

Key School PTA Volunteer Opportunities 2007-2008

The PTA is *your* organization. As you know, 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. Here's a list of all our committees. Take a minute now to 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 PTA.

NAME: _____
PHONE: _____ E:MAIL: _____

BOOK FAIR (Chairs Ellen Maxwell, Anne Ourand, Margie Palm) – Held 3 days at the end of April, the book fair requires the help of volunteers to work as cashiers and help the children with their selections.

CHRISTMAS TREE SALE (Chairs Nick Keenan, Todd Stein and Tim Ryan) – Your help is needed the second 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, Eliza McGraw and Margaret McEvoy) – Get involved in some weekend and /or after school projects designed to instill a sense of community service in our children.

CORPORATE GIFTS AND GRANTS (Chair, VACANT) – Help us shake the money tree! Identify corporate matching programs and arrange for Key participation. Research available grants and write proposals.

DIRECTORY (Administrator, Caroline Ervin) – Help compile, design, print and distribute school directory and handbook.

GREEN (Chair, Wynn Calder) – 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, Wendy Lynch) – One weekend day each fall and spring we join together to help spruce up school grounds.

HARVEST FESTIVAL (Chair, Caitlin Durkovich) – 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 cake contest. We need everyone to help run the games and activities!

HOLIDAY SECRET SHOP (Chair, Sharon Kuck) – 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, Michele Keegan and Mary Ann Svec) – For those of you who like to bake, please help provide the 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, General PTA meetings, and the Back to School and End of Year Picnics.

INFORMATION TECHNOLOGY (Chair, VACANT) - Assist Computer Lab Teacher with IT support (Mac/Apple software).

JULY 4th FLOAT (Coordinators Michelle Mundt and Tim Ryan) - Help create the annual float entry in the Palisades 4th of July Parade!

LIBRARY VOLUNTEER (Coordinator, Ellen Maxwell) - 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.

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 (Chair, Michelle Mundt) – Key holds an Open House in mid-November and mid-February during school hours to allow prospective parents to visit the school. Members are needed to help guide tours throughout the building.

ROOM PARENT (Coordinator, Mari Bailey) – 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*). Please let Room Parent Coordinator know of your interest by Friday, September 7.

SCIENCE FAIR (Chair, Cindy Bouchez) – Help with the design, set-up and presentation of the annual Spring Science Fair held in mid-May.

SPRING AUCTION (2 Chairs, 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 (Coordinator, Lena Nirk) – Help design the January – March program offerings, process enrollment forms, and purchase and distribute snacks to the kids.

WORLD FAMILY (Chairs, Maria Emanuel and Emma Rigney) – Key prides itself on its vibrant international presence. Families with international experiences are invited to present one of our monthly *Passport Tuesdays* 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.