

2009-2010 PTA Volunteer Opportunities

*The Sunset Hills Montessori School PTA hosts many activities and events during the year. The success of these programs depends on help from parent volunteers. Below is a list of volunteer tasks to accomplish our programs. **Please review and tick off all of the tasks that interest you.** Give as much time as your schedule permits while contributing to the success of our programs, getting to know other parents and earning VRN points *.*

Family Name _____

Please return this completed form with your PTA Membership Form

Administrative Tasks

- Communications – write emails, fundraising donor thank you notes
- Graphic Design – design flyers
- Print flyers
- Stuff mailboxes
- Public Relations – promote fundraising activities, special events and school
- Web site
Update content on PTA web page in collaboration with PTA Board; **web skills not required**

Fundraising and Special Events

- Project manager
Chair an event by tweaking an existing strategy and delegating logistical tasks to other volunteer committee members; manage the event on-site including set up and tear down
- Committee Member
Variety of logistical tasks, scope of work depends on the event or activity
- Set up/Tear down – the day of the event
- Set up/Tear down Sunset Club – the day before and the Monday after the event
- Photography
Novice or professional, take pictures at fundraising activities and special events
- Distribute parent purchases (i.e. gift wrap sales, Original Works)
- Solicit donated items for Auction
- Assemble invitations

Philanthropy/Community Service Tasks

- Decorate canned goods collection box
- Collect canned goods at Halloween party
- Drop-off canned goods at Reston Interfaith

*Volunteer Rewards Night (VRN)

VRN is complimentary childcare for PTA members who volunteer. One hour of volunteering = one VRN point. Record your volunteering time in the VRN binder near the PTA Bulletin Board. VRN points needed for complimentary childcare are 8 for one child, 4 for each additional child. Please see the school calendar for exact VRN dates.

- Calculate points collected by each family in the VRN binder
- Create a monthly sign of families eligible for VRN
- Check-in families the night of VRN and deduct points from the family VRN page

GRACE Arts

- Give a 15-20 minute art presentation to Kindergarten & Elementary students utilizing prepared materials; guide students in creating a specific art project; ***no artistic experience is necessary.***

Assist in the Classroom

- Room Parent
- Substitute for a teacher
- Library run
- Read books
- Miscellaneous classroom projects
- Holiday parties
- Chaperone a field trip

Miscellaneous

- Clip and collect Box Tops® from many select General Mills foods and bring them to the school so that your child's class has an opportunity to win a free ice cream party!
- Ad hoc projects best suited for fathers and grandfathers with many talents but limited time
- Volunteer for a specific a fundraising activity or special event _____