

Franconia Elementary School PTA
VOLUNTEER OPPORTUNITIES 2011 - 2012

The Franconia Elementary PTA offers a wide range of volunteer opportunities for parents. Volunteers play a very important role in your child's education. Your commitment is essential to the success of our programs and greatly benefits our school. The list of opportunities below includes chairpersons and volunteers. The attached Committee Descriptions provide more detail to help you determine how and when you can contribute. We appreciate as little or as much volunteer time as your schedule permits. Remember, everyone can be a volunteer!

Complete the form below and return to school with your child. You will be contacted by our PTA Volunteer Coordinator for specific opportunities. You can also return this form via email to: Carylin Waterval, PTA President at carylin_mother2@yahoo.com.

Please print neatly

Volunteer Name(s): _____

Home Phone Number: _____ Email Address: _____

When are you available? (check all that apply) During School Hours At Home After School Evenings

Child's Name(s): _____

Teacher(s) and Grade(s): _____

List special skills, talents, experiences, or passions that you could contribute to volunteering: _____

Please check the areas where you would like to volunteer:

Yes, I want to volunteer, I can help anywhere, just contact me and I will help if I can

<i>PTA Committee Name</i>	<i>Chairperson</i>	<i>Volunteer</i>
After School Programs		
Audit Committee		
Basket Bingo		
Box Tops		
Cartridges for Kids		
Communications, Newsletter and Website		
Fairfax County Cluster V Parent Advisory Council Representative		
Fairfax County Council of PTA Representative		
Fairfax County Superintendent Parent Advisory Council Representative		
Fall Fundraiser - Read-a-thon		
Family Fun Run		
FLEX (Foreign Language Experience)		
Movie Night		
Muffins for Moms/Donuts for Dads		
Reflections		
School Supply Sale		
Silent Auction		
Spirit Wear		
Staff Appreciation		
Volunteer Coordinator		

<i>School Specific Volunteers:</i>	
Book Fairs	
Clinic	
Library	
Office	
School Pictures	
Thanksgiving Lunch	

