

Pinchbeck Elementary PTA Volunteer Handbook 2009-2010



“Catch the Rays of Learning”

Volunteering at Pinchbeck Elementary School is an easy and rewarding experience. The PTA offers a variety of opportunities throughout the year for every interest level and time commitment. So, whether you can give an hour a year or an hour a week, Pinchbeck Elementary PTA has a place for you.

Please look through the following pages for PTA Volunteer Opportunities. You will find the following:

- Descriptions of specific volunteer opportunities
- Volunteer Request Form

Simply complete and return the Volunteer Request Form at the end of this handbook. Your request will be forwarded directly to the appropriate committee or the PTA Volunteer Chairman. Prior to volunteering, please read the Henrico County Public Schools Volunteer Guidelines contained in this folder or on the PTA website at www.pinchbeckpta.com.

Thank you so much for joining the Pinchbeck Team!!!

Kirk Eggleston
Principal

Liesel Geiger
PTA President

Jeanie Drummond
Volunteer Chairman

Volunteer Team Positions

- **Ray Day Harvest Carnival** - The **Ray Day Harvest Carnival** will be held on **Saturday, October 17th, from 11:00am-3:00pm**. In order to offer all the games, music, contests and prizes as in the past, the PTA needs at least **200 volunteers** to help make this year's carnival a wonderful success! **Each Pinchbeck family is being asked to help by donating at least 30 minutes of your time.** Thank you in advance - we can't do it without your help and support!
- **After School Enrichment** - Aid in classrooms when needed. Assist with signing children out at end of class. Enrichment classes are offered one afternoon per week. Sessions are held for six weeks in the fall and spring.
- **Field Day** - Help is needed serving water, directing events, and distributing popsicles in the afternoon.
- **Hospitality** - Provide baked goods and food items for PTA general meetings and special events.
- **Library Helper** - Check books in and out and assists with other related duties in the library.
- **Science Fair** - Help set up displays as they arrive in the morning before school. Provide assistance to docents as classes are guided through the fair. Help take down displays and tables at the end of the day.
- **Scholastic Book Fair** - Help with set-up and take down of displays. Assist students with purchases and act as cashier. Sale hours are before and after school. Help with Book Fair dinner in the spring- duties include serving food, collecting money, setting up and cleaning up.
- **Teacher Appreciation** – Help secure food items for teacher luncheon and/or assist in classroom with student craft during Teacher Appreciation Week. Assist with various appreciation efforts throughout the year.
- **Tutoring** – Assisting with tutoring sessions for students identified by teachers. These sessions will be held before school and sometimes during lunch. Tutoring content and materials will be provided by teachers.
- **Yearbook** – This is an opportunity to work on the yearbook staff. This group coordinates selling advertising space, soliciting Shout-outs, collecting orders for the yearbook and most importantly putting the yearbook together. No previous experience necessary. We are also in need of any volunteers willing to take pictures in the classrooms and at school events and activities.
- **Watchdogs** – Invites fathers or father figures to volunteer at Pinchbeck for one or more half days a year. Watchdog volunteers help in their child's classroom and perform other tasks such as tutoring, monitoring the cafeteria and assisting in loading and unloading the buses.
- **As Needed** – Volunteers who are willing to be emailed when a short term need arises such as, cafeteria helper, school pictures, parking, etc. Signing up for this just means we will email you to check on your availability.

**Pinchbeck Elementary School PTA
2009-2010 Volunteer Request Form**

Thank you for your willingness to volunteer at Pinchbeck Elementary! Please complete this form indicating your areas of interest. Committee Chairs will contact you with details.

Volunteer Name(s):	Email	Phone #
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Child's Name/Grade/Teacher

1. _____
2. _____
3. _____
4. _____

I would like to help with (please check all that apply):

- Ray Day Harvest Carnival (reminder: we need 200 volunteers for 30 minutes each)
- After School Enrichment (guide children to classrooms, aid in classrooms)
- Field Day (help with water station and supervise events)
- Hospitality (provide baked goods for programs & special events)
- Library Helper
- Science Fair (guide classes through displays during school day)
- Scholastic Book Fair (fall and/or spring)
- Teacher Appreciation
- Tutoring
- Yearbook
- Watchdogs
- As Needed (will help with special projects as they arise)

Please return this form to your child's teacher by **September 18th**. This year ALL parents must complete the *Henrico County Public School Application for Volunteer Service* form in order to volunteer at the school. These forms are available in this packet, online at the PTA website (www.pinchbeckpta.com) or may be requested from your child's teacher or the school office.

Questions? Email Jeanie Drummond at jeanie.drummond@verizon.net or call at 290-0007.