



**Heatherwood Elementary
School
Volunteer Opportunities
2009-2010**

Welcome to another school year at Heatherwood! As you look forward to a new year, we hope you will consider volunteering some of your time to help support your child's school. There are many different opportunities available. Please look through this packet and sign up for something that interests you. We will all benefit: the staff, the students and you. Volunteering is a great way to learn a new skill or to practice a skill you already have. It is also a great way to meet other parents in the Heatherwood community. Below is a summary of available positions. **This is a WORK IN PROGRESS.** You can also enter contact information and volunteer positions online at <http://bvsd.org/schools/heatherwood>. If you have any questions about a particular position or how to sign up on-line, please feel free to contact Samantha Bennett (SBennettgeo@yahoo.com)
Thanks for supporting Heatherwood!

The committees are grouped by how many times the event occurs throughout the year to help you determine what kind of time commitment each activity requires. For annual events the proposed date of the event is listed.

CHECK any activities that you would like to volunteer for in this packet.
FILL OUT the activities you have volunteered for on the Volunteer Sign-up Form at the end of this packet.
RETURN the Sign-up Form to your child's teacher by **Friday, September 11**. However, it's never too late to help!

Once a Year

These events occur once (or sometimes twice) during the school year. Most of the events require some assistance with planning the event beforehand and/or help on the day the event occurs.

BOOK FAIR (Sept 22-30 & March 9-15)

Heatherwood has two Book Fairs, one in the fall and one in the spring. Parents are given the opportunity to purchase books, games and activities for their children or as gifts. Volunteers are needed to set up, to take down and to assist the students and parents while shopping. Please volunteer for 1 to 2 hour shifts during the Fair.
Chairpersons: Zeid (Fall) / Melton (Spring)

**JOIN YOUR CHILD FOR LUNCH
COORDINATOR (Sept 22-25)**

Publicize and coordinate this fun week of parents coming to lunch. Coordinate with Scholastic Book Fair Chairperson and with the kitchen manager. This takes place in the Fall.
Chairperson: Open

**PANCAKE BREAKFAST/BIKE RODEO
(Sept 27)**

Heatherwood will host a back to school pancake breakfast. This will be our first community event of the year and will be a fun time to get to meet new families and reconnect with old friends. Volunteers are need to help with event setup, cleanup and pancake cooking.
Chairperson: Webster

**WALK AND ROLL TO SCHOOL
(Sept 28-Oct 2 & Apr 26-29)**

This committee coordinates events and activities during the fall and/or spring walk and roll to school weeks. There are before and after school events, prizes and food to inspire and congratulate the kids on walking or riding their bikes to school.
Chairperson: Fattor

MOVIE NIGHT (Oct 9)

Heatherwood Movie Night is a fun family event. The movie will be shown outdoors. Dinner and popcorn will be served. Volunteers are needed with setup, ticket sales, serving and cleanup.
Movie Chairperson: Mizner
Snack Chairperson: Open

PARENT SOCIAL FALL FLING (Oct 23)

Come help organize a fun fall night out for Heatherwood parents to mix and mingle together at the Boulder Country Club.

DONUTS FOR DADS (Nov 7)

This is a great opportunity to get the dads, grandpas, uncles, neighbors, etc. of Heatherwood together for coffee and donuts before work. Volunteers are needed to help the morning of this event in November.
Chairperson: Wilsted

HOLIDAY BAZAAR (Nov)

This committee helps organize and set up the winter holiday bazaar.

Chairperson: Lotz

NUTCRACKER COORDINATOR

Publicize and coordinate ticket sales for Heatherwood families to the annual Boulder Philharmonic production of the Nutcracker Ballet at Mackey Auditorium over Thanksgiving weekend. Duties involve about 1 month's worth of activity, from mid-September to mid-October, of putting information in the Husky Highlights, copying and distributing order forms via Friday folders, collecting order forms and checks, and distributing tickets via Friday folders.

Heatherwood received 10% discount on tickets and receives 20% of the total sales.

Chairperson: Open

CU FOOTBALL TICKETS COORDINATOR

Coordinate the distribution and sale of CU football game tickets to Heatherwood families. Ticket sales are a few weekends per season.

Chairperson: Open

OPEN HOUSE NIGHT

Help is needed at Heatherwood's Open House night where prospective parents come to learn about Heatherwood. Volunteers are needed with setup, sign-in and then just to answer general questions about the school. This event occurs in early January and only requires approximately 2 hours of time! Come tell others how great our school is!

Chairperson: PTO

SCIENCE FAIR AND DINNER (Jan 28)

Volunteers are needed to help display the projects, coordinate the dinner and clean up.

