

# Santa Rita Elementary School Volunteer Handbook



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## Introduction

### *Volunteering - A Gift to Santa Rita and Our Children*

*When you give the gift of your time to volunteer at Santa Rita everyone benefits. Your children will love to have you involved and Santa Rita will be an even better school because of your involvement!*

*Come find out how to be involved in a way that works for you.*

### **Purpose of the Volunteer Handbook**





The Volunteer Handbook aims to provide a clear description of volunteer opportunities at Santa Rita throughout the school year. The goal is to reach out to a large audience of parents/guardians with the goal of encouraging and inspiring more volunteers to become involved in their child's school and the Santa Rita community at large. The majority of volunteer positions are well documented and previous Committee Chairs are available to ensure a smooth transition.

### **Goals of Volunteering**

The goals of volunteering include:

- Assisting teachers in providing individualization and enrichment of instruction to their classes.
- Increasing the students' motivation for learning.
- Enriching students' experiences beyond what is normally available in schools through the unique resources that can be contributed by volunteers.
- Building an understanding of school procedures to stimulate widespread involvement in the total education process.
- Enhancing communication between teachers, staff, parents, children and the community.

### **Definition of Icons/Symbols**

	Briefcase icon indicates working parent friendly.
	Computer icon indicates computer access is required.
	Calendar icon indicates that the job is an ongoing event during the school year.
	People icon indicates that additional helpers are needed.

## Santa Rita Philosophy and Mission

Santa Rita promotes a culture where “Kids Come First”. This philosophy developed to ensure that all events and processes are designed with the primary consideration being our students. In a partnership between parents and teaching staff at Santa Rita, we take an approach of educating our children where we are seeking to discover, celebrate and cultivate the intellect and inner character potential of each child.

Our learning environment is a combination of Differentiated Instruction and Community Awareness. Differentiated Instruction is the basis of the teaching methods employed by the teachers to help develop each child to reach their potential. The Community Awareness activities are driven by parent volunteers and supported by the teaching staff to broaden our children’s awareness of community service and character development.

Integrating Character Development into the fabric of Santa Rita has been the golden thread to ensure the “Kids Come First” philosophy. We recently adopted a new program,

Project Cornerstone is a Santa Clara County-wide movement based on survey research involving over two million children across the United States. This research, conducted by Search Institute, identified [41 developmental assets](#) that help children thrive. The study found a direct correlation between high numbers of perceived assets and less 'at risk' behavior among children in grades 5-12. The more assets children perceive within their communities the less likely they are to be truant, do drugs, and attempt suicide. None of these assets cost anything to provide and there are no socio-economic, racial, or geographic groups that are less able to provide these assets to their youth. Keep reading to find out what Santa Rita is doing to create an asset-rich school environment for our students.

For further information, visit: <http://www.santaritaschool.org/about/cornerstone.html>

## PTA Executive Board Positions

The Santa Rita Parent Teacher Association (PTA) organization is part of a nationwide organization. Its purpose is to be a conduit between home and school such that parents and teachers may work together to support the education of the children at Santa Rita. The Executive Board of the Santa Rita PTA consists of the officers listed below - descriptions of their responsibilities are also included.

Overall, the Executive Board has responsibility for developing the annual PTA plan and priorities; execution of the programs through appointment of committee chairs and volunteers; fundraising; managing the budget and expenditures, auditing the finances; keeping written records of meetings; communication with the district PTA organization and conducting meetings with the general PTA membership to make decisions. Officers are nominated in February and voted on during the general PTA meeting in April.

Specific Santa Rita PTA Board Positions are the following:

### **President and Co-President:**

- Confer with school principal and call meetings when necessary of the board elect to ratify appointed officers, fill vacant offices and make plans for the year.

- Hold brainstorming sessions with the board-elect to establish goals for the year. Familiarize self with National and State PTA goals and purposes.
- Recruit chairmen and committee members – strive for a balance of experienced and new members, keeping in mind that all areas of the community should be represented.
- Prepare the master calendar that includes executive board meetings, association meetings, PTA special events and president/principal meetings.
- Appoint a committee to review and/or revise the bylaws.

