

# **Volunteer Handbook**

## **2009-2010**

(Grade Level & School Wide Volunteer Opportunities)

***“TOGETHER WE MAKE A DIFFERENCE!”***

**W.H.L. Wells Elementary  
3427 Mission Ridge Road  
Plano, Texas 75023  
469-752-3700  
[www.wellspta.org](http://www.wellspta.org)**

# Wells Volunteer Guidelines

**Complete Criminal History Check & Volunteer Information Form** which is available on-line at [www.pisd.edu](http://www.pisd.edu). The District will obtain these records on all volunteers who will be working with students. Volunteers are not allowed to work in a volunteer capacity until they are cleared to begin services.

**Maintain confidentiality.** Keep all information about students confidential. The exception to this is child abuse, drug and alcohol abuse, or extreme family difficulties. Notify appropriate staff members in these instances.

**Be appropriately dressed and groomed.** It is recommended that the dress and grooming of volunteers shall be clean, neat, and in a manner appropriate for their assignments. All volunteers will be required to abide by the same PISD guidelines that are set for staff and students.

**Volunteers will not:**

- Establish instructional objectives.
- Administer corporal punishment or determine punishment.
- Assume responsibility for the entire class where no supervising staff member is present unless requested to do so by the principal under special circumstances.
- Contact parents regarding performance or behavior of students.

**Work within the rules of the school.** You must check-in at the front office each time you enter the school. You are required to present your driver's license the first time you check-in for the school year. All volunteers and visitors must wear a nametag at all times.

**Do not express dissatisfaction with school or staff in the presence of students.** Share matters of concern with supervising staff person or the principal.

**Adhere to safety requirements.** All volunteers shall adhere to District safety rules and regulations as stated in the PISD handbook, and shall report unsafe conditions or practices to the appropriate supervisor.

*If you are unable to keep a volunteer commitment, please call the school and notify your Grade Level Coordinator or the appropriate PTA chairman.*

# Volunteer Opportunities

It is time to sign up to volunteer for the 2009-2010 school year at Wells Elementary. Beyond the daily academics at Wells, much of what goes on is supported by our volunteers. Parent volunteers help to enrich the activities and programs each year. The staff, teachers, and the PTA appreciate and thank you for your time, effort, and your commitment to the students at Wells.

If you need more information, or would like to talk about an area in which you can best serve please contact Christy Miller, PTA Volunteer Coordinator at 972-596-2989 or e-mail millerfive@verion.net.

Thank you for taking time to consider volunteering. We are looking forward to a great year! Attached are various volunteer opportunities for the categories listed below. If interested in volunteering, please complete the Volunteer Opportunity Form, and have your child turn it in to his/her teacher ASAP.

## Kindergarten

1<sup>st</sup> Grade

2<sup>nd</sup> Grade

3<sup>rd</sup> Grade

4<sup>th</sup> Grade

5<sup>th</sup> Grade

## Around the School

### PLEASE NOTE:

All volunteers **MUST** have a Criminal History Check & Volunteer Information Form on file. A new background check must be done each year. These forms are available on-line at [www.pisd.edu](http://www.pisd.edu).

# Kindergarten Volunteers

**Grade Level Coordinators:** Courtney Burton      courtneyandtim@sbcglobal.net  
Michelle Trevino      m3vno@myarbonne.com

- **Room Parent:** The Grade Level Coordinators will assign 1-2 room parents for each classroom. Room parents will: work with grade level coordinators to execute classroom parties (Winter, Valentine's Day, & end of the school year), serve as the main contact and make phone calls from time to time, serve as a contact person for any new students in that particular classroom, and work with Grade Level Coordinators to ensure that anyone who volunteers with the children has completed a criminal history check and volunteer information form.
- **Classroom Party Volunteers:** Help on the day of the event.
- **VIP Volunteers:** We need fabulous, dedicated volunteers to trace, cut out things, paste, staple, count out papers and perhaps more! Come to the Kindergarten area and look for the clipboard that will show what needs to be done for the following week or contact Mrs. Murthy, Kindergarten Team Leader. *You can do the work at school or may take the work home – whatever works for you. The teachers usually have 30-60 minutes of work each day that they could use help with. You can work it around your schedule.*
- **Center Volunteers:** There are 4 sessions of “center” time Tuesday-Friday. The teachers would like to have *one volunteer per day, per class* to help supervise the children and keep them on task. The centers are: listening center w/ fine motor activity/creative play, writing/building w/ blocks and math/art. *Center times are subject to change.*
  - 8:30 a.m. – 9:15 a.m. for Mrs. Walker
  - 9:45 a.m. – 10:30 a.m. for Ms. Runyon
  - 11:30 a.m. – 12:15 p.m. for Mrs. Fromhold
  - 1:15 p.m. – 2:00 p.m. for Mrs. Murthy
- **Lunch Time Volunteers:** Seeking 1 or 2 volunteers each day that can help the children at lunch time (i.e. helping with trays, opening food items for the kids, etc...)
- **Picture Volunteer:** Two parents are needed to take pictures at all Kindergarten events to pass along to yearbook chairman.
- **100<sup>th</sup> Day Volunteer:** Seeking 20 parents to assist with various activities during the 100<sup>th</sup> day celebration. There are ten centers and the teachers would like two volunteers for each center (*event in January*).
- **Field Trip Chaperones:** Parents are needed to accompany teachers and students on field trips throughout the year. Note: All volunteers are required to have a current Criminal History check on file. There are generally one or two field trips a year (date: TBA). Two of the classes go on the field trip in the morning, and the other two classes go on the same field trip in the afternoon.
- **Library Aides:** Seeking Kindergarten parents who are interested in helping out in the library when their child's class comes to the library.

