

PATRICK HENRY PTA VOLUNTEER OPPORTUNITIES
2016-2017 School Year

VOLUNTEER ROLE/ Executive Board Member	ACTIVITY DESCRIPTION	RESPONSIBILITIES	EST. JOB TIME REQ'D	2016-2017 VOLUNTEERS
School Beautification President-Elect	Coordinate the maintenance of Principal's Garden, Middle Eastern Garden, Gym Wall	Work with Ms. Spranger to coordinate volunteers to weed, trim and mulch flower beds, specifically in the fall and spring.	2-3 hours month; seasonal	1 Volunteer (OPEN)
ACI Representative President-Elect	Advisory Council on Instruction Rep for Patrick Henry to APS School Board	Attend monthly meetings and provide input from Patrick Henry PTA	1-2 hours per month	1 Volunteer Sarah Zevin
CCPTA Representative	Arlington County Council of PTAs Rep for Patrick Henry	Attend monthly meetings and provide input from Patrick Henry PTA.	1-2 hours per month	1 Volunteer (OPEN)
FAC Representative President-Elect	Facilities Advisory Council Representative for Patrick Henry to APS School Board	Serve on the FAC committee to advise School Board on Facilities and Capital Improvement Projects for all of APS. Members must apply and are appointed to a 2 year term.	Monthly meetings; more time may be required based on issues	1 Volunteer Steve Maguire
Special Education Parent Liaison President-Elect	Act as a liaison between Henry PTA, the SEPTA, the Parent Resource Center and the ASEAC	Serve as a liaison between multiple organizations dedicated to serving children with special needs and their families. Would include attending meetings of all organizations, acting a parent resource at Henry, and helping to organize special activities and workshops.	Monthly meetings; time commitment varies	1-2 people Katherine Harris
Outdoor Lab Parent Liaison President-Elect	Act as a liaison between Patick Henry and the Outdoor Lab.	Serve as liaison between the PTA, the Outdoor Lab and AOE.A.	Minimal.	1 Volunteer Susannah Keefe

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Fundraiser: Read-a-Thon VP of Fundraising	Coordinate annual fall Read-a-thon fundraiser to encourage literacy and raise funds for PTA activities.	Plan & implement annual fundraiser. Includes development of materials, coordinating communications with students, families, staff and administration, planning school-wide activities during event, coordinating collection of student logs & funds, and prize distribution.	Varies	2 Chairpersons Jennifer Goldblatt Jennifer Milder
Fundraiser: Silent Auction VP of Fundraising	Spring fundraiser with donated gifts from community, school teachers and PTA	Organize donation of gifts and volunteers to prepare, setup, assist with auction and cleanup.	Varies	2 Chairpersons Kelly Maguire & Dori Muldowney **Looking for 2 Co-Chairs to take over for next year.
Fundraiser: Silver Diner VP of Fundraising	PH community night at Silver Diner	Organize with restaurant and schedule volunteers to work (typically teachers and staff volunteers).	3-5 hours	1 Volunteer Melissa Moore
Grocery Store Programs VP of Fundraising	Coordinate and track programs with local stores to raise funds for PTA	Be POC for grocery programs (Giant, Harris Teeter, Safeway , Target & Amazon); coordinate drives to link shopper cards – could include recruiting volunteers for sign-up days, entering cards in websites and any follow up. Heavy in summer & beginning of year.	5-10 hours; heavy in summer & fall	1-2 Volunteers Nikki Toyama-Szeto
Box Tops of Fundraising	VP Coordinate reimbursement for box tops credits	Get info out to PTA, Newsletter and web site about how to get box top credits and collect and turning box tops collected at school.	1-2 hours per month	1 Volunteer Christine Brittle

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School Pictures VP of Fundraising	Coordinate fall & spring picture day	Work with office staff and vendor to determine fall & spring picture days. Solicit parent volunteers to assist on day of pictures.	2-5 hours	1 Volunteer Katie Loughney
Reflections of Education & Appreciation	VP Coordinate annual Reflections program	Solicit student submissions for PTA Reflections program; work with teacher volunteer/mentors.	5-10 hours total; mostly in fall	1-2 Chairpersons Trina Alcorn Maggie Moore
After-School Enrichment VP of Education & Appreciation	Extra-curricular classes (art, music, games, etc.) offer to students on a fee-based enrollment. Classes are held at the school. There are 3 sessions per year.	Manage all aspects of class scheduling, registration and enrollment, fees collection, and communications. Job can be split between two people.	15 hours per registration session.	2 Volunteers Nicole Holohan *Need 1 more person
International Night VP of Education & Appreciation	Showcase diversity of school	Plan and coordinate evening, including recruiting families to volunteer for tables, recruiting entertainment, advertising to students and families to attend event, set up & clean up.	5-10 hours	1-2 Chairpersons Maggie Moore
Book Fair VP of Education & Appreciation	Coordinate the Winter Book Fair (3 days on site)	Work with Book Fair vendor to coordinate delivery and display of books. Coordinate volunteers for cashiers. Track sales and funds.	10-15 hours	2 Chairpersons Michelle Link *Need 1 more Volunteer
Teacher Lunch during Teacher Conference Days VP of Education & Appreciation	Coordinate donation/purchase and setup of food for Teacher Conference days in fall and spring.	Schedule event, coordinate food donation with donations from families, coordinate setup and cleanup.	5-6 hours per event	1 Volunteer Laura Garcia Olson

