



# PMES PTA Volunteer Opportunities 2018-2019

Volunteer Name \_\_\_\_\_ Student(s) \_\_\_\_\_ Teacher(s) \_\_\_\_\_



Email/Phone \_\_\_\_\_

This form can also be submitted online! [www.prospectmillpta.org/volunteer.html](http://www.prospectmillpta.org/volunteer.html)

*I am interested in learning more about the committees marked below. How will you give your 2 hours?*

## Perfect for the person who can't volunteer during school hours!



### Corporate & Community Donations

When: All year

Contact local and national corporations as well as visit local businesses to ask them to support our school monetarily and/or volunteer time, products and services. Must coordinate with other chairs to determine what donations will be needed for which events.

**Chair: Heather Holdaway**

Time Commitment: 1-2 hours a month



**Committee Members needed: 20**



### Painless Giving (Box Tops, Ink Recycling, etc.)

When: All year

Help Prospect Mill's PTA earn "free money" and equipment from national companies. Count and cut your classes Box Tops/Campbell's Labels, Redners' Receipts, etc. and turn in to the office weekly. You keep a running tally to try to help your child's class win one of the three contests per year. These programs raise thousands of dollars for the school each year!

**Chair: Tammy Webber**

Time Commitment: 1-2 hours a month

**Committee Members needed: 30**



### Bingo Fundraiser Committee

When: April

This fun, family-friendly event will take place on a Friday evening. This event includes Basket Bingo, special games, door prizes, 50/50 raffles, food & refreshments. Many helping hands for this new-again event.

**Co-Chairs: Danielle Spigler & \_\_\_\_\_**

Time Commitment: a few hours planning the event, setting up/breaking down

**Committee Members needed: 15**



### Beautification Committee

When: 2-3 times per year

Keep Prospect Mill reflecting the beauty of the season, inside and out! Help mulch, weed and plant seasonal flowers and make our building look welcoming and Pandarific!

**Chair: Cindy Powell**

Time Commitment: An hour or two, a few times per year

**Committee Members needed: 12**



### International Night Committee

When: several times per year + day of the event

Help plan and organize an International Celebration in the spring to help them learn about all the varied cultures represented by our PMES family.

**Chair: Daniele LaMotte**

Time Commitment: An few hours the night of the event, plus a planning meeting or two

**Committee Members needed: 12**



### Community Outreach Committee

When: several times per year + day of the event

Help plan and organize various Community Service oriented events throughout the year, including drives, collections and special events to sponsor need-based organizations.

**Chair: Heather Holdaway**

Time Commitment: An hour or two, a few times per year

**Committee Members needed: 8**



### Kindergarten Playground Committee Chair: \_\_\_\_\_

When: several times per year

Help raise awareness and advocate for a new Kindergarten Playground. Attend Board of Ed and County Council meetings to speak up to local officials. The PTA already funds set aside to cover our portion, so we are merely advocating and asking the Board of Ed and County Executive/County Council to fund their portion of a new playground.

Time Commitment: An hour or two, a few times per year

**Committee Members: 15**

## Some hours may be during the school day, but help is needed outside of school hours as well.



### Staff Appreciation Committee

When: One week in May and Luncheon

Planning starts in February with the bulk of work in April and May. Staff appreciation week takes place the first week of May and the luncheon will be held on an early dismissal Friday (likely May or March.) We need help planning for a breakfast, Teacher Break Day, Dessert Day, ordering gifts & mailbox treats, and taking care of our bus drivers!

**Chair: Laury Seufert**

Time Commitment: varies, a few planning meetings (Feb-April) and help the week of the event

**Committee Members needed: 15**



### Sweetheart Dance Committee

When: Winter

This wonderfully fun, family friendly event will take place in our school gym. We will have ticket sales, a DJ for dancing, decorations, snacks and refreshments. All family members are welcome to attend.

**Chair: Mandi White & \_\_\_\_\_**

Time Commitment: a few hours planning the event, collecting donations, setting up/breaking down

**Committee Members needed: 20**



### Hospitality Committee

When: November, May

This committee helps welcome volunteers & special guests to our school during American Education Week, The Spring Art Show/Ice Cream Social. Bake a treat at home, or help staff our refreshment table.






