

## Get Involved at School! We Need You!!!

Below are volunteer opportunities for the upcoming school year. Please email completed forms to Pennie Stepczyk at [pennie017@gmail.com](mailto:pennie017@gmail.com).

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Child(s) Grade at PK in 2017: \_\_\_\_\_

I am interested in **volunteering** on the following Committees (check all that apply):

<input type="checkbox"/> <b>Silent Auction</b> -Committee Members will be responsible for soliciting items, creating bid sheets, wrapping items, set up and close out the night of the event and coordinating with the carnival committee on auction details.
<input type="checkbox"/> <b>Student Directory</b> - This person will be the on-line "administrator" for the Pennekamp Online directory with Directory Spot. Responsibilities include gathering all the student and staff data from the PK office manager, organizing and uploading to website, be in contact with the PTA membership committee to upload website users, minor website maintenance throughout the year (just uploading new families or updating information) and responding to emails from PK families that are having issues with the website. Some computer and Excel knowledge will be necessary.
<input type="checkbox"/> <b>Wednesday Envelope</b> - Fill Wednesday envelopes with flyers once per month. Takes 1-2 hours. Fun to have 2-4 friends do it with you.
<input type="checkbox"/> <b>Dragon Innovation Den (also known as MakerSpace Lab)</b> - We are looking for a docent trainer to support the new staff and train lunchtime volunteers so they can give our kids open lab time for free play and to explore during lunchtime and offer weekly grade-level opportunities to use in the Den. This is in addition to the MakerSpace grade-level experiences.

I am interested in **Chairing** one of the following Committees:

- Grades of Green**-- The GOG chair's job is to represent PK at the quarterly district green meetings which are 2 hours long, coordinate all green efforts with Dr. Brown, handle the cartridge recycling program, plan and execute all events for Earth Week and provide reports at each District green meeting.
- Growing Great Nutrition**-- Chair is responsible for ensuring each class has a nutrition docent, who teaches mandated nutrition lessons throughout the year (3 for k-2, 5 for 3-5), chooses/shops for and provides snack samples for each class lesson for the nutrition docents, and manages any issues that may come up throughout the year.
- Box Tops**--The chair runs the Box Tops Program, including collecting and tallying Box Tops, promoting the program via Dragon Flash, class communication/contests, and sending in the Box Tops to the company. Time commitment is all year long.
- Dragon Dinner**--The chair organizes 4 dinner fundraisers during the school year. Responsibilities include coordinating with local restaurants to set dates, promotes the dinner via flyers, the Dragon Flash, and class communication, and following thru with each restaurant to receive the check. Time commitment is all year long.
- Father Daughter Dance**--The chair plans and executes this annual Fall event for about 2 months. Responsibilities include theme, menu, raffle items, decorations, promoting the event, and DJ and photographer.
- Shopping 4 Students**-- The chair coordinates all aspects of the Manhattan Village Shopping 4 Students program. Responsibilities include attending quarterly meetings, publicize and promotes the program via flyers, the Dragon Flash and Wednesday envelope, maintains a receipt collection box and takes collected receipts to the mall to be logged in, and attending the Awards Ceremony in May to receive our check. Time commitment is all year long.
- Pride Day**-- This chair is responsible for overseeing all aspects of Pennekamp's Pride Day including planning, purchasing plants and supplies, creating a map and jobs for the day of the event, ensuring that there are ample green waste bins, hiring district garden staff, and working with Dr. Brown to ensure a productive Pride Day. Pride Day takes place in August or September and lasts from 7:00am-1:00pm and the chair must be present for the duration of the event. There may also be a mini Pride Day in April.
- Matching Gifts**--This person is responsible for tracking and approving all corporate matching gifts for PTA donations. Most are processed electronically, but require some processing and follow up.
- Movie and a Show**--This person will be responsible for coordinating a movie and dinner for after the talent show (typically in May). They will also work with the 5th grade committee to coordinate popcorn, drinks, etc.