# 1<sup>st</sup> Grade Volunteers

**Grade Level Coordinators: Beth Monson  
Stacy Wright**

**bethmonson@verizon.net  
stacy.n.randy@mindspring.com**

- **Room Parents:** The Grade Level Coordinators will assign 1-2 room parents for each classroom. Room parents will: work with grade level coordinators to execute classroom parties (Winter, Valentine's Day, and end of the school year), serve as the main contact and make phone calls from time to time, serve as a contact person for any new students in that particular classroom, and work with the Grade Level Coordinators to ensure that anyone who volunteers with the children has completed a criminal history form and a volunteer information form.
- **Classroom Party Volunteers:** Help on the day of the event.
- **VIP Parents:** We need fabulous, dedicated volunteers to cut, paste, staple, count out papers and perhaps more. The Grade Level Coordinators or the Mrs. Lawrence, First Grade Team Leader, will contact you when they have things that need to be done. We will need 1-2 volunteers weekly for one or two hours. *Work it around your schedule.*
- **Field Trip Chaperones:** Parents are needed to accompany teachers and students on field trips throughout the year. Note: All volunteers are required to have a current Criminal History check on file. There are generally two field trips in 1<sup>st</sup> Grade (dates: TBA).
- **Picture Volunteer:** Two parents are needed to take pictures at all 1<sup>st</sup> Grade events to pass along to yearbook chairman.
- **Library Aides:** Seeking 1<sup>st</sup> Grade parents who are interested in helping out in the library when their child's class comes to the library.
- **Homework Packets:** Put together homework packets each week, one from each class.
- **Book Buddies:** Seeking volunteers to listen to students read, and help them strengthen their reading skills who would be willing to volunteer once a week, once every other week, or even once a month for one hour. 1<sup>st</sup> Grade time is from 9:00 a.m. to 10:00 a.m. For further information about this program, contact Audrey Mikita at psuaud1983@verizon.net.

## 2<sup>nd</sup> Grade Volunteers

**Grade Level Coordinators: Julie Cincotta  
Audrey Mikita**

**juliecincotta@verizon.net  
psuaud1983@verizon.net**

- **Room Parent:** The Grade Level Coordinators will assign 1-2 room parents for each classroom. Room parents will: work with grade level coordinators to execute classroom parties (Winter, Valentine's Day, and end of the school year), serve as the main contact and make phone calls from time to time, serve as a contact person for any new students in that particular classroom, and work with the Grade Level Coordinators to ensure that everyone who volunteers with the children has completed a criminal history check and volunteer information form.
- **Classroom Party Volunteers:** Help on the day of the event, and take pictures at parties for yearbook.
- **VIP Parents:** We need fabulous, dedicated volunteers to cut, paste, staple, count out papers and perhaps more. Come to the 2nd grade area and check in with Ms. Kelamis, 2<sup>nd</sup> Grade Team Leader, for things that need to be completed. Also, the 2<sup>nd</sup> Grade Level Coordinators will periodically sent out emails requesting help on an as needed basis. We will need 1-2 volunteers weekly for one or two hours. *Work it around your schedule.*
- **Field Trip Chaperones:** Parents are needed to accompany teachers and students on field trips throughout the year. There are generally two or three 2<sup>nd</sup> grade field trips (dates: TBA).
- **Reading/Writing Helpers:** Parents are needed from time to time to listen to children read and/or assist them with stories they have written.
- **Picture Volunteer:** Two parents are needed to take pictures at all 2<sup>nd</sup> Grade events to pass along to yearbook chairman.
- **Book Buddies:** Seeking volunteers to listen to students read, and help them strengthen their reading skills who would be willing to volunteer once a week, once every other week, or even once a month for one hour. 2<sup>nd</sup> Grade time is from 9:00 a.m. to 10:00 a.m. For further information about this program, contact Audrey Mikita at psuaud1983@verizon.net.

