

Volunteer at Armatage: 2017-2018

Parent / Guardian Preferred Contact Information

Name	Email Address	Phone
1		()
2		()

Student Classroom Information

Name	Room / Teacher	Grade



LEADERSHIP POSITIONS

Listed below are volunteer leadership positions (Chair positions) to be filled for the **2017-2018** school year. Please indicate below if you are interested and you will be contacted with more information.

Parent	Activity Name	Description	Estimated Time Commitment
1 / 2 / Both	Room Parent Coordinator	Coordinate and organize the recruitment of classroom Room Parents in collaboration with teachers and/or using Sign-Up Genius. Facilitate communication to the Room Parents as needed throughout the year.	2 hours early in school year; 1 hour/week or less throughout school year.
1 / 2 / Both	5 th Grade Recognition Ceremony Chair	Coordinate and organize 5th Grade Recognition Ceremony in June 2018. Recruit volunteers via Sign-Up Genius. Ensure all necessary communications are distributed.	3 hours pre-event
1 / 2 / Both	Plant Sale Chair	Coordinate and organize the Spring Plant Sale. Recruit volunteers via Sign-Up Genius. Ensure all necessary communications are distributed.	4 hours pre-event

Listed below are volunteer leadership positions to be filled for the **2018-2019** school year. Please indicate below if you are interested and you will be contacted with more information. This is a great time to express interest as you can learn from the current Chair to ensure a smooth transition!

Parent	Activity Name	Description	Estimated Time Commitment
1 / 2 / Both	Pits & Alleys Chair	Coordinate and organize the recruitment of volunteers to help in gym class the week of Pits & Alleys (week before Spring Break) using Sign-Up Genius. Ensure all necessary communications are distributed.	2 hours pre-event
1 / 2 / Both	Tears & Cheers Chair	Coordinate and organize the Tears & Cheers event in August 2018 (first day of Pre-K/K). Recruit volunteers via Sign-Up Genius. Ensure all necessary communications are distributed.	2 hours pre-event
1 / 2 / Both	Volunteer Coordinator Co-Chair	Interested in getting to know a ton of Armatage Parents? This is a great way to get involved! The Volunteer Coordinator is a non-voting member of the PTA Board. The responsibility of the Volunteer Coordinator(s) is to ensure that each Armatage PTA sponsored event has an assigned chair or coordinator.	1 hour/week minimum
1 / 2 / Both	Armatage Adventures Chair	Armatage Adventures is a <i>huge</i> hit with parents. Parent volunteers host and/or lead events designed to educate, inform, entertain, and connect other parents - events that also raise money for the PTA. Collect proposals from host(s) and ensure all necessary communications are distributed.	1 hour/month

FALL EVENT VOLUNTEER OPPORTUNITIES

Listed below are volunteer opportunities for Armatage FALL events. Please indicate below if you are interested and you will be contacted with more information. In addition, you will be able to volunteer via Sign-Up Genius when communicated in KangaNews.

Parent	Activity Name	Volunteer Role	Description
1 / 2 / Both	School Picture Day	Picture Day Volunteer	Escort students to have their pictures taken.
1 / 2 / Both	Teacher Conference Dinner	Teacher Conference Dinner Volunteer	Help plan/order/deliver/serve meals to teachers during conferences 11/2/17.

1 / 2 / Both	Family Fun Walk	Family Fun Walk Volunteer	Volunteer at the Family Fun Walk on 10/7/17. Help is needed with set up & clean up, selling tickets at event, giving out prizes, food, and much more!
1 / 2 / Both	Family Fun Walk: Pancake Breakfast	Pancake Breakfast Volunteer	Help with the pancake breakfast during the Family Fun Walk on 10/7/17.
1 / 2 / Both	Book Fair	Book Fair Volunteer	Help with the Book Fair during the week of 11/8/17-11/13/17.

YEAR-ROUND VOLUNTEER OPPORTUNITIES

Listed below are volunteer opportunities for Armatage YEAR-ROUND events. Please indicate below if you are interested and you will be contacted with more information. In addition, you will be able to volunteer via Sign-Up Genius when communicated in KangaNews.

Parent	Activity Name	Volunteer Role	Description
1 / 2 / Both	Communications Team	Communications Coordinator In Training	Work with current communications coordinator. Help manage website, newsletter, social media, and other communications
1 / 2 / Both		Freelance Writer	Create written content as assigned, for use in Armatage publications and on the website.
1 / 2 / Both		KangaNews	Help edit and publish weekly electronic newsletter, working closely with website team.
1 / 2 / Both		Photo Scheduling	Assign volunteer photographers to ensure all events, activities, and classrooms have coverage.
1 / 2 / Both		Photographer	Take photos at assigned school events and activities.
1 / 2 / Both	Green Team	Green Team Volunteer	Volunteer to help with Green Team and prairie (courtyard) landscaping design and maintenance.
1 / 2 / Both	Lunchroom	Lunchroom Volunteer	Offer help to students opening lunches, zipping coats, and cleaning tables. Ideally would volunteer 2-3x/month, but any amount is helpful. This could be a great job for grandparents!
1 / 2 / Both	Math Partners	Math Partner	One-on-one tutoring with a student in math. Flex schedule. Training provided.
1 / 2 / Both	Reading Partners	Reading Partner	One-on-one tutoring with a student in reading. Flexible schedule. Training provided.
1 / 2 / Both	Room Parent	Room Parent	Organize classroom activities with the teacher, and help teacher coordinate other parent volunteers. Help coordinate volunteer shifts for spring Carnival.

1 / 2 / Both	Student of the Month	Student of the Month Volunteer	Usher students through hallway. Serve refreshments after program. Can volunteer monthly or choose specific dates: 10/6, 11/17, 12/15, 1/19, 2/23, 3/16, 4/20, 5/18
1 / 2 / Both	School Tours	Tour Guide	Lead tours to prospective families once per week, every other week, or as substitute. Tours begin late October and run through the end of February.
1 / 2 / Both	Spirit Wear	Spirit Wear Volunteer	Help sell Armatage logo items during school events.
1 / 2 / Both	Media Center Aid	Media Center Aid	Shelve books in the Media Center. Flexible scheduling.
1 / 2 / Both	Hearing Screening	Hearing Screening Volunteers	Help escort students to and from hearing screening (December)
1 / 2 / Both	5 th Grade Camping Trip	5th Grade Camping Trip	Help with various activities during the year to help raise money for the 5th Grade Camping trip.
1 / 2 / Both	Vision Screening	Vision Screening Volunteer	Help escort students to and from their vision screening (late February/early March).
1 / 2 / Both	Yearbook	Yearbook Team	Work on the yearbook team and assist with the production of the school yearbook.
1 / 2 / Both	Bulletin Board	Bulletin Board Volunteer	Help with designing, creating, and hanging seasonal banners or create unique hand-made bulletin boards.

NOT SURE? Tell us about yourself!

The PTA can also *create* opportunities for you to get involved at Armatage in areas that interest you or in areas that could benefit from your expertise/skill set(s).

Parent	Skill or Interest	Comment
1 / 2 / Both	Computers/Technology	
1 / 2 / Both	Art / Music / Culture	
1 / 2 / Both	Accounting / Finance / Business	
1 / 2 / Both	Other (please describe)	

Thank you for your willingness to help support Armatage Montessori School. Please read the *KangaNews* for announcements about volunteer opportunities throughout the year. Questions should be directed to ArmatageVolunteers@gmail.com.