Parent co-chairperson: Sammond

Snack co-chairperson: Hilden

MUFFINS WITH MOMS (Feb 5)

This is a great opportunity to celebrate the moms of Heatherwood. Volunteers are needed to help out on the morning of this event in February.

Chairperson: Wilsted

SPRING FLING (Apr 9)

This is a new committee and great opportunity to develop a new event for the school. The "Fling" may include a carnival or other family/school celebration.

Chairperson: Open

LEARNING FAIR/ICE CREAM SOCIAL

(Apr 22)

Volunteers are needed for setup, event help, and clean up.

Chairperson: Orlando

HEATHER HEATHERWOOD (May)

The Heather Heatherwood is a 1-mile all school fun run. It requires many volunteers to perform pre-race logistics, man street intersections, provide drinks and snacks, as well as race day set up and clean up.

Chairperson: Melton

Co-Chair: Open

KINDERGARTEN LIBRARY LUNCH BUNCH COORDINATOR

This program is for incoming kindergartners, their parents and siblings. The group meets once/week in June and July. This person will coordinate mailing to the kindergarten parents with the office and publicize in local pre-schools. Attend at least the first one. Time commitment is in the spring, for just a few hours and attendance at first Lunch Bunch in the early summer.

PICTURES

Have too much on your plate this year? Sign up to help with pictures for the 2009-2010 school year. Volunteers are needed to assist teachers and the photographer in organizing students. Pictures will be taken in early September. This requires just a few hours of time.

Chairperson: Kristy Kearney

SCHOOL SUPPLY KITS

Help is needed with promotion, tallying orders and distribution of kits for the 08-09 school year.

This project occurs in the late spring and just before school begins in the fall. It only requires a few hours of time and is lots of fun!

Chairperson: Jill Williams

TASTE OF THE SEASON

A Whole Foods sponsored event at the store. A percentage of proceeds are donated to Heatherwood. This is a 1 time event on a Thursday from 4-6pm. Date: TBD

Chairperson: Open

FIRST DAY OF SCHOOL 2010-2011

This committee helps students find the way to their classroom by meeting the buses and by answering questions in the front of the school. This is a half-hour commitment on the first three days of school. If you would like to help kids on

the first day of school in 2010, this is the place for you!

Chairperson: Open

HEATHERWOOD DIRECTORY 2010-11

The Heatherwood phone directory keeps us all connected and is a very useful and much used tool. Volunteers are needed with data entry and proofreading. This job only requires a few hours of time at the beginning of the school year.

Chairperson: Open

Once a Month

BOXTOPS FOR EDUCATION

This is a fun and flexible job that takes about 1-3 hours per month. The boxtops are sent in once in the fall and the spring. The responsibilities include updates and reminders in the school newsletters, cutting/preparing/boxing/shipping the boxtops. The money from this project can bring in anywhere from \$500-\$2000/year. The best thing about this job is that you can have your kids help by picking up the boxtops from the classrooms, cutting them, and counting them. This is a great opportunity for a parent that would like to work independently at home on their own schedule...or as a group of parents over coffee. This can also be a shared position.

Chairperson: Nancy Renken

PIZZA PARTIES WITH MR. O

This is a fun, late- afternoon snack that gives students the opportunity to get to better know their Principal. These events occur once a month and volunteers are needed to help with ordering and/or serving pizza. It is a great way for students to end the week with Mr. O.

Pizza with Mr. O. is one Friday afternoon/month.

Chairperson: Carey Weaver

Throughout the Year

CLASSROOM MATH HELP

This parent helper would assist the classroom teacher and students with in-class math assignments and classroom work. The parent helper may choose a classroom to help and would volunteer 1hr/week.

ART

The art teachers need help with special projects. Share your artistic expertise with a class, help collect special articles for use in art class (cloth, cardboard, bottles, etc.), work with a small group on an art project, assist during your child's art period, and/or prepare art supplies for future use (roll out clay, etc.).

Contact: David Rivers

SCHOOL SUPPORT CHAIR

The school support chair coordinates all types of support for the school community including students, teachers, staff and parents. The areas of focus are: room parents, hospitality, crossing guards, first day of school, grant writing, health room, phone directory, open house night, back to school night, pizza with Mr. O

Chairperson: Open

COMMUNITY EVENTS CHAIR

This Chair is responsible for coordinating all the activities associated with our community building events. This includes timing, coordination with teachers and staff and identifying an owner for each activity.

