

# Volunteer Opportunities

## Monterey Ridge Elementary School

### 2009 -2010

Dear Monterey Ridge Parent:

We are excited to offer many volunteer opportunities at Monterey Ridge Elementary School and we welcome your participation! Monterey Ridge is not only a wonderful place for your children it is also a great place for parents. The time and effort you spend will increase your child's learning opportunities and contribute to their sense of community. We would love to have you join our volunteer team. Not only will you be helping the students and staff, but also you'll meet new friends and have fun!

It's easy to get involved. The first step is to review the attached list of Volunteer Opportunities. Once you have decided how you'd like to help, please complete the attached Volunteer Interest Form and return it to the front office or your child's teacher. **Even if you are not interested in volunteering at this time, please fill out your name and email address on the form so you can receive emails about new opportunities as they are created throughout the year.**

In order to volunteer, you will need to complete a Megan's Law Form which can be found on the school's website and turned in at the office. You will also need proof of a negative TB test. A TB test is good for 4 years and a copy of the test result must be on file at the school before you can volunteer. For testing dates and locations, please check with the front office or the schools website. You will need a volunteer verification form (available at the schools office) before you go to the TB test.

For your safety and for tracking purposes, you are required to sign in and out at the office while volunteering on campus. You will also be asked to wear a name badge while you are at the school which will help staff and students recognize you as a volunteer.

Remember, no special qualifications are needed, just a little of your time. We look forward to hearing from you as we continue to create a dedicated community of volunteers at Monterey Ridge Elementary School. Please contact me at [judnic73@gmail.com](mailto:judnic73@gmail.com) if you have any questions.

Sincerely,

Judy Gerardi  
PTA Vice President of Volunteers

# Volunteer Interest Form

## 2009 - 2010

There are many opportunities to volunteer at Monterey Ridge. Please take a moment to review the attached Opportunity descriptions then fill out the information below and put a check next to anything that sounds interesting to you. You will be contacted by the event chair with details.

<b>Year Round</b>	<b>Fall</b>
<ul style="list-style-type: none"> <li>( ) Box Tops</li> <li>( ) Character Counts!</li> <li>( ) Community Concerns</li> <li>( ) Dads' Club</li> <li>( ) Ice Cream Sales (Wed. PM)</li> <li>( ) Library helpers</li> <li>( ) Lost and Found</li> <li>( ) Mini Grants</li> <li>( ) Monarch Memo newsletter</li> <li>( ) Parent Education</li> <li>( ) Playground Partners</li> <li>( ) Running Club (AM &amp; recess)</li> <li>( ) Spiritwear</li> <li>( ) Website</li> <li>( ) Workroom (T/Th AM)</li> <li>( ) Yearbook</li> </ul>	<ul style="list-style-type: none"> <li>( ) Directory</li> <li>( ) Fall Festival</li> <li>( ) Fall Gift Wrap Fundraiser</li> <li>( ) Family Fitness Night</li> <li>( ) Family Movie Night</li> <li>( ) Membership</li> <li>( ) Red Ribbon Week</li> <li>( ) Reflections</li> <li>( ) School Photos</li> </ul>
	<b>Winter</b>
	<ul style="list-style-type: none"> <li>( ) Holiday Giving Tree</li> <li>( ) Math Family Night</li> <li>( ) Science Family Night</li> <li>( ) Staff Appreciation Week</li> <li>( ) Vision &amp; Hearing Screening</li> </ul>
<b>Special Circumstances</b>	<b>Spring</b>
Want to help but have some time constraints? Let us know if you can help... ( ) Writing or Creating Flyers or Banners ( ) Maintaining Records (keeping spreadsheets) ( ) Other _____	<ul style="list-style-type: none"> <li>( ) 5th Grade Promotion</li> <li>( ) Art Show</li> <li>( ) Book Fair</li> <li>( ) Fun Run</li> <li>( ) Spring Food Drive</li> </ul>

We will also create a "Volunteer Email Distribution List." Check the box below and we'll periodically send emails letting you know what's coming up and what we need help with. (We will use "bcc" when possible.) It's easy to "click reply" to let us know you can help!

Put me on the Volunteer Email List. I want to stay informed about opportunities to volunteer.

Name: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Phone: \_\_\_\_\_ Child's Name and grade: \_\_\_\_\_

If you have any questions, please contact Judy at [judnic73@gmail.com](mailto:judnic73@gmail.com).

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## Monterey Ridge Elementary School 2009-2010

### **Box Tops**

**Chairperson: Tami Dedic**

This group is responsible for promoting and managing the Box Top program at Monterey Ridge.

### **Character Counts!**

**Chairperson: Open**

This committee will be responsible for working with Student Council to implement the Character Counts! program at Monterey Ridge. One key goal is to thoroughly incorporate the Six Pillars (fairness, caring, trustworthiness, responsibility, citizenship, and respect) into the classrooms, activities, and events.

### **Community Concerns**

**Chairperson: Roxann DeGennaro-Soltis**

This group of volunteers will work together in our school and community to teach and encourage philanthropy. This group will also help with our Giving Tree in December and the Spring PTA Canned Food Drive.

### **Dads' Club/Helping Hands**

**Chairperson: Open**

This group of volunteers will organize fun events like *Airplanes and Ice Cream*; *Breakfast, Books and Basketball* and *Lunch with Dad*. They'll also help the special projects around Monterey Ridge.

