

Volunteer Handbook

2011-2012

(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**

Wells Volunteer Guidelines

Complete Criminal History Check & Volunteer Information Form which is available on-line at 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 2010-2011 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 Beth Monson, PTA Volunteer Coordinator at 972.896.4520 or e-mail bethmonson@verizon.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

1st Grade

2nd Grade

3rd Grade

4th Grade

5th 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.

Kindergarten Volunteers

Grade Level Coordinators: **Kathryn Bengtson** kbengtson@ti.com
Dorian Woods dorianwoods@hotmail.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 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. Fromhold, 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.*
 - 09:00 a.m. - 09:45 a.m. for Mrs. Walker
 - 09:45 a.m. – 10:30 a.m. for Mrs. Fromhold
 - 11:30 a.m. – 12:15 p.m. for Mrs. Jacobs
 - 01:30 p.m. – 02:15 p.m. for Mrs. Eichenberger
- **Lunch Time Volunteers:** Seeking 1 or 2 volunteers each day from 12:15 p.m. – 12:45 p.m. who 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.
- **100th Day Volunteer:** Seeking 20 parents to assist with various activities during the 100th 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.

1st Grade Volunteers

Grade Level Coordinators: Melinda Beaver melindabvr@gmail.com
Meg Miller landoftherisingsons@gmail.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 put together homework packets for each class. The Grade Level Coordinators or 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. *Some things can be worked 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 1st Grade (dates: TBA).
- **Picture Volunteer:** Two parents are needed to take pictures at all 1st Grade events to pass along to yearbook chairman.
- **Library Aides:** Seeking 1st Grade parents who are interested in helping out in the library when their child's class comes to the library.
- **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. 1st Grade time is from 9:00 a.m. to 10:00 a.m. For further information about this program, contact Laurie Quigley at quigley4@tx.rr.com.

2nd Grade Volunteers

Grade Level Coordinators: **Chelsea Fesenmaier** chels520@gmail.com
Tanya Valenta tanyavalenta@hotmail.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 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, 2nd Grade Team Leader, for things that need to be completed. Also, the 2nd Grade Level Coordinators will periodically send out emails requesting help on an as needed basis. We will need 1-2 volunteers weekly for one or two hours. *You can 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 2nd 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 2nd 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. 2nd Grade time is from 9:00 a.m. to 10:00 a.m. For further information about this program, contact Laurie Quigley at quigley4@tx.rr.com.

3rd Grade Volunteers

Grade Level Coordinators: Susan Annand susanannand@yahoo.com
Helen Chang helenchang@hotmail.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 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 put together homework packets for each class. The Grade Level Coordinators or Ms. Wood, Third Grade Team Leader, will contact you when they have things that need to be done. We will need 2-4 volunteers weekly for one or two hours. *Some things can be worked 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.

4th Grade Volunteers

Grade Level Coordinators: Julia Costello
Anna Sheehey

ctribe4@me.com
sheehey1@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 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 put together homework packets for each class. The Grade Level Coordinators or Mrs. Miller, Fourth Grade Team Leader, will contact you when they have things that need to be done. We will need 2-4 volunteers weekly for one or two hours. *Some things can be worked around your schedule and you may even do some of the projects at home.*
- **Server for 5th Grade Graduation Reception:** Seeking 10 fourth grade parents to serve refreshments at the 5th grade graduation reception. Insightful for you to see how graduation runs.
- **5th Grade Graduation Coordinator:** Seeking several parents to assist coordinating with the current year 5th grade graduation so that graduation for your year will run smoothly.
- **Field Trip Chaperones:** Parents are needed to accompany teachers and students on field trips throughout the year. There are generally two 4th 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.

5th Grade Volunteers

Grade Level Coordinators: Ginger Roper **groper@verizon.net**
Jan Hinck **janhinck@yahoo.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 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 fabulous, dedicated volunteers to cut, paste, staple, count out papers and put together homework packets for each class. The Grade Level Coordinators or Ms. Harrison, Fifth Grade Team Leader, will contact you when they have things that need to be done. We will need 2-4 volunteers weekly for one or two hours. *Some things can be worked around your schedule. 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 5th grade team will supply details and information. *(Fall – usually before Thanksgiving)*
- **Colonial Day Volunteer:** Seeking 8 to 10 parents to assist the 5th 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 4th and 5th 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 5th grade video.
- **Collin County Adventure Camp:** Seeking several parents who are interested in being 5th 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.)*
- **5th Grade T-shirt Coordinator:** One parent is needed to select a T-shirt, and place orders for the 5th graders and teachers. *(At the end of August)*
- **5th 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.

