

# Volunteer Descriptions

## Scanlan Oaks Elementary VIPS

### VIPS - Volunteers In Public Schools

*The goal of VIPS is to support our teachers, staff and students, and we've always been very fortunate at SOE to have a very strong volunteer base! Please read the descriptions below regarding some of the many volunteer opportunities available within our school. If you're interested in helping out with any of these opportunities, please don't miss your first chances to sign up to volunteer at Kinder Camp. There may be additional opportunities to volunteer that will come up throughout the school year, and you'll most likely be notified of these via flyers in your child's Friday Folder. If you have any questions about volunteering at Scanlan Oaks, please contact SOE's VIPS Coordinators at [www.woept.org](http://www.woept.org)*

*.FBISD requires ALL volunteers to complete a Criminal History Check. Log on to [www.fortbendisd.com](http://www.fortbendisd.com), click on "Volunteers and Partnership" on the left hand side of the screen; click on "Criminal History Checks" on the lower right side of the screen; then, either select the first link to register as a new volunteer or the lower link if you have previously registered. All of your previous information will already be in the system. Once you are done, press Submit.*

### GENERAL VOLUNTEER OPPORTUNITIES

#### ROOM PARENTS

Volunteers are needed to serve as Room Parents. There is one Room Parent per class. If you're interested in being a Room Parent ("RP"), please don't forget to indicate your interest by signing up in your child's classroom at Kinder Camp. If you're not able to attend Kinder Camp but are still interested in serving as a Room Parent for your child's class, please notify your child's teacher or SOE's VIPS Coordinator(s) within the first week of school. RPs are selected by the PTO Board to ensure fair opportunity is given to those interested and so the same people are not selected year after year (unless no one else volunteers).

RPs are responsible for:

- Attending meetings with their assigned Grade Level Coordinator ("GLC") to discuss procedures and upcoming classroom events Art - assisting with "It's My Artwork" fundraiser, helping to display artwork, and possibly assisting with starting an Art Club
- Organizing classroom events including Lunch Bunch, December Holiday Party, Valentine Party, Winter Fundraiser Auction Items, Field Trips, Staff Appreciation Week, and Field Day as well as any other special events or work assignments as requested by the teacher, teacher team lead, or GLCPE - assisting with the in-line skating program for 4<sup>th</sup> & 5<sup>th</sup> graders and helping with Field Day in the Spring
- Organize Thanksgiving Feast in which Kindergartners learn more about Indians, Pilgrims, and Thanksgiving traditions through classroom activities and crafts
- Organize 2<sup>nd</sup> grade Thanksgiving Craft Day with other room moms and G:LC.
- Coordinating parent volunteers via phone and/or e-mail for assistance with classroom events and work assignment

## **OUTCLASS COORDINATORS AND OUTCLASS VOLUNTEERS**

Volunteers are needed to serve as Outclass Coordinators ("OCs") for Library, Art, Music, and P.E. Ideally, there should be two coordinators for each outclass - - - one for grades K-2 and one for grades 3-5. OCs are selected by the PTO Board to ensure fair opportunity is given to those interested and so the same people are not selected year after year (unless no one else steps forward.) OCs are responsible for organizing volunteers to handle various work assignments:

- Library - shelving books, assisting with Book Fair sales, and handling special projects
- Art - assisting with "It's My Artwork" fundraiser, helping to display artwork, and possibly assisting with starting an Art Club
- Music - assisting with rehearsals and other events for the choir
- PE - assisting with the in-line skating program for 4<sup>th</sup> & 5<sup>th</sup> graders and helping with Field Day in the Spring

## **VIPS WORKROOM**

Working in the VIPS Workroom involves helping to prepare materials for the classrooms (i.e. helping with bulletin boards, die cutting, binding booklets, coloring, gluing, tracing, laminating, and cutting out laminated items.) Volunteers must attend an informal training session in order to learn how to operate the various pieces of equipment in the VIPS Workroom. Note: For safety reasons, children are not allowed in the VIPS Workroom.

## **TEACHER CENTER**

Some projects can't be completed in the school workroom and may require going to the FBISD Teacher Center (on Sweetwater Blvd. near Austin Parkway). \*District Policy - Children under 18 may not enter the building.

## **"TAKE HOME" WORK**

This is designed for Moms, Dads, and Grandparents that are not able to come to the school to help out during school hours. Your child's teacher can send this type of work home with your child, and it usually involves tracing, coloring, gluing, or cutting out materials for the classroom.

## **GREEN TEAM**

The Green Team is a group of parent and student volunteers that promote recycling at SOE. Green Team members collect recyclables from classrooms and place them in a recycle container to be picked up by the recycle company. The Green Team also assists with the recycling in the cafeteria. SOE recycles all plastic 1-5 and 7, aluminum and juice packs. Green Team members count and send the juice packs to Terracycle where we receive 2 cents for every juice pack.

## **DADS' CLUB**

This group is called upon for special events, such as a Mom's event, or when something needs to be constructed or moved. The Dads' Club will also have special fun activities planned where the Dads are involved in programs with the children.

