ABC Program.

- The Chairs take turns attending monthly Lead Meetings in Santa Clara & subsequently training the ABC Readers at PV.
 - Complete a Lead Training once per year in August;
 - Print/distribute monthly training packets to ABC readers & Palo Verde staff;
 - Track ABC reader applications & training status;
 - Submit a summary of the Cornerstone book for publication in the Voice each month;
 - Coordinating Schoolwide Extensions;
 - Maintain the ABC Reader yahoo group website & google drive database.
 - Keeping track of book inventory;
 - Send out reminders to readers, as needed;
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- Conducting an end-of-year survey;
- Set up a final debrief meeting with ABC Readers (Thank you Meeting);
- Follow up with PTA for funding at year end in preparation for the following school year.

Site Council

Site Council is separate from PTA. Elections for parent members of the Site Council are held in the spring.

Serving on Site Council is a great way for parents to get to know the principal/staff & to become more involved in ensuring the continuing high quality of your children's education. Site Council develops a coordinated budget with PTA & develops the School Plan including setting school goals & assessing program effectiveness. It also approves the School Annual Report to the Community after it is prepared by the principal.

Meetings are held once per month, starting afterschool & running approximately two hours. The Site Council is composed of 4 parents, 4 school staff & the principal.