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Teacher Appreciation Week VP of Education & Appreciation	Coordinate items for teacher appreciation	Organize week of school wide activities to promote teacher appreciation – activities to be determined by volunteer.	5-10 hours	1 Volunteer Michelle Weston
Staff Appreciation VP of Education & Appreciation	Coordinate items for staff appreciation	Organize staff appreciation activities – activities to be determined by volunteer.	3-4 hours	1 Volunteer Laura Garcia Olson
December Cookie Exchange VP of Education & Appreciation	Coordinate donations of cookies for teachers	Solicit donations of cookies for teachers/staff in December.	2-3 hours in December	1 Volunteer Jenny O'Shea
Teacher Grants VP of Education & Appreciation	Serve on committee for teacher grant program	Serve on committee to review teacher grant applications and approve proposals as appropriate.	5-7 hours	1 parent, 1 board member, and the VP for Education and Appreciation
School Spirit Wear VP of Fundraising	Coordinate selection of vendor & sales of PH spirit wear	Select (or work with pre-selected) vendor to print spirit wear; set pricing & promotion schedule; send out & collect & process spirit wear orders; provide troubleshooting as needed.	10+ hours	1 Volunteer Janeese Lucca
Student School Store VP of Outreach	Coordinate volunteers and items for purchase in the Student Store - open mornings	Select & order items, solicit & schedule family volunteers	2-3 hours a month	1 Volunteer Brennan DeWitt

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Back to School Picnic VP of Outreach	Coordinate the Back to School Picnic	Solicit donations/and or organize purchase of food and materials. Organize volunteers for cooking and serving, setup and cleanup.	5-6 hours per event	1-2 Chairpersons Kelly Jones
Kindergarten Orientation VP of Outreach	Coordinate activities related to Kindergarten/New Student Orientation	Organize activity around Kindergarten orientation in August to introduce families to PTA and each other.	2-3 hours	1-2 people Kelly Jones
Room Parents VP of Outreach	Work with classroom teacher as needed	Work with classroom teacher to assist with communication, classroom volunteers, activities, parties, etc. as needed.	1-2 hours per month	1-2 Volunteers per classroom
Civic Association Liaison VP of Outreach	Coordinate outreach to local civic associations	Coordinate quarterly write up about Henry for local civic association (Arlington Heights, Penrose & Columbia Heights) newsletters.	1-2 hours per quarter	1 Volunteer (OPEN)
Listserv Secretary	Administer Yahoo Listserv	Add and delete members as necessary; monitor emails to ensure appropriate content.	1-2 hours per month	1 Volunteer Megan Booth
Facebook and Twitter Secretary	Administer Facebook and Twitter	Promote Henry via Facebook; ensure postings on activities and events; monitor as necessary to ensure appropriate content.	1-2 hours per month	1 Volunteer Alexandra Papantoniou
Website Secretary	Administer PTA Website	Act as liaison between PTA and Henry front office to ensure that PTA section is up to date with information on PTA & activities throughout the year.	1-2 hours per month	1 Volunteer Dori Kukawa

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School Sign Update Secretary	Weekly update of the school sign. Broken down to 4-8 volunteers so only required to update once a month or once every two months depending on volunteers.	Get updates from the front office and then update each Thursday or Friday to coincide with weekly newsletter.	45 min each sign change	4-8 Volunteers
Translation	Translate PTA documents and announcements as needed.	Provide translation for documents as needed. Primary need is for Spanish, but other languages may also be useful.	Varies	1 Volunteer Lidia Reyes
Diversity and Inclusion	Lead committee that defines and leads the Patrick Henry PTA Diversity and Inclusion Committee.	Recruit members, lead committee and define and achieve diversity and inclusion goals in coordination with existing PTA initiatives.	1-2 hours per month	1-2 Chairpersons Mariam Kherbouch & Laura Garcia Olson