## **SHARED DREAMS**

This program provides needy FBISD students with school clothes and personal care supplies that have been collected throughout the district. Volunteers are needed to help organize a clothing or personal care supplies drive within our school. In the spring, volunteers are needed to help work at the Shared Dreams facility giving out the donations.

## **LONG TERM PROJECTS**

We need volunteers for this committee who are interested in planning and researching projects that will benefit the school in the near future (the next 2-3 years,) that may require larger sums of money. Ideas from this committee help for future planning of fundraisers for the school.

## **GRANT RESEARCH**

We need volunteers for this committee to research grants that may be available to the school. This involves working with computer research, community contacts, and local and national organizations. Many opportunities exist that we could incorporate with SOE's butterfly garden. Organizations like the National Wildlife Foundation offer several different types of grants that only schools with these types of gardens may qualify for. Volunteers would seek out and present potential grant opportunities to the PTO Board.

## **PTO MEMBERSHIP**

Volunteers are needed to assist with the Membership Drive table at Kinder Camp, Meet & Greet, and Parent Information nights. Volunteers will make sure PTO membership forms are completed correctly and will collect money from those families who want to be voting members of the PTO. Volunteers will also assist at each PTO General Membership meeting (4 times yearly) at the Membership table where voting members must sign in.

## **FUNDRAISING**

### **REINDEER RUN/JINGLE JAM(December '11)**

Volunteers are needed to assist in each of the following areas: publicity, obtain corporate sponsors/donations, help with carnival activities, class baskets, race day specifics, event set-up & break down, hand out/sell food, equipment rental and silent auction.

### **BOX TOPS FOR EDUCATION/ CAMPBELL'S SOUP LABELS**

Volunteers are needed to count Box Tops, Campbell's Soup Labels & Tyson Project A+ Labels at the end of each month for the monthly contest between grade levels. This is something that can be done at home. Volunteers will need to send reminder flyers home with students. Volunteers also will be responsible for mailing the labels to the companies for school credit and for keeping track on the applicable websites.

### **DINNER NIGHTS**

This is a great "at-home" volunteer opportunity. SEO partners with one of our local restaurants once a week & our families are encouraged to have dinner there. Volunteers are responsible for obtaining flyers from the selected restaurants for placement in the students Friday Folders & for following up with the restaurants for participation tracking.

### **SCHOOL STORE**

Volunteers are needed to work at the Scanlan Oaks School Store some mornings during the school week, once a month during lunch as well as during some school events. The school store sells Scanlan Oaks Spirit Wear, specialty logo items and other school-related items

## **EDUCATIONAL ENRICHMENT**

### **READING AND MATH MENTORING**

Help students develop their reading skills to be on par with their grade-level peers. Not sure how to be a tutor? Don't worry, we will train you! Volunteer positions include:

- Reading mentors (initial training followed by weekly 30-minute sessions with assigned student(s.))
- Math mentors (initial training followed by weekly 30-minute sessions with assigned student(s.))

### **READING NIGHT**

Family event held in February that includes fun reading activities for all ages. Organized by Educational Enrichment Coordinators. Volunteer positions include:

- Reading: Work with PTO Educational Enrichment Coordinator to develop a themed evening program that promotes reading as a fun family activity; implement the program.
- Writing: Work with PTO Educational Enrichment Coordinator to set up an evening program centered on small workshops where students focus on specific writing objectives, share their work, and provide constructive input to each other.

### **MATH/SCIENCE NIGHT**

Family event that includes fun math and science activities and games for all ages. Organized by the PTO Educational Enrichment coordinators and held November 15 from 6-8PM. Volunteers needed to work with PTO Educational Enrichment Coordinators to develop a themed evening program that promotes science and math as fun family activities; implement the program.

### **EQUATIONS LEAGUE**

Volunteers run group along with one teacher sponsor. Math activities after school on selected days for some 4<sup>th</sup> and 5<sup>th</sup> grade students. Parents are needed (even if you are not a math whiz☺) to help with the meetings. This program is overseen by our PTO Educational Enrichment Coordinators.

### **IN-SCHOOL FIELD TRIPS**

Each grade has the opportunity to have 2 in-school field trips organized by the PTO Educational Enrichment Coordinators, parent volunteer chairs and teachers. Help decide who comes to the school.

### **FIELD TRIPS**

Each grade takes a field trip during the year. These are organized by teachers and PTO Educational Enrichment coordinators. Volunteers are needed as chaperones.

### **FIELD DAY**

A day of outdoor activities organized by the PE department and volunteers. Held on May 24 and 25, 2012 from 8am-3pm. Grades K-5 participate during designated times. Volunteers needed to work with SOE P.E. staff to plan end-of-year field day for our students.

### **5<sup>th</sup> GRADE CELEBRATION**

Plan a small in-school graduation party for the 5th graders. (One parent volunteer needs to be designated to report status/progress monthly to PTO Educational Enrichment Coordinator.)