**First Vice President, Communications:**

- To coordinate, manage and communicate key volunteer positions of Committee Chairs and Room Representatives.
- Ensure that all Committee Chair positions are staffed and that Chairs are securing appropriate volunteers as needed.
- To ensure that Chairs understand their budgets, execute within budget guidelines, and assist in forecasting committee budgets.
- To coordinate, manage and train Room Representatives. Each classroom has one or two Room Representatives, who provide support to the teacher.
- To coordinate and manage a volunteer appreciation event and volunteer acknowledgement.

**Second Vice President, Fundraising:**

- Primary responsibility is to provide strategic oversight to the Board in the areas of fundraising, PTA awareness, new projects and programs. Specifically, managing the direct donation process and ensuring that the PTA optimizes fundraising to allow the bulk of resources be focused on programs that directly involve the students of Santa Rita.
- Secondary responsibility is to step in where needed to provide Board-level assistance.

**Parliamentarian:**

- Understand and review the bylaws and standing rules annually. If changes are needed, ask the president to appoint a committee for review.
- Assist the president in preparing for meetings, when requested.
- Provide the members and executive board with training on simple parliamentary procedures; how to state a motion, rules or debate, quorums.
- Assist presiding officer on questions of parliamentary procedures.
- Assist the presiding office by keeping track of the order of those wishing to speak, motions, amendments, voting, etc, during meetings.

**Historian:**

- Assembles and preserves the record of activities and achievements of the PTA and assists the president in preparing the Unit Annual Report.
- Decide on method for recording volunteer hours at all meetings and PTA events; collect throughout the year for totaling and reporting.
- Keep written or printed account of the year's activities and key personnel for the unit's permanent PTA History Record Book.

**Secretary:**

- Keep an accurate record of the proceedings of all meetings of the association, including expenditures and the executive board, in a bound book which is the legal record of the association.
- Prepare a list of all unfinished business for the use of the president
- Keep a current list of paid members of the association provided by the membership chairman.

**Treasurer:**

- Keep permanent books of account and records sufficient to establish the items of gross income, receipts and disbursements of the association.
- Pay all bills authorized by the executive board or the association and track receipt of authorization for payment signed by the president or the executive vice president.
- Responsible for filing all tax returns and other forms required by government agencies.

**Auditor:**

- Determine the accuracy of the books and records of the financial officers
- Detect and recommend correction of errors
- Verify funds have been transferred where applicable
- Protect the financial officers and relieve them of responsibility except in case of fraud

**Webmaster:**

- Continuously update website to reflect changes in calendar, programs and events, Hot Lunch information, etc.
- Over the summer make any necessary changes to new programs, teachers, etc.
- On an ongoing basis, investigate ways to improve website usage (e.g. teachers' web page, online scheduling, automate payments, etc.)
- Maintain open communication with the district technology specialist to incorporate the latest district policies and information.

**Kindergarten Liaison:**

- Responsible for communication to Kindergarten families
- Organize and plan summer playgroup; create email list for incoming kinder families
- Running the Kinder Social event the day before school starts; coordinate this with kinder teachers; buying snacks for this event

**International Liaison:**

- Responsible for communication to the International Community within Santa Rita
- Recruit multiple translators for multiple international languages such as Spanish, mandarin, etc for our weekly Bobcat Tracker newsletters and other important school events, activities
- Work with staff, students, other parents and administration to coordinate International Day
- Update the Display Case for International Families as needed

