



# Sexton Mountain Elementary School

## Volunteer Handbook

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### Introduction

This handbook describes the various volunteer opportunities for parents at Sexton Mountain Elementary School. Our school volunteers perform vital services for the students, teachers and staff.

### Sexton Mountain Parent Teacher Club (PTC)

An executive board, consisting of six elected officer positions, fills one-year terms. The executive board, on behalf of the community, plans and supports membership directed programs (carnival, staff appreciation week, science/art fair, Art Literacy, classroom parties, etc.). The volunteer coordinator is not an elected position, but serves as an adjunct member of the PTC.

The PTC is a volunteer organization that serves the Sexton Mountain Elementary School community through the organized efforts of its parents, students, staff, and friends. The PTC is responsible for raising and allocating funds to best meet the needs of the students, and for building a strong sense of community.

The PTC meetings are held at the school and ALL parents, teachers, and staff are invited and encouraged to attend. The dates of the PTC meeting will be published in the school calendar.

### PTC Officers

<b>President</b>	Presides at all meetings of the PTC and executive board
<b>1<sup>st</sup> Vice President</b>	Oversees the PTC fundraising activities
<b>2<sup>nd</sup> Vice President</b>	Oversees the PTC community activities
<b>3<sup>rd</sup> Vice President</b>	Oversees the PTC communications
<b>Secretary</b>	Responsible for keeping and posting meeting minutes and chairs the Budget Committee
<b>Treasurer</b>	Responsible for keeping accurate financial records of PTC funds
<b>Volunteer Coordinator</b>	The Volunteer Coordinator oversees and coordinates those volunteer activities as directed by the Sexton Mountain School staff and PTC.

**Description of Volunteer Opportunities**

Activity	Description	Chairperson	Volunteers
<b>Art Enrichment</b>	Activities to provide students with additional opportunities to learn about different types of art and writing.	Plans, organizes, and publicizes activities with a artistic focus such as assemblies and Artist or Writer in Residence.	Assists the chair with publicizing and developing ideas.
<b>Art Festival</b>	Family event designed for our kids' inner Artists to shine. Art displays, hands on activities, and performing arts are included.	Plans and organizes the event including coordinating volunteers, planning the space, collecting the art displays, promotion of the event, refreshments, and participant recognition, set-up and clean-up.	Activity Coordinators needed for Performance Art, Artist displays and hands-on tables, refreshments, and student art displays.  Volunteers needed to assist with set-up, clean-up, refreshments, and event promotion.
<b>Art Literacy</b>	Art lessons presented to classrooms by volunteers. There are 6 artists each year.	Schedules lessons for classrooms, chooses and presents lesson plans to the parent volunteers, plans art projects and purchases art supplies.	Hands on in the classroom!! Classroom presenters do not need to be artists or have any background in art. Volunteers commit to presenting six artists during the year. A parent meeting is held for each artist to present the lesson plan and art project instructions.
<b>Attendance Hotline</b>	Daily tracking of student absences	N/A - Under supervision of office staff.	Assist in the daily tracking of student absences. One volunteer is needed for each day and volunteers can volunteer weekly or bi-weekly.
<b>Book Fair</b>	Scholastic book fair event giving families the opportunity to purchase reasonably priced books.	Plans & organizes the event. Set up, coordinates volunteers, and clean up.	Work as cashiers, assist students with wish lists and book selection, and set-up books and displays. There are 2 fairs each year but volunteers only commit to one at a time.
<b>Carnival</b>	End of year school community event to celebrate the school year. Food, games, and good ol' fashioned fun.	Chair is responsible for overall planning and running of the event including event promotion, ticket pre-sales, special features, rentals, game and activity selection. They also	Requires over 120 booth volunteers for a successful carnival night!! Sign up now!  Booth Coordinators – Responsible for recruiting volunteers, purchasing or

		need to oversee booth coordinators.	soliciting donations when appropriate, setting up, manning and dismantling the booth on Carnival day.  Booth Volunteers – work assigned booth/activity the evening of the carnival.
<b>Classroom Helper</b>	Assist our teachers!	N/A – Each teacher will set up his or her own classroom volunteer schedule.	Assist with a variety of activities such as grading papers, photocopying, and preparing educational materials.
<b>Classroom Parties</b>	Fun parties held 3 times a year. Fall Harvest Party, Winter Party, and Valentine's Day Party.	The chair runs a meeting at the start of the year to outline the PTC's party guidelines, oversees the Classroom Party Coordinators for each classroom, disburses funds for each party, and collects receipts for a fiscal accounting at the end of the year.	Coordinator for each classroom:  In cooperation with the teacher, the Coordinator plans, prepares and budgets for the three classroom parties as well as coordinates volunteers from the classroom to help.  Classroom Volunteers: help the Classroom Coordinator with the planning and preparation. Also help out during the party.
<b>Clothes Closet/Lost and Found</b>	Uncollected clothes in the Lost and Found are periodically donated to the District sponsored "Clothes Closet".	Monitors our lost & found, sorts, launders, and sends unclaimed items to the District's Clothes Closet.	Work a shift on the days that Sexton Mountain is assigned to man the Clothes Closet and you'll feel rewarded.
<b>Community Service Project</b>	Activity to reach beyond the Sexton Mountain Community	Plans and organizes the activity with the school administration.	Assists chairperson as needed.
<b>Conference Dinners</b>	Conference days are LONG for the teachers and staff and we provide them with dinner one evening.	Coordinates the donations, serving and clean up.	Donate food items as needed and to help set-up and clean up.
<b>5<sup>th</sup> Grade Party</b>	End of year celebration to send-off the 5 <sup>th</sup> graders to middle school.	Works closely with the 5 <sup>th</sup> grade teachers and the administration to plan the party. This includes activities, food, memory book, site rental if	Help plan and implement the activities before and during the party.