**Chair: Erin McCadden**

Time Commitment: 2-4 hours

**Committee Members needed: 5**






# Some hours may be during the school day, but help is needed outside of school hours as well.



-   **Spiritwear Committee** **Chair: Lisa Rice** **Committee Members needed: 10**  
When: At school-wide events, American Ed Week (Nov) Time Commitment: an hour or two, a few times per year  
This committee helps to order and sell various types of items to show your Panda Pride! Prospect Mill Spiritwear, includes t-shirts, sweatshirts, hair ribbons, car magnets, etc. Help is needed to staff the table at Back to School nights, Family Fun nights, picnics, and other school-wide events.
-   **Reflections Contest** **Chair: Nicole Moaddel** **Committee Members needed: 5**  
When: October- November Time Commitment: varies  
"Reflections" is a cultural arts program sponsored by the National PTA for students PreK-12. Volunteers do not judge the art work, but help in distributing entry forms, collecting and displaying submissions, and celebrating student achievement. Students love seeing their artwork and attending the Reflections donut celebration made possible by our volunteers.
-   **Talent Show Committee** **Chair: Joan Hare & \_\_\_\_\_** **Committee Members needed: 5**  
When: Spring – May 8-9, 2017 Time Commitment: Varies  
Help organize this awesome event for PMES! The Talent show will be held in the auditorium at the Amoss Center at Harford Tech. Dress rehearsal is scheduled for May 8 in the evening and the Talent Show will be Wednesday, May 9 at 6pm. Help is needed to plan the show, help during rehearsals, and during the event itself at the refreshments table, backstage, and organizing the children.
-   **Family Fun Nights** **Chair: Heather Holdaway** **Committee Members needed: 5**  
When: Periodically, mostly evenings Time Commitment: varies; you could help plan or simply help at one of the events These events help raise money for our school while allowing PMES families to get together in the evening either at the school or outside in the community. This year's activities include Chuck E. Cheese night, Square 1 Art fundraiser, Magerks, Chick Fil A, etc. We need volunteers to help plan events, make fliers advertising the events, and to help at events.
-   **Panda FUNd Run (formerly Laps for Learning)** **Chair: Ashley Porter** **Committee Members needed: 15**  
When: October 17 Time Commitment: a few of hours, two or three times for planning, and the day of the event  
Our fall fundraiser again this year is Laps for Learning. This event is undergoing a major revision this year! We need volunteer volunteers to help create flyers, collect and sort donations, organize prizes, attend the event to help count laps, tabulate class totals, walk with the children, and set-up and clean up. Help is also needed to sort awards for top earners!

## Takes place mostly during the school day.



-   **Teacher Assistance Committee (TAC)** **Chair: Laura Lenker** **Committee Members needed: 15**  
When: T/Th 9-11am & Wednesday 1:30-3:30pm Time Commitment: 1 or more hours per week, biweekly, or monthly – *schedules made monthly*  
This valuable committee provides all teachers at PMES equal access to volunteer volunteers, who provide administrative support to teachers in a variety of ways. This includes cutting out laminated materials, hole-punching, collating, etc. We will meet in the PTA room, which provides an opportunity to meet other volunteers while providing an invaluable resource to the teachers and staff.
-   **Cafeteria Volunteers** **Chair: Jen Hopkins** **Committee Members needed: 20**  
When: lunchtime, daily Time Commitment: 1 ¼ - 2 ½ hour shifts weekly, biweekly, or monthly – *schedules made monthly*  
30 minutes is not a long time for lunch, with all the work involved in navigating the cafeteria. Our volunteer volunteers help open milk, solve problems, and more importantly, they help each child receive friendly attention during the break in the busy PMES learning day. Cafeteria volunteering is a great way to meet your child's friends and other volunteer volunteers.
-   **Holiday Shoppe Committee** **Chair: Sarah Penney & \_\_\_\_\_** **Committee Members needed: 25**  
When: 2-3 days (Dec 7 evening, Dec 12, 13 daytime) Time Commitment: An hour or two, help set up, break down, and operate Holiday Shoppe  
Help our students shop for thoughtful presents for their family members, in a shop put together with their needs & budget in mind. Help will be needed prior to the event to price & organize merchandise. One of the most fun events to work!
-   **Pandarama Yearbook Committee** **Co-Chairs: Casey Boseck, Danielle Spigler & Jodi Harclerode** **Committee Members needed: 30**  
When: Fall-Spring Time Commitment: One brief orientation meeting in early fall, and throughout the year, at school events.  
The Yearbook would not be possible without our volunteer volunteers. Volunteers are needed to take candid shots featuring students in a wide variety of school activities. Just bring your camera with you whenever you attend a school event (concerts, awards assemblies, class celebrations) and snap away! Ideally, we need one-two volunteers per class.
-   **Breakfast Buddies Committee** **Chair: Michelle Davis** **Committee Members needed: 10**  
When: day of the events Time Commitment: An hour or two, help set up, break down, two times per year  
Help plan and organize our giveback days where students can have breakfast before school in the cafeteria with mom, dad or a special family member.