## PTA Committees' Chair Positions/Assistants to the Principal

### PTA Fundraisers

#### BOOK FAIR COMMITTEE CO-CHAIRS



<i>Description</i>	The Book Fair is Santa Rita's annual opportunity to bring the bookstore into our school. Working with a 3 <sup>rd</sup> party bookseller, it provides a wonderful week to celebrate literacy. All students visit the Fair and have an opportunity to discover new books. This is a great way to get to work with the Santa Rita teachers, as the Fair allows teachers to request books for their classroom libraries. The Fair generally lasts 5-6 days and is topped off with the popular Family Night. The Book Fair is staffed by parent volunteers. The Book Fair is a key fundraiser for the library.
<i>Event Date</i>	Typically, the Book Fair runs once per year in the first or second week of November.
<i>Timeline</i>	September through November. Final Book Fair tabulations and any unfinished book orders are generally completed by late November.
<i>Time Commitment</i>	Time commitments are light in September and ramp up through October and early November. The week of the Fair has heavy time commitments, as the Fair is generally open 7-8 hours each day (with an additional 2-3 hours on Family Night). Overall, the Chair People devote a total of approximately 300 hours.
<i>Other Requirements</i>	Access to computer is desirable. Microsoft Word or PowerPoint is required to create advertisements for Book Fair announcements. Starting in early October, these advertisements appear in the Bobcat Tracker. It is a plus to be a book lover!
<i>Working Parent Friendly</i>	<b>Yes</b> , if there are at least 2-3 Chairs. In the past, the Book Fair has been run by full time working parents. Much of the work can be done outside of school hours.
<i>Volunteers Needed</i>	<b>Yes</b> . A wonderful aspect of the Book Fair is the number of willing volunteers. Approximately 20 volunteers in 2-3 hour shifts. It is also helpful to have approximately 6 - 8 volunteers to help with set up and tear down.

#### HOT LUNCH COMMITTEE CHAIRS



<i>Description</i>	The Hot Lunch program provides nutritious, kid-friendly meals for students and staff five days a week. It is also a fundraiser for our school. The Hot Lunch Coordinator is responsible for managing vendor relations, menu selections, organizing and printing Hot Lunch lists, and may help coordinate the volunteers.
<i>Event Date</i>	Ongoing event – August to June.
<i>Timeline</i>	The Hot Lunch coordinator communicates with the vendor to agree on menu selections and determine Hot Lunch sessions.
<i>Time Commitment</i>	There is some time required before school starts to meet with the vendor to discuss and finalize details for Hot Lunch. Once the Hot Lunch session begins, time is required every week to organize and print Hot Lunch lists. These lists are used by the volunteers when distributing lunches daily. Approximate time required each week is 2 – 2.5 hours. Additionally, assisting with volunteer scheduling and management may be required – but once the volunteers are in place, there is minimal interaction between the volunteers and the Chair.
<i>Other Requirements</i>	Access to computer is required. Email is the primary method of communication for both parents and school staff. Internet access is necessary to review vendor's webpage for online Hot Lunch orders. Microsoft Word is required to create

announcements for Hot Lunch. These announcements appear in the Bobcat Tracker. Excel used to create the daily lists.

*Working Parent Friendly*

**Yes**

*Volunteers Needed*

**Yes.** Volunteers commit to 1x/week or 2x month for the entire year (serving hot lunch is approx. 1 hour). Need 1 Lead and 6 servers per day optimum, for a total of 7 volunteers each day.

**HOT LUNCH VOLUNTEER COORDINATOR**



- Description:** The Hot Lunch Volunteer Coordinator is responsible for recruiting and scheduling parent volunteers to serve hot lunch each day throughout the school year. The HL Volunteer Coordinator is also responsible for recruiting Hot Lunch Leads for each day to oversee the volunteers.
- Event Date:** Ongoing event - August to June.
- Timeline:** In August, the HL Volunteer Coordinator begins recruiting parents from the prior year's volunteer list as well as new parents when school begins. Lunch service begins in August and continues to June.
- Time Commitment:** Initially requires significant time commitment. Approximately 50 - 75 hours. The Volunteer Coordinator oversees hot lunch to make sure there are enough volunteers each day and that Hot Lunch Leads are in place. The Volunteer Coordinator provides a schedule for the schoolyear to the volunteers. Once volunteers are in place, minimal time is needed.
- Other requirements:** Access to computer is required. Email is the primary method of communication for both parents and staff. Excel is used to create schedule. The HL Volunteer Coordinator sends schedule to all volunteers and communicates information as needed. During the year, communication is mainly through the Leads who in turn communicate to their volunteers.
- Working Parent Friendly:** Yes
- Volunteers Needed:** Yes. Volunteers commit to 1x/week or 2x month for the entire year (serving hot lunch is approx. 1 hour). Need 1 Lead and 6 servers per day optimum, for a total of 7 volunteers each day