		needed, and the finding and directing of volunteers.	
<b>Field Day</b>	End of year event to encourage fitness through games and field events!	N/A – supervised by PE teacher	Staff game stations and the treat station. All equipment and game instructions are provided.
<b>Field Trip Chaperone</b>	Classroom field trips	N/A – Under the supervision of classroom teachers.	Assist teachers by chaperoning a classroom trip.
<b>Health &amp; Safety Enrichment</b>	Event to promote health and fitness to our kids	Plan & organize the event.	Assist chair with activities as needed.
<b>Hospitality</b>	Supports the school community with well wishes and congratulations, welcomes new families, and sends condolences if needed.	Coordinate sending of well wishes and congratulations, welcomes new families, and sending condolences if needed.	N/A
<b>Ice Cream Social</b>	Welcome back event for families held during the School Open House typically the week before school starts.	Plans & organizes the event. Coordinates: supply purchase, set up, volunteers to serve ice cream, & cleanup.	Help buy supplies, serve ice cream, or clean up!
<b>Jog-a-thon</b>	Primary fundraiser to raise \$ to support the PTC sponsored activities for the year.	Plans & organizes the event including event promotion, prize determination, coordinating volunteers, collecting and counting donations.	Prize coordinator helps put together prize packages for the kids.  Volunteers cheer our kids on and help tally laps as they run during the jog-a-thon.
<b>Partners in Education – Corporate programs</b>	Easy fundraising ways for schools to get donations from companies. Big G boxtops, Haggen, Safeway, eScrip are examples.	Publicizes the programs, researches new programs, and if necessary submits items like boxtops to the company to enable reimbursement to the PTC.	N/A
<b>Partners in Education – Events</b>	Fundraising events where local businesses donate a % of sales.	Plans and organizes the event with the local business and publicizes the event to the school community.	N/A
<b>Picture Day /</b>	School pictures	Coordinates volunteers.	Escort classes, neaten up

<b>Retake Day</b>			students, and assist the photographic staff with other simple tasks. Work shifts are 2 to 3 hours each.
<b>Popcorn Fridays</b>	Bring a smile to a child's face! Fridays special with Popcorn for kids to purchase for a quarter.	Chair is responsible for the training and staffing of the popcorn sales teams, purchasing of products and supplies, maintenance of the machine, and keeping the financial records.	Work one Friday per month throughout the school year. Help with set-up, popping, selling, and clean up.
<b>Running Program</b>	Promotes fitness by giving the kids the chance to run around the track at lunch time recess	Coordinates volunteers, purchase of prizes, tracking kids' laps, and awarding prizes.	Assist on Tues/Thurs at lunch time recess to track kids' laps. Sign up for one day a month or one a day a week.
<b>School Directory</b>	Invaluable directory of Sexton Mountain staff, teachers, and families.	Compiles and inputs data, formats directory, coordinates proofreaders, publication, and distribution of the directory.	Proofread sections of the directory for typing and content errors. This is a GREAT way to volunteer at home. Help is needed the end of September and early October.
<b>School Shirts</b>	Supports School Spirit with reasonably priced apparel available for purchase	Coordinates with t-shirt vendor and delivery volunteers.	Distribute shirts to classrooms two times a month.
<b>School Spirit</b>	Show our school pride!	Plans, organizes, and publicizes activities with a school spirit focus.	Assists the chair with publicizing and developing ideas.
<b>School Supply Kits</b>	Offered as a service to our parents, school supply kits are sold for the following year.	Coordinates with the vendor, publicizes the kits, collects orders, and distributes the kits.	Assist with publicity (Spring) and kit distribution (August).
<b>Science Enrichment</b>	Activities to provide students with additional opportunities to learn about science	Plans, organizes, and publicizes activities with a science focus.	Assists the chair with publicizing and developing ideas.
<b>Science Fair</b>	Family event designed to give our kids a chance to learn and help others learn more about science and the scientific process.	Plans & organizes the event including coordination and training of the grade level helpers and Fair reviewers, promotion of the event, refreshments, and participant recognition,	Work as grade level contacts, to review projects the day of the fair, supervise during student tour day, and to assist with set-up, clean-up, refreshments, and event promotion. Held in Spring.

		set-up and clean-up.	
<b>Staff Appreciation Week</b>	Multiple events during the week to show our staff that we appreciate everything they do throughout the year.	Oversees the planning of the activities to celebrate our dedicated staff.	Help with week's activities. Held in Spring.
<b>Student Banking</b>	Kids learn about saving through a program sponsored by Washington Mutual	Plans and organizes program. Collect and deposit money.	Help one morning a week before school as children bring in their money for deposit.
<b>Student Store</b>	School store run by 5 <sup>th</sup> grade students and teachers	N/A – under the supervision of 5 <sup>th</sup> grade teacher	Assist with ordering and running of the store.
<b>Tuesday Newsday</b>	School newsletter	Prepares, edits, writes, distributes the weekly newsletter.	Write stories Assist with copying on Monday afternoons.
<b>Valley Cinema Movie Tickets</b>	Valley Cinemas offers discounted movie tickets to students	In the Fall and Spring: coordinates with Valley Cinema, publicizes the discounted tickets, collects ticket orders, and distributes the purchased tickets.	Assist with publicity and ticket distribution.
<b>Vision Screening</b>	Checks your child's eyesight.	Coordinates volunteers.	Needed in October to help the District administer vision tests to students. Vision screening is a one-day event and shifts are usually 2 or 3 hours long.