Chairperson: Open

BUILDING AND GROUNDS

If you want to help better the outdoor and indoor environment of Heatherwood, this is the spot for you. This committee oversees the status of the school site and makes improvements accordingly. This group is all about suggestions followed up by improvements! Time commitments are generally just a few hours throughout the year. This is a great way for Dad's to volunteer!

Chairperson: Open

BULLETIN BOARD

Do you have 15 minutes to spare? Post the Husky Highlights and other important information on the school bulletin board! This should be updated every two weeks. A great job for a kindergarten parent or a parent who drops off or picks up their child at school each day.

Chairperson: Williams

COMPOSTABLE SUPPLIES COORDINATOR/ECO-CYCLE LIAISON

Heatherwood tries to make as many events as possible zero waste. This person will work with Eco-cycle to continue to find ways to reduce the trash generated by PTO events and class parties. This person is also responsible for

ensuring adequate supplies of compostable products for events.

Chairperson: Diana Ewing

CROSSING GUARDS

This is a much-needed service for students walking to and from school. Volunteers are needed for 15 minutes before and/or after school to help students through crosswalks safely. Training is provided. The more volunteers we have the fewer times each volunteer is needed!

Chairperson: Open

CLASS PHOTOGRAPHER

Do you love taking photos? We need a volunteer for each classroom to take pictures of class parties, field trips, and other class activities. This person will then download the photos to the central photo file system in the library. Some photos will be used in this year's yearbook.

Chairperson: Annette Wright

GRANT WRITING

Many companies and agencies offer money for educational related purposes. A group of volunteers is needed to help write grants to apply for funds from local, state and national agencies to fund Heatherwood activities. This is a great way to fundraise for the school, and it can make a large difference in the funds that the PTO has available to support students.

Volunteers can help from home researching available funds, writing, editing or submitting necessary paperwork.

Chairperson: Seana Zimmer

GROCERY CERTIFICATES

This program is one of PTO's easiest fundraisers. By purchasing grocery certificates you are able to use them as cash at your local markets and our school earns 5%. For example, if you buy \$100 worth of King Soopers certificates, Heatherwood earns \$5. They work like cash, and you are given cash back for any unused portions. We need volunteers to help fill pledges and sell certificates as neighborhood representatives or at school events. This requires just a few hours per month and can be done at home.

Chairperson: Susan Siegert

HEALTH ROOM/WEEKLY

Volunteers are needed everyday to assist students in the clinic. Band-Aid application and sympathy are strong prerequisites! Volunteers must have First Aid training; training is provided.

We ask you to commit to a weekly two hour shift, any time during the day.

Contact: Yvonne Garvin

HEALTH ROOM/VISION AND HEARING SCREENING

Vision and Hearing Screening is a part of the Health room activities and is scheduled for October 12th. Volunteers are needed for 2-hour shifts between 8:00 and 1:00 No training required. This is an easy way to get to know every Heatherwood student!

Contact: Yvonne Garvin

HEATHERWOOD INFORMATION SIGN

Heatherwood PTO has a marquee (sign) for Heatherwood along Concord Drive. Volunteers are needed to keep our messages up to date with events at Heatherwood. This would be a great activity for a parent who has to pick up or drop off their student. Updating the sign takes approximately ½ an hour. You can sign up for 1 or more months throughout the school year.

Chairperson: Lisa Rock

HEATHERWOOD UNIVERSITY

Volunteers are needed for each Heatherwood University Class. One parent is required to attend each class to supervise the students and make sure they are on task during class instruction. You may also be asked to assist students during the hands-on portion of the class. This is a great way to learn about fun topics along with the students. The time commitment is one hour. You may volunteer for one or more classes. Classes are held from 2:30 to 3:40. Class dates will be determined at the beginning of the school year.

Chairperson: Open

HEATHERWOOD WEBSITE

The Heatherwood Website is a great source of information but as we all know information changes rapidly. This person would be responsible for periodically reviewing the Heatherwood website and insuring that the website is accurate and up-to-date as well as gathering information from different committees and teachers to put on the website. All content changes would then be supplied to our webmaster.

Chairperson: Deb Svoboda

HOSPITALITY - GENERAL

Volunteers are needed to supply and/or prepare food for various school functions including vision and hearing volunteers in the fall, Teacher Appreciation Week in the spring and

Kindergarten Open House in January. Other events can come up during the school year. This is a great opportunity for those who wish to help but can't spend time at school. You will be called with specific requests such as cooking, small gifts, time to help compile fun baskets, etc.

Chairperson: Kate Schmid

HOSPITALITY SOUPER MONDAYS

Souper Mondays, a beloved treat for teachers, is held on the first Monday of the month. Soup in crock pots and/or bread is needed.