SPELLATHON COMMITTEE CO-CHAIRS



<i>Description</i>	The Spellathon, one of the biggest fundraisers at Santa Rita, is a fun event open to all students that creates quite a buzz around school while it's in progress. Spellathon Co-Chairs organize the distribution of Spellathon information to students; grading of tests; collection and tallying of money; selection and distribution of prizes.
<i>Event Date</i>	January to March.
<i>Timeline</i>	The Spellathon Committee usually meets in October to plan for the event. Need to decide on deadlines, potential prizes, prize categories. Information needs to be finalized in order to be included in the student information packets, which are distributed mid-December. The actual spelling test itself is given at the end of January.
<i>Time Commitment</i>	35-40 hours per Chair spread out over three months.
<i>Other Requirements</i>	Access to computer is desirable. Microsoft Word or PowerPoint is required to create advertisements and recruit volunteers for Spellathon. Starting in November these advertisements appear monthly in the Bobcat Tracker. As the actual event approaches, it will be necessary to publicize this event on a weekly basis in the Bobcat Tracker.
<i>Working Parent Friendly</i>	<b>Yes</b> , if there are Co-Chairs. Some portion of the work for this event needs to be done during the school week, although much can be done outside of school hours.
<i>Volunteers Needed</i>	<b>Yes</b> . Approximately 10-20 volunteers are required to assemble Spellathon packets, grade tests, count money and package prizes.

WITCHES' DELIGHT COMMITTEE CO-CHAIRS



<i>Description</i>	<p>Witches Delight, a long standing Santa Rita tradition, has become <b>the second largest fundraiser</b> for Santa Rita since it is now a fun community based event with carnival rides and an impressive auction focused on class, family and adult parties. Witches' Delight also includes such Santa Rita traditions as: cake walk, costume contest, live entertainment, fun games run by each class, 6<sup>th</sup> grade snack shack, food booth.</p> <p>There are many sub-chairs for this significant event: Food, Sponsorships, Cake Walk, Set-up, Tear Down, Decorations, Ticket Sales, Clean Up, Volunteers,. The Co-Chairs will work closely with these sub-chairs as well as the Auction Chairs to ensure a smooth and profitable event. , Each class will "own" its own game booth and the Volunteer Sub Chair will work with the Room Representatives to fill in the volunteer slots for the day.</p> <p>The Co-Chairs will also hold team meetings in the fall to get status updates from the sub chair as needed and the Co Chairs work closely with the auction team to help fill in the gaps and brainstorm ideas if needed.</p>
<i>Event Date</i>	Friday afternoon before Halloween.
<i>Timeline</i>	Planning is light in August, ramps up in September, and is in high gear during in October. There is also minimal planning in the spring before school gets out (primarily around Sponsorships and reaching out to sub-chairs to ensure they are on board).

<i>Time Commitment</i>	A few hours per week for the first few weeks. As the date of Witches' Delight approaches, a maximum of 10 hours in the last 2 weeks leading up to the carnival. On the day of Witches Delight, all Coordinators/Co-Chairs need to be on-site and available all-day, from set-up to tear down.
<i>Other Requirements</i>	Access to computer is desirable. Microsoft Word or PowerPoint is required to create advertisements for Witches' Delight.
<i>Working Parent Friendly</i>	<b>Yes.</b> If there are at least two Co-Chairs.
<i>Volunteers Needed</i>	<b>Yes.</b> Expectation is that all parents volunteer. Volunteering is coordinated by class through the Room Representative.