## 3<sup>rd</sup> Grade Volunteers

Grade Level Coordinators: Ann Gregorek  
Kim Lyngholm

gregorek5@tx.rr.com  
[kim@thelyngholms.com](mailto:kim@thelyngholms.com)

- **Room Parent:** The Grade Level Coordinators will assign 1-2 room parents for each classroom. Room parents will: work with grade level coordinators to execute classroom parties (Winter, Valentine's Day, and end of the school year), serve as the main contact and make phone calls from time to time, serve as a contact person for any new students in that particular classroom, work with the Grade Level Coordinators to ensure that anyone who volunteers with the children has completed a criminal history check & volunteer information form.
- **Classroom Party Volunteers:** Help on the day of the event.
- **VIP Parents:** We need fabulous, dedicated volunteers to cut, paste, staple, count out papers and perhaps more! Come to the 3<sup>rd</sup> grade area and check for things that need to be done throughout 3<sup>rd</sup> grade. You can contact Mrs. Tatum, Third Grade Team Leader, for further information. We will need 1-2 volunteers weekly for one or two hours. *Work it around your schedule.*
- **Simple Machine Fair Volunteers:** Come & be a classroom helper for a few hours during our Simple Machine Fair. This is an important part of the Integration Curriculum. You will watch the children explore various simple machines as they play the games they have made. *September.*
- **Picture Volunteer:** Two parents are needed to take pictures at all Third Grade events for yearbook.
- **Heritage Farmstead Docents:** Have you ever wanted to be a tour guide? Heritage Farmstead is in need of volunteer docents all year long. If you wish to be a docent for your third graders field trip, the staff at Heritage Farmstead MUST train you first. Contact Heritage Farmstead.

## 4<sup>th</sup> Grade Volunteers

**Grade Level Coordinators: Carolyn Hodo  
Mary Schwab**

**hmspuff@yahoo.com  
maryschwab@tx.rr.com**

- **Room Parent:** The Grade Level Coordinators will assign 1-2 room parents for each classroom. Room parents will work with grade level coordinators to execute classroom parties (Winter, Valentine's Day, and end of the school year), serve as the main contact and make phone calls from time to time, serve as a contact person for any new students in that particular classroom, and work with the Grade Level Coordinators to ensure that anyone who volunteers with the children has completed a criminal history check and volunteer information form.
- **Classroom Party Volunteers:** Help on the day of the event, and take pictures for yearbook.
- **VIP Parents:** We need fabulous, dedicated volunteers to cut, paste, staple, count out papers and perhaps more. Come to the 4<sup>th</sup> grade area and check for things that need to be done throughout 4<sup>th</sup> grade or contact Mrs. Deegan-Smith, 4<sup>th</sup> Grade Team Leader. We will need 1-2 volunteers weekly for one or two hours. *You can work it around your schedule. You may even do some of the projects at home.*
- **Server for 5<sup>th</sup> Grade Graduation Reception:** Seeking 10 fourth grade parents to serve refreshments at the 5<sup>th</sup> grade graduation reception. Insightful for you to see how graduation runs.
- **Field Trip Chaperones:** Parents are needed to accompany teachers and students on field trips throughout the year. There are generally two 4<sup>th</sup> grade field trips: one each in the Fall and Spring.
- **Writing/Publishing Volunteers:** Seeking parents who have expertise with writing and can help children edit and publish their writing (*need volunteers every 6 weeks*).
- **Picture Volunteer:** Two parents are needed to take pictures at all Fourth Grade events for yearbook.