### **Ice Cream Sales**

**Chairperson: Mary Still**

This group of volunteers will help supervise Ice Cream Sales after school on Wednesdays.

### **Library Helpers**

**Chairperson: NA**

Your help will be greatly appreciated performing tasks in the library such as reading to classes, checking books in and out, returning books to the shelves, repairing books, and decorating bulletin boards.

### **Lost and Found**

**Chairperson: NA**

You will periodically go through the Lost and Found rack and distribute the items to the correct classrooms. You will also orchestrate the donation of items without identification.

### **Mini Grants**

**Chairperson: Donita Santos**

You will help run this program which enables the PTA to donate funds for classroom items. You might research requests or label items purchased by the PTA.

### **Monarch Memo Newsletter**

**VP of Communications: Mily Dahlke**

These volunteers will help develop a fun, creative, and informative Monarch Memo every month. They will also be responsible for all other sources of communication and publicity for Monterey Ridge Elementary School.

**Parent Education****Chairperson: Open**

This group will be responsible for finding interesting topics and speakers to help enhance the education of our parents. Morning or evening events can be planned.

**Playground Partners****Chairperson: Karen Hayes**

This group of volunteers will help make the new PTA program "Playground Partners" a big success. Essentially, it involves helping run games during lunch recess. Training will be provided.

**Running Club****Chairperson: Karen Stokes**

This fun committee will be helping to keep track of the number of laps run by students during Running Club. The Club meets before school on Tuesday and Thursday mornings. We also hope to expand the program to include recess running time.

**Spirit Wear****Chairperson: Claudia Stauffer**

This group will be responsible for taking and filling orders for all Monterey Ridge logo wear (shirts, sweatshirts, etc.)

**Website****Chairperson: Mily Dahlke**

This group will be responsible for updating the PTA website.

**Workroom (Tuesday and Thursday mornings)****Chairperson: Christine Reiter**

This group of dedicated volunteers will manage the on-campus workroom. They will help the teachers make copies, laminate, cut, paste, bind, collate, etc. They will be responsible for organizing a schedule to make sure all workroom requests are handled in a timely manner.

**Yearbook****Chairperson: Open**

This group of volunteers will assemble a memory book for the students.

**Fall International Festival****Chairperson: Gigi Adaya**

This carnival type event will include games, crafts, and food. There will be prizes and plenty of fun for all. This event requires many volunteers to help plan, setup, work during, and help clean up after the event.

**Fall Gift Wrap Fundraiser****VP Fundraising: Julie Golich**

This committee will be responsible for helping organize and execute our largest PTA fundraiser. Jobs might include collecting orders from classrooms, tallying students' orders, and helping distribute items to the villages.

**Family Nights****Chairperson: Gigi Adaya**

This fun committee will be responsible for planning and executing fun and educational Family Night events. They may include Fitness Night, Science Night, Movie Night and others.

**Membership Committee****Chairperson: Jennifer Roa**

This group of volunteers works hard at the beginning of the year to help create a fun and successful Membership Drive at Monterey Ridge.

**Red Ribbon Week Celebration****Chairperson: Open**

These volunteers will plan and organize Monterey Ridge's Red Ribbon Week.

**Reflections****Chairperson: Open**

A group of volunteers will lead the PTA sponsored Reflections Program at Monterey Ridge. It includes a national PTA contest promoting literature, arts, and music.

**School Photos****Chairperson: Janet Powell**

This group will help the day run smoothly by helping the photographers, communicating with staff, and organizing the children. The time commitment is for one day for several hours. A member of this committee will be a Chairperson In Training for next years school photos.

**Holiday Giving Tree****Chairperson: Roxann DeGennaro-Soltis**

This group will help organize our Giving Tree Project in November and December.

**Staff Appreciation Week****Chairperson: Myshel Romans**

One of the ways we show our appreciation to the Monterey Ridge Staff is with a "Staff Appreciation Week". During this week, volunteers will be needed to orchestrate activities, set-up, clean up and/or bring food items for the staff.

**Vision & Hearing Screening****Chairperson: Karen Hayes**

This group will help organize the children and act as classroom runners during the screenings which are held twice each year. The commitment is for one day for a few hours and requires no other preparation.

**5<sup>th</sup> Grade Promotion****Chairperson: Open**

This group of volunteers will organize the 5<sup>th</sup> Grade Promotion Celebration. These volunteers should NOT be the parents of a 5<sup>th</sup> grader.

**Art Show****Chairperson: Shannon Perri**

This group of volunteers will help organize the Monterey Ridge annual Art Show display.

**Book Fair (March)****Chairperson: Christine Reiter**

This event is an excellent chance to purchase great books. Volunteers are needed to work one to two hour shifts to help sell the books and stock the shelves.

**Fun Run Fundraiser****Chairperson: Alya Mansi**

This committee will be responsible for helping organize and execute our PTA Fun Run fundraiser. Jobs might include collecting pledge forms from classrooms, tallying students' pledges, and helping at the track on the day of the event.

**Spring Food Drive****Chairperson: Roxann DeGennaro-Soltis**

This group will help organize our PTA Spring Food Drive which helps ensure that families in our community have enough food to eat during our spring break.