

# Volunteer at Armatage: 2018-2019



Note

Please return to class, PTA mailbox or email form to [Armatagevolunteers@gmail.com](mailto:Armatagevolunteers@gmail.com)

## Parent / Guardian Preferred Contact Information

| Name | Email Address | Phone |
|------|---------------|-------|
| 1    |               | ( )   |
| 2    |               | ( )   |

## Student Classroom Information

Name

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Room / Teacher

Grade

## LEADERSHIP/ VOLUNTEER POSITIONS

Your help is essential in the smooth running of the school activities.

Listed below are volunteer leadership positions (Chair 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. Feel free to email [Armatagevolunteers@gmail.com](mailto:Armatagevolunteers@gmail.com) as well if you are interested.

| 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 <sup>th</sup> 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                                       | Coordinate with the chair and organize the Spring Plant Sale. Recruit volunteers via Sign-Up Genius. Ensure all necessary communications are distributed.   | 4 hours pre-event   |
| 1/2/Both     | Bulletin Board                                   | Help maintain/ update the new bulletin boards in our school   | Couple of hours a month   |
| 1/2/Both     | School Tours                                     | Manage School Tours   |   |

| Parent       | Activity Name/ Timing              | Description   | Estimated Time Commitment      |
|--------------|------------------------------------|---|--------------------------------|
| 1 / 2 / Both | Pits & Alleys Chair/<br>March 2019 | 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 Co-Chair            | Coordinate and organize the Tears & Cheers event in August 2019 (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<br>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<br>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                   |
| 1/2/Both     | Track and Field Chairs             | Current Chairs have been kind enough to run it this year but looking for a successor  | Pre-event and during event     |
| 1/2/Both     | Yearbook                           | This is such a fantastic keepsake for students and parents. Bring your creative talents to help the chair with creating the yearbook.   | Project Management/<br>Designs |
| 1/2/Both     | Box Tops                           | Co-ordinate collection and shipping of box tops as well as communicate to winning classroom (Free Recess). Collect, manage, mail Box tops that provides valuable funds for our school (\$1k+)   | 3 hours per month              |
| 1/2/Both     | SpiritWear Sales                   | Co-ordinate the sales of our school souvenirs.  |                                |

# 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 efforts.   |
| 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 <sup>th</sup> Grade Camping Trip | 5th Grade Camping Trip Fundraising Volunteer | 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](mailto:ArmatageVolunteers@gmail.com).**