## WITCHES DELIGHT SPOOKY SILENT AUCTION



<i>Description</i>	<p>The Spooky Silent Auction has quickly become a very successful fundraiser and essential part of Witches Delight, a long standing Santa Rita tradition. The auction is held during the Witches' Delight Carnival and helps make the events of Witches' Delight the second largest fundraiser for Santa Rita. The auction items focus on all areas including class, family, adult parties and community donations. It is a very exciting event for the children of Santa Rita and the community at large.</p> <p>In the past, the auction is run by one Chair and a committee of three to five parent committee members. Members of the committee work closely together to solicit donations, create and distribute an auction catalog, run the auction on the day of the event and collect payments from Santa Rita and at large community members following the event.</p>
<i>Event Date</i>	Friday afternoon before Halloween.
<i>Timeline</i>	Planning gets into gear in August, ramps up in September, and is in execution mode during the month of October. There is planning in the spring before school gets out to brainstorm and get the team working on various levels of auction preparation.
<i>Time Commitment</i>	A few hours per week for the first few weeks. As the date of Witches' Delight approaches, a maximum of 10 hours in the last 2 weeks leading up to the carnival. On the day of Witches Delight, all Coordinators/Co-Chairs need to be on-site and available all-day, from set-up to tear down.
<i>Other Requirements</i>	Access to computer is desirable. Microsoft Word or PowerPoint is required to create documents for the Spooky Silent Auction catalog.
<i>Working Parent Friendly</i>	<b>Yes.</b> If there is one Chair and at least four committee members.
<i>Volunteers Needed</i>	<b>Yes.</b>

## PTA Committees Working Directly with Students

### LUNCH TIME STRIDERS COMMITTEE CHAIR



<i>Description</i>	The Lunch Time Striders is a walk/run exercise program. The program is designed to promote exercise in a healthy, supportive and non-competitive manner. The Committee Chair organizes volunteers to help as follows: <ul style="list-style-type: none"> <li>* Support and motivate the children</li> <li>* Supervise proper stretching techniques</li> <li>* Organize children at the start / finish time</li> <li>* Count laps run by each student</li> </ul>
<i>Event Date</i>	Every Wednesday and Friday. There are two sessions per year: <ul style="list-style-type: none"> <li>* Session One: Second week in September to Thanksgiving break.</li> <li>* Session Two: Second week in January to end of April.</li> </ul>
<i>Timeline</i>	Throughout the school year.
<i>Time Commitment</i>	Approximately one hour per week. Can work every week/ sign up for a month. Can volunteer with other parents and share the days and/or weeks.
<i>Other Requirements</i>	Access to computer is desirable. Email is the primary method of communication for both parents and school staff. Microsoft Word or PowerPoint is required to create advertisements for Bobcat Tracksters. These advertisements appear regularly in the Bobcat Tracker.
<i>Working Parent Friendly</i>	<b>Yes</b> , if there are Co-Chairs.
<i>Volunteers Needed</i>	<b>Yes</b> . If the program runs one day per week 8 volunteers will be needed. If the program runs twice per week 16 volunteers will be needed.

### PROJECT CORNERSTONE COMMITTEE CHAIR



<i>Description</i>	The Chairs provide leadership and training at her/his school for the successful delivery of the ABC program. They implement the three year long program (developed by Santa Clara County Project Cornerstone) to integrate the 41 developmental assets identified by the Search Institute as crucial to youth to thrive and succeed. This program targets the school wide community including students (K-6) , parents, teachers, administrators, and support staff ( i.e., librarian, yard duty, computer and science specialists, etc). The Chairs are responsible for plan coordination with the Principal/teachers, executing the program, training volunteers, and providing progress reports to the Project Cornerstone offices.
<i>Event Date</i>	Project Cornerstone is a year long program with curriculum cycles in a three year interval (Year One: "Asset Year", Year Two: "Building Year", and Year Three : "Champion Year").
<i>Timeline</i>	Kick off in September with monthly classroom readings and school wide activities

through May.

*Time Commitment*

May/June – 5 hours for developing and reviewing plan for following school year with committee and Principal.

August-May: Kick-Off with monthly classroom lessons from September to May (no reading in December).

-60 hours before school starts for PR (update display case, advertise upcoming trainings, plan kick off assembly program), organization of materials for the upcoming year, review and edit lesson plans, scheduling for the year (parent workshops, support staff trainings, ABC reader trainings, noon-time volunteer trainings, and outside vendors).

September -May: 12 hours per month for overall program management, 108 hours.

Committee Meetings – 8 times per school year to review monthly topics and events, discuss improvements and share ideas, usually 1 hour in length every 4 weeks depending on schedules.

*Other Requirements*

Access to computer is required. Email is the primary method of communication for the Project Cornerstone committee, parents and school staff. Volunteers must join the Yahoo group.

*Working Parent Friendly*

**Yes**, however requires a Co-Chair since much of the Chair time commitment is during the day. Co-Chair is necessary due to the time commitment needed to run this broad program.

