

# Robert Frost PTA Volunteer Opportunities

## Communication and Services Committees

### **Yearbook: 1 committee chair and many volunteers**

*Time Commitment – varies throughout the year*

Volunteers help throughout the year with the preparation of the annual student yearbook. Help is needed taking candid photos, creating a cover (student contest), and layout and design of the publication. Actual printing is done through a publishing company.

### **Parent Emails: 1 committee chair**

*Time Commitment – varies throughout the year*

Volunteer will use “Yahoo” groups to communicate with families and staff regarding upcoming PTA events, news, announcements, etc. Volunteer will regularly communicate with school principal to approve messages.

### **Website Update: 1 committee chair**

*Time Commitment – varies throughout the year*

Volunteer will maintain Frost’s web presence by regularly updating information on PTA website.

### **Social Media: 1 committee chair**

*Time Commitment – weekly updates*

Volunteer will update PTA’s social media outlets as events come up.

### **Fish Tank: 1 committee chair**

*Time Commitment – weekly*

Keep fish alive and tank clean.

### **Landscaping: 1 committee chair**

*Time Commitment – varies throughout the year*

Volunteer will work with Services Board Member to liaison any landscaping needs.

### **Playground: 1 committee chair**

*Time Commitment – varies throughout the year*

Volunteer will work with Services Board Member to order needed playground items throughout the year and be sure when the items arrive they make it to the playground for fun!

### **Staff Appreciation: 1 committee chair**

*Time Commitment – two times throughout the year*

Volunteer will help order or organize donations for food for staff members during the two days of conferences in the fall and during Teacher Appreciation Week in the spring.



## Program Committees

### **Falcon Book Club: 1 committee chair and lots of volunteers**

*Time Commitment – varies throughout the year*

A PTA sponsored reading enrichment program for students in grades 3-5. Reading material and instructions are provided.

### **Fifth Grade Graduation: 1-2 committee chair(s) needed and many volunteers**

*Time Commitment – busy in the spring*

Volunteers plan and coordinate this memorable year-end event. Activities to plan for (but not limited to) are the Pool Party, Baby Pictures Bulletin Board, Graduation Day School Driveway Signs, and Commencement Ceremony.



### **Invention Convention: 1 committee chair, 2-3 volunteers**

*Time Commitment – busy in the spring*

The Invention Convention is an Ohio, non-profit, educational organization program that challenges students (K-8) to identify a problem, brainstorm solutions, and build/field-test their working prototype inventions. The committee chair will work with a Robert Frost teacher liaison to communicate with students and parents throughout the project, create bulletin board with teacher, host Invention Convention competition event, find volunteer judges, videotape student’s presentations.

**Variety Show: 2 committee chairs needed and many volunteers**

*Time Commitment – busy in the spring*

An annual event held at one of the high school auditoriums. Volunteers conduct auditions, order decorations, organize music, organize stage set-up, communicate to parents and students and coordinate the flow of this student talent show.

**Family Fun Nights: 1-2 committee chair(s) needed and many volunteers**

*Time Commitment – per event*

This committee will plan up to four family-oriented activities such as skating, pool and movie parties for Robert Frost students and families and a father/daughter dance in February and mother/son dance in the fall.

**Ice Cream Social: 1 committee chair needed and many volunteers**

*Time Commitment – busy in the spring*

This committee coordinates the Ice Cream Social during the spring book fair. The chair will choose the ice cream company, collect pre-orders and money, schedule the delivery, and organize a team of volunteers to help distribute at the event.

**Parent Socials: 1-2 committee chair(s) needed and many volunteers**

*Time Commitment – varies throughout the year*

Committee plans various events for Robert Frost parents to encourage a strong sense of community.

**Field Day: 1 committee chair and many volunteers**

*Time Commitment – pre-event prep and event one day in May*

The committee chair will work with Robert Frost's Physical Education teacher to help organize volunteers and plan events (if necessary). The chair will also organize a lunch for the parent volunteers.



**Ways & Means Committees**

**Fun Fair: 1 committee chair needed and many volunteers**

*Time Commitment – pre-event prep and one-time event*

This super fun PTA sponsored evening is always a favorite among the families! The committee chair will organize a team of volunteers to operate the various activities, games, and food at this event devoted to Frost families.

**Fun Fair Auction: 1 committee chair and possible volunteers**

*Time Commitment – busy about a couple of months before the event*

The committee chair organizes a team of volunteers to create baskets and/or raffle items to auction off at the Fun Fair event.



**Spirit Wear: 1 committee chair**

*Time Commitment – varies throughout the year*

Volunteer plans and manages the sale of school spirit items, mainly t-shirts. This volunteer will choose spirit wear, collecting orders and payments, and sorting orders for pickup.

**Flower Sale: 1 committee chair and many volunteers**

*Time Commitment – busy in the spring*

The committee chair works with the vendor, collects orders and payments, conducts a student incentive program and organizes a team of volunteers to assist in the flower delivery/pick-up at Robert Frost.

**Restaurant Nights: 1 committee chair**

*Time Commitment – minimal throughout the year*

The volunteer organizes evenings at various local restaurants/stores benefiting the Robert Frost PTA. The chair will copy and distribute information to the students.

