

## Key School PTA Volunteer Opportunities 2011-2012

The PTA is *your* organization. A huge part of Key's success is the direct result of active and ongoing parent involvement. The time, dedication, elbow grease and sheer enthusiasm of parents helps to ensure that Key continues to be an amazing public school. There are opportunities to match every interest and every schedule. Take a minute now to review this committees list & let us know how you'd like to get involved this year. IF YOU ARE INTERESTED IN ANY OF THE VACANT CHAIRS NOTED BELOW, PLEASE CONTACT KAREN KELLIHER ([Karen.kelliher@verizon.net](mailto:Karen.kelliher@verizon.net)) OR SUNNY KAPLAN ([sunnykaplan@gmail.com](mailto:sunnykaplan@gmail.com))

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ E:MAIL: \_\_\_\_\_

- ARTS COMMITTEE (Chairs, Ann Roddy and Tracey Madigan)** The Arts Committee creates an arts culture at Key School by imagining and implementing Key's on-site arts programs, including the Assembly Program, the Family Arts Program, the after-school chorus and musical program, visiting artists at Key, Professional Development for teachers, and other new programs as they arise. **If you play an instrument, please let Ann know at [margaretroddy@comcast.net](mailto:margaretroddy@comcast.net)**
- BOOK FAIR (Chairs, Britta Oblaender, Polly Johnson and Jamie Edwards)** Held 3 days at the end of April or beginning of May, the book fair requires the help of volunteers for set-up, to work as cashiers, and to help the children with their selections.
- BULK SUPPLIES (Chairs, Lori Denham, Lisa Nadel and Cameron Taylor)** Volunteers needed to support school-wide bulk supply committee. This unique program means that parents are not tasked with long lists of needed school supplies before each school year! Opportunities include assisting with in-store purchases at area retailers, on site supply distribution to individual classrooms, managing printer cartridge return and rewards program, and more. NOTE: **We need help THIS July** and/or during the school year. Please Contact Cameron Taylor at [Cameron.Taylor@emory.edu](mailto:Cameron.Taylor@emory.edu)
- CHRISTMAS TREE SALE (Chairs, Allen Freemyer, Chuck Wolverton and Pete Kaminskas)** Your help is needed the first weekend in December – loading trees onto cars, helping cashiers and bringing holiday cheer to the neighborhood. This is a great way for working parents and weekend warriors to get involved!
- COMMUNITY SERVICE (Chairs, Diana Hosford and Meredith Sumner)** Get involved in weekend and /or after school projects designed to instill a sense of community service in our children.
- CORPORATE GIFTS AND GRANTS (VACANT)** Help us shake the money tree! Identify corporate matching programs and arrange for Key participation. Research available grants and write proposals.
- DIRECTORY (Administrator, Todd Stein)** Help compile, design, print and distribute school directory and handbook.
- FILLMORE COMMITTEE (Chair, VACANT and Teacher, TBD)** The Fillmore Committee nurtures our collaboration with Fillmore Arts Center in a variety of ways, including: facilitating communication between the schools, conducting course-feedback surveys, and developing relationships at Fillmore.
- GREEN (Chairs, David Williams and VACANT)** Join the environmentally conscious crowd in helping the school meet its recycling obligations and by looking into the many ways we can adopt greener practices and impart that commitment to our kids.
- GROUNDS (Chair, David Coulon)** – One weekend day each fall and spring we join together to help spruce up school grounds.

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- ❑ **HARVEST FESTIVAL (Chairs, Lauren REGARDIE, Yong Lee, Julieta Acebal, and Caiohme Dardis)** – This fun-filled neighborhood event, held the third Sunday in October, features hours of games and activities for the children, including a moon bounce, fortune tellers, haunted house and pumpkin decoration contest. We need everyone to help run the games and activities!
- ❑ **HOLIDAY SECRET SHOP (Chairs, Ayanna Kelley, Marilyn Nowalk and VACANT)** – Each December, Key School becomes a small boutique with thousands of pre-wrapped gifts for students to purchase for friends, family and charity. Help is needed wrapping presents ahead of time, guiding the students through the store and cashiering.
- ❑ **HOSPITALITY (Chairs, Lauri Menditto, Susie Kupka, Alexandra Harbold and VACANT)** Help provide the food and goodies for one or more PTA functions. We also need help with set-up and clean-up at our many events including the New Parent Receptions, Open Houses, and the Back to School and End of Year Picnics.
- ❑ **JULY 4<sup>th</sup> PARADE (Chairs, Laura Retzler and Henry Wigglesworth)** Help orchestrate our entry in the Palisades 4<sup>th</sup> of July Parade!
- ❑ **LIBRARY VOLUNTEER (Coordinator, Kim Hester)** Assist librarian in daily restacking of bookshelves. Work one day every other week, either just after drop-off or before pick-up in the afternoon.
- ❑ **LIFE AFTER KEY (Chairs, Mark Blumenthal and Patti Sulser)** The Life After Key Committee seeks to educate the Key Community about school opportunities after Key School. We help put on informational programs such as a "middle school fair" and also work with representatives from other neighborhood schools to work to improve communication flows about school choices. Volunteers can be expected to work on information gathering about middle schools, information dissemination (ranging from Key Notes to events) and on meeting with parents and school officials from other elementary and middle schools.
- ❑ **NEWSLETTER (Keynotes Editor, Nick Keenan)** How better to get to know Key than by writing for Keynotes? Our editor is looking for writers to help us keep parents in the loop. It's a great way to help build community among our families.
- ❑ **OPEN HOUSE (Chairs, Julieta Acebal and Adrianna Elwood)** Key holds an Open House in mid-November and mid-February during school hours to allow prospective parents to visit the school. Parents are needed to help guide tours throughout the building.
- ❑ **PLAYGROUND IMPROVEMENT (Chairs, Jennifer Felten and Julie Scott)** Join this initiative as we build on last year's fundraising and planning momentum to improve our playground and natural outdoor spaces for fun and fitness.
- ❑ **ROOM PARENT (Coordinator, Ande McCally)** We need two parents from each class to provide support to the classroom teacher, help coordinate volunteers for special events and help disseminate information to the membership (familiarity with email a *MUST*).
- ❑ **SCIENCE FAIR (Chair, Tricia Duncan)** Help with the design, set-up and presentation of the annual Spring Science Fair held in mid-May.
- ❑ **SPRING AUCTION (Chairs, Karen Severy and VACANT)** Key's BIGGEST fund raiser and social event is the Spring Auction. This mid-March event requires a multitude of tasks, including soliciting donations and selling raffle tickets weeks in advance, choosing the venue, setting up and assisting with check-out the day of the auction.
- ❑ **WINTER AFTER SCHOOL ENRICHMENT PROGRAM (Coordinators, Myriam Tron and VACANT)** Help design the January – March program offerings, process enrollment forms, and purchase and distribute snacks to the kids.
- ❑ **WORLD FAMILY (Chairs, Romina Cohen and Adrianna Elwood)** Key prides itself on its vibrant international presence. Families with international experiences are invited to present one of our monthly *Passport Days* in which we introduce the student body to another country and culture. The World Family Committee holds periodic parent get-togethers and hosts World Family Day in mid-May in which students "travel to" various countries without ever leaving school grounds!