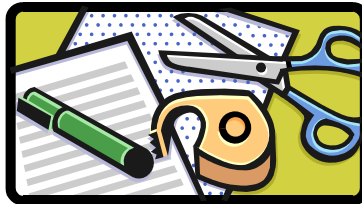


ANNANDALE TERRACE ELEMENTARY SCHOOL

**7604 HERALD STREET
ANNANDALE, VA. 22003
703-658-5600**



VOLUNTEER PROGRAM

***Welcome To The Volunteer Program At
Annandale Terrace Elementary***

WELCOME, VOLUNTEERS!

The volunteer is an integral part of the school community. Not only are you giving of your free time to help the teachers and staff, but also you are entering the lives of so many children, who will be forever grateful. To read to a child, or watch them at the computer or to even xerox some paperwork for a teacher so she or he has more time to spend with the students, you become an invaluable member of the Annandale Terrace community. So we, the staff, teachers, students, and veteran volunteers, thank you and welcome you to our school.

Enclosed you will find a list of volunteer opportunities and what each may involve. If you would like to volunteer in another way, call me and we will find a place for you. Once again thank you, and welcome.

Farah Mouchkelly

**Volunteer Coordinator
703-642-1822**

VOLUNTEER JOBS

GENERAL VOLUNTEERS

- Room Parent –** Help your child's teacher to call parents for field trips, parties, or other needs.
- Tuesday Folders -** Put papers in Tuesday Folders for a teacher; every Tuesday, 1/2 hour.
- PALS -** (Parents Assisting with Language Services)
Occasionally translate simple written flyers or papers for school. Volunteers may also telephone other parents if needed.
- Garden / School -
Beautification** Weed garden beds, plant and water flowers around school.
- Clinic Help -** Assist in the clinic with daily filing of paperwork and applying bandaids. No medical background necessary. Training is provided. Volunteers must be able to communicate effectively with children.
- Library Help -** Put books on shelves. No English necessary. Training is provided. Volunteers may come any time to help!
- Learning -
Materials** Help make items for use in the classrooms; cutting, pasting, laminating, binding books, using the xerox machine and the Ellison Press, and more. Instruction will be provided for using the equipment. Volunteers may work any day or time.
- Art Assistant -** Help Ms. Owen, our art teacher, with art projects in the classrooms. Assist students when an extra pair of hands is needed. Art experience is not necessary. Ms. Owen will teach you everything you need to know to help the children complete their art projects.
- Working with -
Students** Assist in a classroom by listening to children read, playing math games, helping children write stories, study for a spelling test, etc.

SPECIAL PROJECTS

Health Screening - Help in the clinic with County Health Screening for hearing and vision. (2-3 hours, 1 day in the fall)

Student - Directory Layout and produce the student telephone book. Basic computer skills necessary. Instruction and guidance will be provided. Requires about 10 hours at your convenience in the fall.

General Mills: - Box Tops for Education Count, bundle, and mail box tops collected at school to the General Mills Company to receive credit for school supplies. No English necessary. About 5 hours per year.

SPECIAL EVENTS

Book Fair - Chairperson Organize the Book Fair with assistance from Mrs. Davis, librarian (December)

Book Fair Help - Help sell books at the Book Fair. Set up and take down book displays. Help students choose books to buy.

Picture Day - Assist the photographers with the children. Help children comb their hair, adjust their clothes, etc. Each volunteer can earn either \$15 for a half day or \$30 for a full day toward their picture purchase. (one day in fall, one day in spring)

Thanksgiving - Luncheon Help set up, serve, or clean up in the cafeteria during the annual Thanksgiving lunch for parents and students. There is time for you to eat with your children, too.

Dessert Night - Help set up tables or help clean up after the event.

International - Picnic Help set up, help clean up, or help monitor games.

Field Day - Help monitor students, pour drinks, etc. while students participate in field day events outside on the playground.

PE Mile Run - Monitor students who are running the mile for PE points (One day per month at your convenience, during lunch; 11:00 – 1:00)

PTA FUNDRAISERS

Wrapping - Paper Help collect and count wrapping paper sales orders. Help sort orders. Help distribute wrapping paper.

Krispy Kreme - Donuts Help sort and distribute boxes of donuts. (One afternoon in the fall, one afternoon in the spring)

AS NEEDED

As Needed - We will call you when the need arises for a volunteer to do something for the school – either at home or at school.

Telephoning - Help contact other parents by telephone. Specify languages you speak.

Skills or Talents- Do you have any special skills or talents you could share with the students or the school?

Some examples:

- Teaching about environmental science concepts
- Cake decorating
- Stitchery or Quilting
- Web Design
- Food or clothing donations

GIANT AND SAFEWAY POINTS

You may use your Giant or Safeway card to help Annandale Terrace earn points that can be used to buy computers, school supplies, and more. Register at the Giant or Safeway, using the Annandale Terrace School numbers listed below. Every time you shop, Annandale Terrace will receive points.

Giant : #1822

Safeway : #2243

Be Special !! Be A Volunteer !!

Annandale Terrace VOLUNTEER INTEREST FORM

Parent's Name _____

Phone Numbers: Daytime _____ Evening _____

Student's Name _____ Grade ____ Teacher _____

Student's Name _____ Grade ____ Teacher _____

Annandale Terrace welcomes volunteers, both in the school and at home. Volunteers are an important part of the instructional program at our school. Please consider how you can be of help to the Annandale Terrace school community.

Look at the Volunteer booklet to see what each job involves.

Complete this form. Return it to your child's teacher.

Please send in only one form per parent.

*If you have questions, call **Farah Mouchkelly, Volunteer Coordinator**; 703-642-1822.*

GENERAL VOLUNTEERS

- Room Parent
- Tuesday Folders
- PALS (translating)
Language _____
- Garden/School Beautification
- Clinic
- Library
- Learning Materials
- Art Assistant
- Working with students

SPECIAL PROJECTS

- Health Screening
- Student Directory
- General Mills:
Box Tops for Education

SKILLS OR TALENTS

List any talent that you have to share:

SPECIAL EVENTS

- Book Fair Chairperson
- Book Fair Help
- Picture Day
- Thanksgiving Luncheon
- Dessert Night
- International Picnic
- PE Mile Run
- Field Day

PTA FUNDRAISERS

- Wrapping Paper Sales (fall)
- Krispy Kreme Donut Sales

AS NEEDED

- As Needed – at school
- As needed – at home
- Telephoning parents
Language _____

When can you help?

___ Mon. ___ Tues. ___ Wed.
___ Thurs. ___ Fri.

Time of day?

___ Mornings ___ Afternoons
___ Evenings ___ Weekends