*Volunteers Needed*

**Yes**. Approximately 10-20 volunteers needed to staff the ABC readers, noon-time activity coordinators, and public relation managers.

JUNIOR OLYMPICS COMMITTEE CO-CHAIRS (Assistant to the Principal)



*Description*

The Junior Olympics is a fun-filled day long sports event designed for the 4th, 5th and 6th grade students within the Los Altos School District..

Responsibilities of the Junior Olympics (JO) Co-Chairs include recruiting volunteers, working with the physical education (PE) teachers to support training during PE, recording time trials, ordering T-shirts, entering kids' event selections, recruiting and coordinating parent relay coaches, attending monthly district meetings. Santa Rita has district responsibilities that rotate every year; the Chairs are responsible for those corresponding activities.

The Co-Chairs-in-Training work with the current Junior Olympics Co-Chairs learning the duties of overseeing and organizing JO for Santa Rita. The Co-Chairs-in-Training take over from the retiring Co-Chairs in the following school year.

*Event Date*

April.

*Timeline*

Junior Olympics planning begins in October with a once per month District Committee meeting through April. More planning and activities begin in January; 25-30 hours of additional work over 10 weeks.

*Time Commitment*

Overall time commitment required for each Co-Chair is approximately 40-50 hours; day before event is roughly a half-day commitment to set up the event; day of

event requires full day.

*Other Requirements*

Access to computer is desirable. Email is the primary method of communication for both parents and school staff. Microsoft Word or PowerPoint is required to create advertisements for Junior Olympics. Starting in January, these advertisements in the Bobcat Tracker.

*Working Parent Friendly*

**Yes.** With the exception of the Friday JO District meetings, most of the work can be done outside of school hours.

*Volunteers Needed*

**Yes.** Volunteer requirements are as follows:

**JO District Committee:** This includes attending a monthly JO district meeting, gathering information from other school coordinators, managing the Santa Rita school responsibility for the JO District Committee (responsibilities rotate every year) for the April event 7 monthly meetings beginning in January; 10 hours of additional work. (One volunteer needed to work with Co-Chair.)

**Softball Throw Coordinator:** Santa Rita School is responsible for one field event at Junior Olympics. The coordinator of the softball throw is responsible for planning the event, checking the softball throw supplies, setting up and taking down the event. 2-3 hours of planning and an additional 6 hours on the day of the event.

**Grade Level Coordinators:** Work with Co-Chairs to recruit volunteers for PE training and relay training coaches. 10 hours beginning in February. (1-2 volunteers per grade for 4th, 5th, and 6th grades with a total of 6 volunteers.)

**Volunteers** for PE training, relay team training and day of the event activities (such as softball throw, food bakers, food booth volunteers, opening ceremonies coordinator, etc.)

## SCIENCE FAIR COMMITTEE CHAIR



*Description*

The Science Fair at Santa Rita brings together students from Kindergarten through 6<sup>th</sup> grade in the creation and display of science projects. This is an all-school event, and provides a wonderful opportunity to encourage children to think of a problem and formulate a solution to a scientific problem.

*Event Date*

Science Fair at Santa Rita happens once a year in March.

*Timeline*

The Science Fair begins in January, after winter break. The packets are reviewed and made available on the website and notices appear in the Bobcat Tracker newsletter. In January and February, a minimum of two special presentations are held at Friday Assembly, at least one has a guest speaker from outside of Santa Rita. In the past guest presenters from Livermore Labs and NASA have attended. Once March begins, judges and volunteers are recruited, medals and ribbons for the students are prepared, and a site plan in the multi-purpose room is worked out with Santa Rita's Maintenance/Custodian. The Fair is held on a Thursday evening, and a recap notice is placed in the Bobcat Tracker the following week.

*Time Commitment*

Overall time commitment required for the Chair is approximately 30 hours.

Begins in January. Important deadlines are scheduling and staffing the assembly presentations in January and February. On the day of the Science Fair both Chair and volunteers have to be available in the multi-purpose room immediately after school to help students set up their projects.