## 5<sup>th</sup> Grade Volunteers

**Grade Level Coordinators: Jamee Cutillo**      **jameecu@verizon.net**  
**Kathy DiSabata**      **flyingbroomstick@verizon.net**

- **Room Parents:** The Grade Level Coordinators will assign 1-2 room parents for each classroom. Room parents will: work with grade level coordinators to execute classroom parties (Winter, Valentine's Day, and end of the school year), serve as the main contact and make phone calls from time to time, serve as a contact person for any new students in that particular classroom, and work with the Grade Level Coordinators to ensure that anyone who volunteers with the children has completed a criminal history check and volunteer information form.
- **Classroom Party Volunteers:** Help on the day of the event.
- **VIP Parents:** We need one to two fabulous, dedicated volunteers to cut, staple, laminate and change the 5<sup>th</sup> grade bulletin board on a monthly basis for one to two hours. Come to the 5<sup>th</sup> grade area and check for things that need to be done or contact Ms. Wood, 5<sup>th</sup> Grade Team Leader. We will need 1-2 volunteers weekly for one or two hours. *You can work it around your schedule. You may even do some of the projects at home.*
- **Colonial Day Coordinator:** One parent is needed to coordinate this event. The 5<sup>th</sup> grade team will supply details and information. *(Fall – usually before Thanksgiving)*
- **Colonial Day Volunteer:** Seeking 8 to 10 parents to assist the 5<sup>th</sup> graders during their Colonial Day stations. There will be stations such as: soap making, candle making, tin punching, quilting, and making homemade applesauce. A fun way to be hands on with the kids. *(Fall – usually before Thanksgiving)*
- **Spelling Bee Volunteers:** Seeking 2 parents to assist with the 4<sup>th</sup> and 5<sup>th</sup> Grade Spelling Bee. *January*
- **Picture Volunteer:** Two parents are needed to take pictures at all Fifth Grade events to pass along to the yearbook chairman, and to the volunteer who is handling the 5<sup>th</sup> grade video.
- **Collin County Adventure Camp:** Seeking several parents who are interested in being 5<sup>th</sup> grade chaperones/counselors for a group of 8 to 10 children. Depending on the number of volunteers who express an interest in doing this, there may be a drawing held to determine who will be going. You will be assigned a cabin of children that you will be responsible for during the time at camp. *(Camp will be held November 30 – December 2).*
- **Civil War Museum Field Trip:** Four parent volunteers are needed to help chaperone this field trip. The museum is in McKinney. Departure is around 9am and return is at 1pm. *(This is usually in April.)*
- **5<sup>th</sup> Grade T-shirt Coordinator:** One parent is needed to select a T-shirt, and place orders for the 5<sup>th</sup> graders and teachers. *(At the end of August)*
- **5<sup>th</sup> Grade Skating Party Coordinator:** One parent is needed to reserve the skating rink, publicize the event, line up chaperones and volunteers to bring drinks & snacks. Kids will go roller-skating at Thunderbird after the TAKS tests in April.

## **5<sup>th</sup> Grade Volunteers continued:**

- **5<sup>th</sup> Grade Skating Party:** Seeking 8 to 10 parents to help chaperone the skating party. Other volunteers will be needed to bring drinks & snacks for the party. (*After TAKS tests in April*)
- **5<sup>th</sup> Grade Elimination Volunteers:** This is held in May. Teachers play the 5<sup>th</sup> grade students in elimination. Students from other grades are invited to watch. We are seeking one volunteer to publicize the event and plan snacks. The coaches run the tournament, and Ms. Wood coordinates the teachers to play in the tournament. In addition, volunteers are needed to monitor classes watching the event while teachers play.
- **Graduation Food Committee:** Volunteers are needed to organize food for both the parent reception & the 5<sup>th</sup> grade graduation social.
- **Graduation Decorations Committee:** Volunteers needed to decorate the reception area and the gym for graduation and the 5<sup>th</sup> grade social.
- **5<sup>th</sup> Grade DVD:** Each year a DVD is made of 5<sup>th</sup> Grade activities as well as from events in previous years. This person will be responsible for gathering pictures, videotaping the kids, teachers and various staff members for the video. Everything is put onto a DVD and presented to the 5<sup>th</sup> graders at the graduation party.
- **5<sup>th</sup> Grade Fundraiser:** Seeking one or two individuals who will select & organize a fundraiser for the 5<sup>th</sup> grade class. These funds will be used to cover various costs associated with the 5<sup>th</sup> grade (graduation, skate night, misc.)

# AROUND THE SCHOOL VOLUNTEERS

## S.A.G.E. (Special and Gifted Education) VOLUNTEERS

S.A.G.E. Coordinator: **Julie Hornok** [julie\\_hornok@yahoo.com](mailto:julie_hornok@yahoo.com)

- **VIP Parents:** We need fabulous, dedicated volunteers to cut, paste, staple and count out papers. Come to the Special Ed office and check in with Mrs. Ruef for things that need to be done. *Work it around your schedule*
- **Programs:** Assist SAGE Chair implement educational programming about diverse learners for faculty, parents, and /or students.
- **Reading Buddies:** We need volunteers to provide one on one reading time for 3<sup>rd</sup> and 5<sup>th</sup> grade Special Ed students. Flexible time schedule.