**FRANCONIA ELEMENTARY SCHOOL
PTA COMMITTEE CHAIRPERSON JOB DESCRIPTIONS 2011 - 2012**

Chair Position	Activity Description	Job Description	Est Time Req'd
After School Programs	After School Programs can be offered to allow enrichment programs to Franconia students.	Coordinate after school programs for students. Gather information on available programs, solicit parents and school staff to determine the calendar of classes. Coordinate enrollment, instructors and school facilities. Includes ongoing management of the program.	Fall Session and Spring Session, 4-8 hours
Audit Committee	Perform annual review of PTA financial books.	Three volunteers are needed to perform the annual review of the PTA books to ensure accurate bookkeeping. A report must be filed with the VA PTA each year.	Audit must take place during summer, 2-4 hours
Basket Bingo	Families gather in the gym and play bingo for a chance to win a basket of prizes.	Schedule and coordinate the logistics of the event to include gathering prize baskets, arranging for sale of food/beverages, determine volunteer requirements and soliciting 3-5 committee members.	Begin planning 6-8 weeks prior to event, 10-20 hours.
Box Tops	General Mills Box Tops for Education are collected throughout the year to earn money for school equipment.	Prepare communication to promote the program. Coordinate collection and counting of box tops to submit to General Mills each quarter. Determine class winner; work with teacher to schedule class prize.	2 hours/quarter
Cartridges for Kids	Recycle used cell phones, empty laser, fax, copier, and inkjet cartridges as well as, laptops, Palm Pilots, iPods, video games, GPS Systems, DVD's and digital cameras. The recyclable items are returned to Cartridges for Kids®.	Coordinate the collection of recyclable items. Package and ship items to Cartridges for Kids once a quarter.	Quarterly, 1-2 hours.
Communications: Newsletter and Website	A monthly PTA newsletter is distributed to the Franconia ES community; the school PTA website contains helpful information	Coordinate the preparation and distribution of the monthly PTA newsletter. Requires coordination with PTA board/Committee Chairpersons to gather articles to include in the newsletter. Experience with desktop publishing is helpful. Coordinate with school Technology Specialist to make recommendations on improving the PTA page on the school website.	2 hours monthly
Fairfax County Cluster V Parent Advisory Council Representative	Serve as the Franconia PTA liaison with the Cluster V Parent Advisory Council.	Attends two meetings and provides feedback to the Franconia PTA Board.	1 afternoon meeting in November; 1 evening meeting in April
Fairfax County Council of PTA Representative	Serve as the Franconia PTA liaison with the Fairfax County Council of PTAs.	Attends county level PTA meetings and provides feedback to the Franconia PTA Board. As needed, acts as the liaison at the county, Fairfax district and VA state level by attending meetings and casting votes as appropriate.	Two-four evening meetings from October/November thru April
Fairfax County Superintendent Parent Advisory Council Representative	Serve as the Franconia PTA liaison with the Superintendent Parent Advisory Council.	Attends monthly meetings with the Fairfax County Superintendent and provides feedback to the Franconia PTA Board.	Monthly evening meetings from October thru April
Fall Fundraiser Read-a-thon	The Read-a-thon will be the Fall Fundraiser to promote the importance of reading. This is the biggest fundraiser of the year	Coordinate distribution and collection of the fundraising information to students. Organize a committee to create the fundraising information, flyers, prize plan, tally results and share results. Solicit other volunteers as needed to assist.	August - November; 10-20 hours
Family Fun Run	A Family Fun Run is held in the fall to raise money for an organization that supports children.	Coordinate event logistics for run with VDOT, Franconia Police Department, and school personnel. Work with PTA Board to select organization to benefit.	November - 4-8 hours
FLEX (Foreign Language Experience)	The Foreign Language Experience (FLEX) program offers an after-school foreign language enrichment program to Franconia students.	Coordinate program registration with the students, working with the Fairfax County contact to secure teachers and determine schedule of classes. Includes on-going management of the program.	Fall Session and Spring Session, 4-8 hours
Membership Database	PTA membership drive is held in the fall to recruit parents and staff to join the PTA.	Coordinate collection of PTA membership dues and membership information using the National PTA Database program. Use the database to assist in creating a membership directory and an email communication tool.	Fall; 4-8 hours
Movie Night	Free Family Movie Nights are held 1-2 times a year in the school gym.	Coordinate a family movie night held in the school gym, in the winter. Schedule event, select the movie, obtain movie license, organize food and drink sale. Solicit appropriate volunteers to assist.	Winter, 2-4 hours
Muffins for Moms Donuts for Dads	Franconia families are honored by having breakfast in the cafeteria with their children.	Organize event, purchase food for event.	May/June; 2-4 hours
Nominating Committee	Solicit a slate for the PTA Board for the next school year.	Solicit individuals to run for PTA Office elections in the spring. Present the slate of officers to the PTA Board by May.	April, 1-3 hours
Reflections	Reflections is a National PTA self-discovery learning program for children to encourage students across the nation to explore their artistic talents. Students create an original work of art based on the yearly theme.	Coordinates student participation in entering the Reflections competition. Create flyers to solicit entries, recruit judges, plan reception for participants, forward winners to national PTA, procure awards/prizes.	Sept. - Dec., most time involved before and after the deadline in November. 4-8 hours
Restaurant/School Spirit Nights	Coordinate quarterly restaurant/school spirit nights.	Schedule restaurant nights with local restaurants. Prepare flyers and promote event through school newsletter and Keep In Touch messages.	Quarterly, 1-2 hours.
School Supply Sale	Coordinate the annual school supply pack program.	Coordinate with the outside vendor and teachers for list of school supplies and the pre-ordering process. Coordinate distribution and collection of the sale information to students. Coordinate delivery of the supply boxes from the vendor to students at the open house.	Begin planning in January, sale begins in May, delivery in September. 5-10 hours.
Silent Auction	A silent action event is held in conjunction with Basket Bingo.	Solicit silent auction contributions from area businesses, school staff and families. coordinate the logistics of the event to include set-up, bidding process, payment process and thanking auction contributors. Determine volunteer requirements and soliciting 1-3 committee members.	Begin planning in November, 10-20 hours
Spirit Wear	Franconia Elementary merchandise is created and sold each year.	Coordinate with an outside vendor the design, pricing, ordering and delivery of school spirit wear that is affordable for Franconia families.	Begin in August, 2-6 hours
Staff Appreciation	Coordinate Franconia staff appreciation events during the school year.	Organize and plan staff appreciation events throughout the year. Solicit appropriate volunteers to assist as needed.	April/May; 4-8 hours
Volunteer Coordinator	Volunteers for school and PTA events are needed throughout the year.	Review and update the PTA Volunteer Form in the summer. Collect volunteer forms and update volunteer database. Coordinate and communicate with PTA Board, school staff regarding volunteer requirements. Recruit volunteers for events during the year.	Begin in summer, 2 hours/month.

80% of coordination can be done from home - many positions require a commitment of less than 4 hours!

Contact Carylin Waterval at carylin_mother2@yahoo.com for more information.