### **BUTTERFLY GARDEN**

Work with the PTO Board to come up with a long term plan to improve the current garden. Plans need to include use by students and the community while maintaining the original intent of the garden as a memorial to a former student at SOE.

## **STAFF APPRECIATION**

### **STAFF BIRTHDAYS/BIRTHDAY BAKERS**

Each month we celebrate staff birthdays by providing an assortment of goodies for the faculty and staff. Volunteers are needed to bake/cook desserts or send in drinks or store-bought food items. Each month will have a different theme (i.e. cookies, cakes, pies, etc.). Volunteers will receive an e-mail approximately two weeks prior to the event that will list the theme and suggestions for necessary food items. You may send your food items with your child or drop them off at the front desk in the morning. A volunteer is needed to work directly with the Staff Appreciation Chairs to organize and run this monthly program.

### **STAFF APPRECIATION**

Special treats, monthly birthday desserts and quarterly luncheons are provided by volunteers throughout the year as a "Thank You" to our faculty and staff. A variety of events are held in May during Staff Appreciation Week.

### **LUNCH BUNCH**

Held on a quarterly basis (September, January and April). During the week of Lunch Bunch, parent volunteers provide lunch for the entire staff to show our appreciation. Parents can help by cooking, baking, or bringing in a store bought item (related to that month's theme) or by providing soda, lemonade or tea. You can also help by assisting with set-up, decorating or volunteering to help serve our well-deserved teachers the delicious food that is brought by the parent volunteers! The staff will be divided according to the following grades/teams:

- Mondays: K, 1st, 4th, Outclass, Office Admin, Cafeteria
- Wednesdays: 2nd, 3rd, 5th, Resource/Aide Staff, Custodian Staff

### **TEACHER APPRECIATION WEEK**

Every May, schools around the country spend one week honoring teachers and staff. Volunteers are needed to help prepare for the week's events. This may consist of purchasing items paid for by the PTO, putting together items, and making sure the teachers receive the items.

### **MOMS & MUFFINS**

Volunteers are needed to set-up, work and clean on two consecutive mornings in February. Students can bring their moms (or stand-in moms) to school and enjoy doughnuts with them before school starts. Volunteer positions include a Committee Chair who will work directly with the Staff Appreciation Chairs to organize the committee, develop program and run event and provide monthly report status/progress updates monthly to PTO Staff Appreciation Chairs. Event volunteers who work with Committee Chair to acquire supplies and work event.

### **DADS & DOUGHNUTS**

Volunteers are needed to set-up, work and clean on two consecutive mornings in October. Students can bring their dads (or stand-in dads) to school and enjoy doughnuts with them before school starts. Volunteer positions: Committee Chair (Work directly with the Staff Appreciation Chairs to organize the committee, develop program and run event. Will provide report status/progress updates monthly to PTO Staff Appreciation Chairs.) Event volunteers will work with Committee Chair to acquire supplies and work event.

## **PUBLICITY**

Volunteers are needed to work with our Publicity Chairperson on various areas of communication:

- **Website**: Maintain and post updates as necessary. Send out e-blasts for upcoming events.
- **Weekly e-Newsletter**: Coordinate with principal, administrative staff and PTO members to send out information to families every week via "Tuesday Newsday."
- **Quarterly Newsletter**: Writing and editing articles; proofing layout; working with office to copy and distribute; a committee will be needed to facilitate this.
- **Marquee**: Changing out messages.
- **Photography**: Gathering and categorizing photographs of students, faculty and volunteers for the yearbook, the web and newsletter.
- **Local Publicity**: Working with local media to place articles and photographs supporting SOE programs.
- **Yearbook**: Working with selected vendor to write, design, print and distribute yearbooks to students and faculty.
- **Historian**: Keeping a working scrapbook of pictures, articles and information regarding the events of the school since its inception; framing keepsake items for the school.

## **PARENT TEACHER ORGANIZATION ("PTO") BOARD**

Our school's PTO Board is comprised of the following volunteer positions:

- President
- 1<sup>st</sup> Vice President
- 2<sup>nd</sup> Vice President (Fundraising)
- Treasurer
- Recording Secretary
- Corresponding Secretary
- VIPS Coordinator
- Staff Appreciation Coordinator
- Educational Enrichment Coordinator
- Parliamentarian
- Publicist

In addition, our school's Principal and a Teacher Representative serve on the PTO Board.

Nominations are solicited during the spring semester. The PTO Nominating Committee discusses and decides by majority vote which candidates to put forth on the slate to the General Membership. The election takes place at the last General Membership Meeting each school year.

### **PTO NOMINATING COMMITTEE**

Volunteers are solicited in the spring semester to sit on this committee which is responsible for reviewing and qualifying potential members for the next school year's PTO Board. Four (4) non-PTO Board members not seeking election are needed to sit on this committee. These 4 volunteers attend several meetings to help establish the slate. The PTO Nominating Committee is comprised of the PTO Parliamentarian, the Principal, a Faculty Representative, four (4) non-PTO Board members not seeking election, and one (1) current PTO member not seeking re-election.