Chairperson: Lois Latorra

IMPACT ON EDUCATION AMBASSADOR

Liason between Impact On Education and the school. Works with teachers on Classroom Mini Grants and gets teachers nominated for Impact's teacher awards.

Chairperson: Anne Roan

INK AND TONER CARTRIDGE RECYCLING

The coordinators would promote this program, pick up and deliver the cartridges from the school at your convenience to a Gunbarrel location once every two months. If you would like to help Heatherwood and don't have a lot of extra time, this might be the committee for you!

Chairperson: Open

KINDERGARTEN LIASON

This person helps new kindergarten families learn about Heatherwood and integrate into the school community.

Chairperson: Open

LIBRARY

Library volunteers at Heatherwood enjoy the refreshing and friendly atmosphere found only in the heart of the school. Help is needed at the circulation desk, with checkout and check-in, with questions from students, as well as returning the books to their places on the shelves. In addition, we always need help with repairing and processing books and materials and with research groups. If you're looking to put some lively diversity into your week, sign up for a few hours in the Heatherwood library.

Contact: Mary Jane Ransom

MUSIC

Volunteers will be needed to help with the following music activities:

One volunteer to create an email list of all Hotshot parents. This would be done in October and probably updated again in the Spring. There are approximately 65 singers.

Approximately three parents to help coordinate the Fall kick-off party in October. Approximately three parents to coordinate the Spring Party. Approximately eight parents to help supervise students at our Choir Festival.

Contact: Keena Unruh

PROMOTIONS

Volunteers are needed to help with the promotions of several opportunities for Heatherwood's PTO to earn a little extra cash through Bunny Bucks, www.schoolpop.com, PlayFair Toys and Target. If you enjoy creating flyers and/or writing short newsletter articles, we have the perfect way to let your creative juices flow.

Chairperson: Open

ROOM PARENTS

Room parents take care of a variety of events and projects for their classrooms like class parties, donations for Bingo and more. Sign-ups for Room Parent are also available at Back-to-School Night in each classroom. Room parents are required for each class room as well as a room parent chair to help coordinate and communicate to all room parents throughout the year. Typically this only requires a few hours of work throughout the year.

Chairperson: Janice Krohn

SPECIAL EDUCATION

Volunteers are needed for one-on-one assistance with Special Education students.

Contact the office.

SCHOOL SPIRIT MERCHANDISE

Volunteers are needed to help order and sell Heatherwood merchandise at different events throughout the year. If you would like to show your school spirit, consider joining this committee.

Chairperson: Pam Sunderland

TAG/ENRICHMENT

Volunteers are needed to facilitate small groups of students with math, science, literacy, art and music during the school year. We also need volunteers before school for science and math enrichment.

Contact: Brian Gunnarson

WEBSITE REVIEWER

A person is needed to review the Heatherwood website content and work with owners to keep the site up-to-date. This is an ongoing position throughout the school year and can be done from home.

YEARBOOK/YEARBOOK PHOTOGRAPHERS

We have a fantastic yearbook and will continue the tradition this year. Volunteers are needed for a variety of tasks. If you love graphic arts or photography, this is your spot.

Chairperson: Annette Wright

There are several opportunities for you to participate in the shared leadership of our school. We have several parent-community positions available. They include: SIT, DAC, and DPC.

PTO COMMITTEE

The Heatherwood PTO is responsible for coordinating volunteers to help support the school and to coordinate all of the fundraising efforts and community events at Heatherwood. The PTO team generally meets once per month.

SIT COMMITTEE

The SIT team helps determine school goals and desired improvements for the school including academic goals, climate goals and cultural goals. There are various sub-committees within SIT that focus on different aspects of school improvement. SIT members generally attend one sub-committee meeting per month and then a general SIT meeting. This is a very important team that sets the strategic direction for the school. If you like the big picture, then this is a great committee for you.

SIT PARENT CO-CHAIR

This individual attends monthly School Improvement Team (SIT) meetings and coordinates all parent SIT team members and sub-committee goals as well as provide SIT team leadership in conjunction with the principal.

Chairperson: Open

DISTRICT ACCOUNTABILITY COMMITTEE

Representatives for the District Accountability Committee are needed to attend monthly DAC meetings for the school year to represent Heatherwood and the PTO meetings to report on DAC news. Attend monthly meetings at the Education Center with district administration. This representative gives input on district policies, procedures and goals for the new school year. This would be a great job share opportunity.

Chairperson: Open

DISTRICT PARENT COUNCIL MEMBER

This person represents Heatherwood monthly at district/parent meetings held at the Education

Center. The agenda includes presentations and open communication with BVSD administration

Chairperson: Open

Do you have any additional talents you would be willing to share at Heatherwood?