**Walk-A-Thon: 2 committee chairs and many volunteers needed**

*Time Commitment – pre-event prep and day of event*

The committee chair will pick a theme and organize prizes for the kids as they raise money for this event. During the week they fundraise, committee chairs will organize volunteers to count money and write up prize winner announcements. On event day, they will lead a team of volunteers to assist during the annual Walk-A-Thon (generally held during recess one day in September). Volunteers will assist students to and from the track, count laps, and pass out popsicles.



**Rewards Programs: 1 committee chair**

*Time Commitment – minimal throughout the year*

The volunteer promotes and coordinates the shopping programs benefitting the Robert Frost PTA (Giant Eagle, Kroger, Meijer, Target, etc.).

**Box Tops: 1 committee chair**

*Time Commitment – 2-3 collection times throughout the year*

The volunteer will be responsible for encouraging students to bring in Box Tops from participating companies, collecting the labels, and sending them to the parent company for Robert Frost to receive compensation.

**School Store: 1 committee chair needed and 4-5 volunteers**

*Time Commitment – 30 minutes per week*

Volunteers are needed to sell school supplies to the students and staff daily from 8:45-9:05. Committee chair will be responsible for organizing volunteer schedule, purchasing supplies and maintaining school store space.

**After-School Enrichment Programs: 1 committee chair**

*Time Commitment – 2-3 events throughout the year*

The volunteer will be responsible for setting up an After-School event of his/her choosing for the students to try. Past events include Taekwondo.

**School Kits: 1 committee chair**

*Time Commitment – April/May take orders for following year*

The volunteer will be responsible for sending home school kit forms, collecting and placing the orders and making sure all get orders fulfilled in the fall.

**School Support Committees****Volunteer Hours: 1 committee chair**

*Time Commitment – less than 1 hour per week*

The number of hours volunteers log at Robert Frost is used by the state PTA to determine the school's PTA status. This committee chair takes the volunteer sign-in list from the school office and keeps track of the number of hours logged in for the various activities.

**Wellness Committee: 1 committee chair and other volunteers needed**

*Time Commitment – 30 minutes per month (meetings) and additional time varies*

The mission of this committee is to develop and support a positive environment for the health, welfare, and safety of our students, staff, and families at Robert Frost. Volunteers will regularly examine the current school atmosphere, its practices and programs and create workable solutions where needed.

**GEM Award: 1 committee chair**

*Time Commitment – busy in the spring*

This volunteer handles the district-wide program at our school. Volunteer will advertise and collect GEM nominations for Robert Frost and submit to the District program.

**Reflections: 1 committee chair and 2-3 volunteers**

*Time Commitment – busy in the spring*

Reflections is a national PTA program that encourages students to create art, literature, or photographic projects following a given theme. Volunteers are responsible for publicizing the program to the students, sending out applications, collecting projects, rounding up judges, and passing winning entries on to the proper level.

**Welcome Committee: 1-2 committee chair(s) needed and many volunteers**

*Time Commitment – varies throughout the year*

Volunteers with a love for Robert Frost will use their knowledge and experience to help welcome new parents and children into our Robert Frost family. Committee members may help plan and implement school socials, compile and distribute welcome packets, or work with our student ambassadors to help new families become familiar with our school.

**Watch D.O.G.S.: 1 committee chair and lots of volunteers**

*Time Commitment – less than 1 hour per week for committee chair; at least 1 day per year for volunteer D.O.G.S.*

Watch D.O.G.S. (Dads of Great Students) is a national program that invites fathers, grandfathers, or other father figures to volunteer at least one day at Robert Frost. Volunteers spend their day reading with students, actively participating in the classroom, enjoying recess, providing an extra-set of eyes and ears, and giving out lots of high fives!



**Scholarship Committee: 1 committee chair**

*Time Commitment – few hours from home*

This volunteer will advertise scholarship opportunity to Westerville High Schools, collect applications, find judges and communicate winners to appropriate channels.

**Advocacy/Falcon Family Committee: 1-2 committee chairs**

*Time Commitment – few hours to plan events*

Volunteer will partner mentor families with new families and organize a few events a year for families to get together and can base those around already planned PTA events.

**Book Fair: many volunteers**

*Time Commitment – 2 hour sessions*

Volunteers help at book fairs with sales, wish lists and taking orders.

**COSI on Wheels: many volunteers**

*Time Commitment – ½ day in the fall*

This is a fun, as well as educational, day where volunteers help students with hands-on learning activities brought to Robert Frost by COSI. Training is provided.

**School Fundraiser: 1 committee chair**

*Time Commitment – one-time fundraising event in the fall*

The committee chair will assist the office/principal with the school magazine sale. This volunteer collects orders and payments, writes announcements, and conducts the student incentive program. Proceeds assist with school programs sponsored by the principal (this is not a PTA fundraiser).

**Classroom Support Committees****Copy Parent: 2-3 per grade**

*Time Commitment – 2-3 hours per week (can volunteer every other week or even once per month)*

*Volunteers are needed 2-3 hours per week for each grade level.*

**Room Parent: 2-3 per class**

*Time Commitment – planning 3 classroom parties per year*

Room parents coordinate and plan the fall, winter and Valentine's Day parties for their child's classroom. Responsibilities include recruiting volunteers for classroom parties and encouraging parents to honor teachers during Teacher Appreciation Week in the spring. Room parents are different than weekly in-class volunteers. Please see specific teacher to sign-up as a classroom volunteer.

**On Call Volunteer:**

*Time Commitment – varies throughout the year*

An "On Call Volunteer" is not able to commit to a specific program or service but is willing to be called on when we need an extra hand.