## ART DEPARTMENT VOLUNTEERS

Art Teacher: **Janet Hirunrusme**

- **Art Classroom Volunteers:** Seeking several parents to volunteer hours during the week to help with art class. Some of the activities Ms. Hirunrusme needs help with are hanging art work, clay projects and getting portfolios together.

## MULTICULTURAL CELEBRATION

E.S.L. Specialist: **Michelle Trevino** [m3vno@myairbonne.com](mailto:m3vno@myairbonne.com)

- **Multicultural Celebration:** ESL teacher needs volunteers to help with this annual event. Help is needed with publicity, volunteers, refreshments, photography, entertainment, crafts, and more. This is a fun event that does not require a great deal of time. Contact Michelle Trevino for more details. (Planning will begin in September.)

## BOOK BUDDY VOLUNTEERS

Chairperson: **Audrey Mikita** [psuaud1983@verizon.net](mailto:psuaud1983@verizon.net)

- Seeking volunteers to listen to 1<sup>st</sup> and 2<sup>nd</sup> grade students read, and help them strengthen their reading skills who would be willing to volunteer once a week, once every other week, or even once a month for one hour. *1<sup>st</sup> Grade: 9:30-10:15 2<sup>nd</sup> Grade: 9:15-9:45 or 12:15-12:45*

## LIBRARY VOLUNTEERS

Librarian: **Angelia Hopwood-Lewis**

- **Library Volunteers (K - 2<sup>nd</sup> grade):** Volunteers are needed in the library during his/her child's library time.
- **Library Volunteers: (all grade levels)** Volunteers are needed to work with the librarian on a rotating schedule to help with library duties, such as re-shelving, helping children, checking out/in books.

## P.E. DEPARTMENT VOLUNTEERS

P.E. Team Leader: **Lynn Meger**

- **Fun & Field Day Volunteers:** We need 30 volunteers for the K-2 age group and 30 volunteers for the 3-5 age group. This is always one of the kids favorite days. Jeff Schwab will be leading these efforts and can be contacted at [maryschwab@tx.rr.com](mailto:maryschwab@tx.rr.com).

# AROUND THE SCHOOL VOLUNTEERS cont.

## P.A.C.E. VOLUNTEERS

P.A.C.E. Teacher: **Kelly Froemming**

- **VIP Volunteers:** Seeking volunteers to help with various projects throughout the year and be available to help students check out S.M.A.R.T. games before and after school.

## MUSIC VOLUNTEERS

Music Teacher: **Shonda Winkler**

- **Parents who play instruments:** If you play an instrument and would like to be involved with the kids in some way every now and then, the music teacher would like to know who you are.
- **Music Room Volunteers:** Volunteers are needed to once or twice a month to help cut, laminate, and glue music manipulatives. Some of the things can be done at home.
- **Piano and/or guitar accompanist:** Seeking someone with some music expertise that could accompany the music teacher at special programs from time to time.
- **Music Club Volunteers:** Parents are needed to help at the end of year test and party for music club.

## FUNDRAISING VOLUNTEERS

PTA Officer: **Ginger Roper**      **jgroper@verizon.net**

- **Book Fair Volunteers:** *Chairpersons: Audrey Mikita and Susan Forret*  
The book fair will be held November 2<sup>nd</sup>-6<sup>th</sup>. We will also do a mini book fair in the Spring. We need a lot of volunteers to work small shifts at both fairs.
- **Box Top Volunteers:** Seeking two volunteers to help chairperson cut and count box tops weekly.
- **Grocery Store Incentive Volunteer:** Seeking one volunteer to make sure our parents are constantly reminded of the Kroger, Albertsons, and Tom Thumb incentives, by promoting it through the Tiger Beat.
- **Restaurants Incentives:** Need volunteer to set-up and organize these for the school year.

## HOSPITALITY VOLUNTEERS

PTA Chairman: **Sandra Kittrell**      **kitfamily@yahoo.com**

- **Specialty Bakers:** If you like to bake and need something you could do from home, then add your name to Wells Specialty Bakers list. These individuals are called on from time to time to provide a yummy treat or entrée for staff luncheons or some other special function.
- **Staff Appreciation Lunch Volunteers:** Seeking 10-12 volunteers to help set up the luncheon and serve the teachers lunch on.