NOTE: Events, their descriptions and volunteer needs listed in the Volunteer Information Packet are written with every effort for an accurate representation. As planning and coordination takes place, some things may change.



VOLUNTEER TRAINING INFORMATION

Volunteers are an integral part of any classroom or school program. Their valuable help enables the teacher to better meet the needs of the students. Both parents and teachers want the same thing for children; the best education possible. At Heatherwood we are striving for an effective volunteer program to assist both teachers and students. This guide was designed to assist members of the school community in being active and successful volunteers.

Among the benefits attributable to classroom volunteers are:

- Increased individual instruction
- Extended learning opportunities for all students
- More efficient use of teacher's time

This document outlines school expectations of volunteers. There are opportunities that require occasional as well as regular commitments. We would like to encourage all parents and interested members of the community to get involved, participate in the school volunteer program and enjoy being an active, integral part of the education process at Heatherwood. We are committed to a quality volunteer program and would like YOUR participation. Please keep this as an easy reference.

WHAT IS A VOLUNTEER?

A volunteer is any person offering service to the school on an unpaid basis. The volunteer expresses concern for and acceptance of all children. He or she is responsible for maintaining a professional attitude of respect and confidence regarding the school.

WHY VOLUNTEER?

Benefits for the students:

- Lower student/adult ratio
- More individual attention for students
- Enrichment opportunities outside the classroom

Benefits for the teacher:

- Freedom to work with smaller groups of students
- Opportunities to provide more supervised activities
- Reduction of time spent on clerical activities

Benefits for the volunteer:

- Personal satisfaction
- Involvement in school and community
- Insight into teachers' expectations of students

- Guidance in working with one's child at home

EXPECTATIONS OF VOLUNTEERS

Volunteering in the classroom is essential to our school, but there are certain expectations. These expectations also apply to those volunteers working on school-wide activities. Teachers are directly responsible for their classroom and students at all times. They may ask a volunteer to assist in any way needed and the volunteer should be reliable in fulfilling the assignments.

CONFIDENTIALITY

We trust that volunteers will use good judgment and will respect the privacy of all students and staff. Student's performances should not be discussed with anyone other than the classroom teacher.

RELIABILITY

Attendance and punctuality are vital. Teachers depend on volunteers to be reliable and fulfill their commitment for the specified activity. It is important that the teacher and students receive assistance throughout the school year. Please notify the appropriate teacher or try to find a replacement for yourself in case of absence.

SIGN-IN

Volunteers must sign in at the office upon arrival and departure. A sheet is provided for this purpose.

COMMUNICATION

Open communication with the teacher is essential in order that the volunteer:

- Understands the teachers expectations of students
- Understands the teachers expectation of volunteer's services
- Effectively coordinate the efforts with the teachers curriculum

CLASSROOM PROCEDURES

Volunteers in the classroom should

- Observe and be aware of the classroom atmosphere in order to complement the teacher's style and methods
- Try not to disrupt the class upon entering and exiting the room
- Refrain from unrelated conversations with other volunteers and from engaging the teacher in a conference during volunteer time

WORKROOM PROCEDURES

Volunteers using the teacher's workroom should

- Respect staff priority in the use of machine and equipment
- Receive training on the use of equipment as well as computers

Finally, let us express to each of you how much we appreciate the time and effort you give to our school

THANK YOU!!!!

DISCIPLINE

Classroom teachers will discuss with their volunteers how discipline will be handled in their class. Volunteers working with students outside the classrooms will return the student to the class if behavior becomes a problem.

PARKING

Volunteers should park on the street, not in the parking lots. The area directly in front of the building is to be kept clear as it is for emergency vehicles. The bus-loading zone should be kept clear.

FIRE DRILLS

During fire drills, everyone is to observe the following regulations:

- Students are to leave the room without talking and leave the building by the nearest designated exit. Assigned room exits are posted in classrooms showing main and alternative routes. Students should know both routes from each room and follow them at the direction of the teacher.
- As students leave the building they are to assemble as a group away from the building and clear the entrances to allow easy and quick access to the building. The classes outside should not mix.
- Teachers are to take role immediately after clearing the building. Any absences shall be reported to the Principal at once.
- In case of a blocked exit, the first student, teacher or volunteer encountering the block would make the decision to go to the alternate or nearest exit leading the others.
- Students, teachers and volunteers are not to reenter the building until an all-clear signal is given.

ACCIDENT AND LIABILITY

Volunteers are responsible for their own accident and liability coverage.