5th Grade Volunteers continued:

- **5th 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 STAAR tests in April*)
- **5th Grade Elimination Volunteers:** This is held in May. Teachers play the 5th 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 5th grade graduation social.
- **Graduation Decorations Committee:** Volunteers needed to decorate the reception area and the gym for graduation and the 5th grade social.
- **5th Grade DVD:** Each year a DVD is made of 5th 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 5th graders at the graduation party.
- **5th Grade Fundraiser:** Seeking one or two individuals who will select & organize a fundraiser for the 5th grade class. These funds will be used to cover various costs associated with the 5th grade (graduation, skate night, misc.)

AROUND THE SCHOOL VOLUNTEERS

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

S.A.G.E. Coordinator: **Julie Cincotta** juliecincotta@verizon.net

- **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 Ms. Bardsley 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 3rd and 5th 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

Chairperson: **Zenobia Cook** kcandzeno@sbcglobal.net

- **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: **Laurie Quigley** quigley4@tx.rr.com

- Seeking volunteers to listen to 1st and 2nd 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. *1st Grade: 9:00-10:00* *2nd Grade: 9:00-10:00*

LIBRARY VOLUNTEERS

Librarian: **Angelia Hopwood-Lewis**

- **Library Volunteers (K - 2nd 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:** Working with the P.E. coaches, 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. We have a need for a volunteer to be in charge of fun and field day

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: Lisa Schleicher sjla1998@aol.com

- **Book Fair Volunteers:** *Chairpersons: Kari Johnson and Anna Sheehey*
The book fair will be held November 2nd-6th. 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.
- **Restaurant Fundraiser Incentives:** Need volunteer to set-up and organize these for the school year.
- **Butter Braids Volunteer:** Need a volunteer to be in charge of this fund raising project.

HOSPITALITY VOLUNTEERS

PTA Chairman: Mandy Bert dmrlbert@msn.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 during the luncheon. You must have completed your background check.

AROUND THE SCHOOL VOLUNTEERS cont.

COMMUNICATION FOLDERS

PTA Coordinator: Audrey Mikita
Chelsea Fesenmaier

psuaud1983@verizon.net
chels520@gmail.com

- Seeking volunteers who are willing to work for one hour every other Thursday (before lunch). You will be placed with a team of volunteers and will handle communication folders for the whole school.

TIGER DADS

Contact: Dave Monson

dwmonson@verizon.net

- Seeking dads to help set up and work events throughout the year. Also, carpool help is needed on Tuesday mornings. It's great to have the dads so involved at Wells!

PARENT EDUCATION

PTA Chairman: Dorian Woods

dorianwoods@hotmail.com

- Seeking volunteers to assist with check-in at the seminars, speaker introductions, hospitality, and evaluations.

SAFETY & YOUTH PROTECTION

PTA Chairman: Marge Polito

margepolito@verizon.net

- **Childsafe/Office Volunteer:** This volunteer job entails handling tardies and assisting with general office duties. The childsafe job is generally completed by 8:10 a.m.
- **Red Ribbon Week:** Volunteers are needed to plan and carry out anti-drug theme events in conjunction with the PTA Chairman, Counselor, and the staff at Wells. Activities include decorating the school, offering a substance abuse education program and printed information for the parents. In addition it will involve coordinating programs, events, contests and announcements for our students. *October*
- **McGruff House:** A McGruff House is a temporary haven for children who find themselves in frightening or dangerous situations. Children are told that they can go to specially marked McGruff Houses any time they sense danger as they go to and from school or are playing in the neighborhood. Forms are available at the school to fill out and apply to become a McGruff House.

YEARBOOK

PTA Chairman: Melinda Beaver

melindabvr@gmail.com

- Volunteers needed to take pictures throughout the year in each grade. Also, volunteers are needed to assist during picture day.