

LIGHTHOUSE ELEMENTARY **2011-12 VOLUNTEER OPPORTUNITIES**

ONGOING OPPORTUNITIES:

At-Home Project Assistance:

- Volunteers who are unable to assist on campus work at home to help with various projects for teachers/front office/PTO. Volunteers will be notified by Volunteer Coordinator via e-mail when projects are available.

Box Tops for Education:

- Chairperson: Kelly Wandoff & Kim Morton
- Event Date(s): Year long
- Description: Volunteers assist the Chairs in decorating bulletin boards and holding contests.

On-Call Volunteer (PTO/Production Room/Front Office):

- Volunteers help with projects, often on short notice, when notified by Volunteer Coordinator via e-mail. Volunteers may be needed to make copies, distribute flyers, make die-cuts, laminate, etc.

Yearbook:

- Chairperson: Val Wirtz
- Event Date(s): Year long
- Description: Volunteers are needed to take photos, assist in writing, solicit ad sales, and help with end-of-year distribution.

PTO EVENTS:

Daddy/Daughter Dance: (With BCI)

- Chairperson: Alix Troast
- Event Date: January 27, 2012 @ 6 p.m. (@PGA National)
- Description: Volunteers help with decorations & work at event.

Fun Fair: (With BCI)

- Chairperson: Jennifer McCabe & Elizabeth Hughes
- Subcommittees:
 - Cakewalk: Nicol Mickler
 - LH Ticket Presales: Brandi Getz
- Event Date: April 27 (@Lighthouse)
- Description: Volunteers assist chairs and subcommittee chairs with ticket presales, prize distribution for games, etc.

Mother/Son Movie Night: (With BCI)

- Chairperson: Suzanne Farrell, Kari Rankine, & Jennifer Williams
- Event Date: December 2, 2011 @ 5:30 p.m. (@Roger Dean)
- Description: Volunteers needed to work at event.

Silent Auction (Held During Fun Fair): (With BCI)

- Chairperson: Maria Sutinen & Anne Rutter
- Event Date: April 27 (@Lighthouse)
- Description: Volunteers solicit donations, assist in creating displays, set-up/clean-up and work at event.

Teacher Appreciation Week:

- Chairperson: Kim Dahlmeier, Damaris Ahmed, & Heather Franklin
- Event Date(s): April 30-May 4
- Description: Chairs and volunteers plan a special week for teachers, including special treats, raffle drawings, and breakfast & lunch each day. Chairs & volunteers solicit donations, create theme for week, and organize festivities.

ONE TIME OPPORTUNITIES:

Book Fairs:

- Chairperson: Debbi Sepulveres
- Event Date(s): Fall: November 7-17, Spring April 11-19
- Description: Volunteers help set-up/clean-up Media Center and/or work a shift during the school day assisting students.

Field Day:

- Event Date: Kindergarten (3/5), 1st Grade (3/6), 2nd Grade (3/7)

- Description: Volunteers help set-up/clean-up and assist Coach Slone in running the game stations.

School Pictures:

- Event Date(s): Fall: September 12th, Spring: February 28-29
- Description: 5-7 volunteers help children look their best by tucking in shirts, fixing hair, etc. Volunteers must be available entire school day to assist, and will receive a free picture package. Volunteers do not need to sign-up in advance, but need to respond to Volunteer Coordinator's e-mail prior to event to sign-up.

Teachers' Holiday Luncheon:

- Chairperson: Julie Bellan & Sherry Contento
- Event Date: December 9th (Lighthouse Teachers' Lounge)
- Description: Chairs organize parent food donations of appetizers and desserts for teachers' holiday luncheon. Chairs and volunteers collect food donations and help set-up luncheon.

SCHOOL-WIDE SUPPORT:

Car Line Duty: (School - Nicole Griffin)

- Event Date(s): Year long – Daily from 7:30 a.m. – 8:00 a.m.
- Description: Volunteers assist children from cars in car line to help drop-off run more quickly and efficiently.

Dining Room: (School - Stacey Zimmerman)

- Event Date(s): Year long – Daily from 10:00 a.m. - 1:15 p.m.
- Description: Volunteers work a shift each week assisting students during their lunchtime (opening food & drinks, etc.)

Media Center: (School – Barbara Borello)

- Event Date(s): Year long – Work 1 two-hour shift per week from either 8:00-10:00 a.m. or 12:00-2:00 p.m.
- Description: Volunteers assist children in finding books, and help shelve, label & stamp books. Training provided.

Playground Monitors: (School – John Slone)

- Event Date(s): Year long – Daily from 7:30 – 8:00 a.m.
- Description: Volunteers are needed to help monitor children on the playground during morning playground time a/k/a “fun and fitness.”

Production Room/Copy Committee:

- Chair: Melissa McGovern & Brandi Getz
- Event Date(s): Year long – various shifts available on Tuesdays and Thursdays.
- Description: Volunteers are needed to assist kindergarten teachers in making photocopies, die-cuts, laminating, etc. Volunteers will work their chosen shift every week, and must be reliable.


VOLUNTEER SIGN-UP SHEET:

Name: _____

Child's Grade/Teacher: _____

Phone Number: _____

E-mail: _____

 Please add me to the Volunteer E-mail Contact List also.

Please circle the CHAIR position(s) you are interested in:

- Jr. Volunteer Appreciation •Fun Fair •Teacher Appreciation Week
- Mother-Son Movie Night •Teachers' Holiday Lunch

Please circle the COMMITTEES you are interested in:

- Book Fair •Box Tops •Daddy Daughter Dance
- Family Night Dinner •Field Day •Fun Fair
- Mother/Son Movie •On-Call Volunteer •Silent Auction
- Teacher Appreciation •Teachers' Holiday Lunch •Yearbook

Please circle the SHIFTS you are interested in:

	<u>Mon.</u>	<u>Tues.</u>	<u>Wed.</u>	<u>Thurs.</u>	<u>Fri.</u>
Car Line:	7:30-8	7:30-8	7:30-8	7:30-8	7:30-8
Dining Room:	10-11 11-12	10-11 11-12	10-11 11-12	10-11 11-12	10-11 11-12
Media Center:	Filled 12-2	8-10 12-2	8-10 Filled	8-10 Filled	8-10 12-2
Playground:	7:30-8	7:30-8	7:30-8	7:30-8	7:30-8

Production/Copy:

Comments: _____