*Other Requirements*

Access to computer is desirable. Microsoft Word or PowerPoint is required to create advertisements and recruit volunteers for Science Fair. Starting in January,

these advertisements appear monthly in the Bobcat Tracker. It is a plus to be a science lover!

*Working Parent Friendly*

**Yes.** This activity is extremely suitable for working parents. Most of the planning, recruiting and preparation can be done outside of school hours using email. Only time required during school hours is on the day of the Fair and for Assembly promotions.

*Volunteers Needed*

**Yes.** Parent volunteers are needed for registration, setup, judging projects and handing out awards. Volunteer breakdown is as follows:

Registration/setup: 3 volunteers

Awards: 1 or 2 volunteers

Judges: 10 – 15, the more the better

SIXTH GRADE REPRESENTATIVE COORDINATOR (Assistant to Principal)



*Description*

The Sixth Grade Representative Coordinator is the liaison between the 6<sup>th</sup> grade teachers and parents of 6<sup>th</sup> grade students.

The role of the 6<sup>th</sup> Grade Representative Coordinator is important to the success of these students' final year at Santa Rita. This is a rewarding position as there are many activities for the sixth grade students. It is a reasonably flexible position throughout the year. The position requires an organized, reliable person. The Coordinator needs to maintain the 6<sup>th</sup> grade bank account, budget and fundraising. Money coming in from the PTA; 6<sup>th</sup> fundraising events and parent donations need to be recorded. The Coordinator is in regular communication with the principal, the sixth grade teachers and the Room Representatives. The Coordinator helps with aspects of the Play, The Memory Book, The Cast and Pool Parties, and Witches Delight Snack Shack. Committee leaders need to be recruited for each activity and the activities coordinated. The 6<sup>th</sup> Grade teachers are integral to the success of the year and regular communication is recommended. This position is well documented and runs smoothly.

*Event Date*

Ongoing.

*Timeline*

Throughout the year.

*Time Commitment*

Approximately 50-60 hours overall.

*Other Requirements*

Access to computer is required. Email is the primary method of communication for both parents and school staff. Microsoft Word is required to create announcements regarding 6<sup>th</sup> Grade Activities. These announcements appear in the Bobcat Tracker.

*Working Parent Friendly*

**Yes.**

*Volunteers Needed*

**Yes.** Volunteers are needed to coordinate sixth grade activities such as the Sixth Grade Play, Pool Party, Memory Book, Snack Shack.

## Other PTA Committees

### PARENT EDUCATION COMMITTEE CHAIR



<i>Description</i>	The Parent Education Chair coordinates educational speakers for parents and teachers of Santa Rita. Generally there is one speaker per school year, however the past Parent Ed events has been coordinated with the schools in Los Altos School District (LASD) and other school districts in our area (Mountain View and Palo Alto). The topics have included: girls leadership, bullying vs. peer conflict, nutrition, peer pressure, internet security, student stress, balancing youth sports, etc. The coordination tasks include: researching speakers, selecting the speakers for the year, negotiating speaker fees, advertising, coordinating logistics for the speakers, introducing the speakers, paying the speakers, etc. The Chair works with the Parent Education Chair, Los Altos - Mountain View PTA Council to “share” speakers across our communities. Maintain the Parent Education web page on Santa Rita Web Site and keep the Parent Ed section of Bobcat Tracker updated. Future plans for Parent Education includes coordinating all events with Parent Education Chair, PTA Council and leverage them across Los Altos and Mountain View (plus, include Palo Alto as much as possible).
<i>Event Date</i>	Ongoing.
<i>Timeline</i>	Chair meets with the Principal in May before the new school year starts to set goals and objectives for the upcoming school year. Implementation of activities/programs (both Conflict Management and Parent Education) begins in August and continues through the school year ending in May.
<i>Time Commitment</i>	<p>May before School Year - 6-8 hours developing and reviewing the Plans with Principal and PTA Co- Presidents</p> <p>August – 10-20 hours before school to review and update training and Parent Education program materials.</p> <p>September through May – 25 hours for overall management and coordination of volunteers to run activities, plus provide assistance where needed.</p> <p>May – 2-4 hours for year end wrap up activities and final committee meeting.</p> <p>Approximately 45-50 hours total.</p>
<i>Other Requirements</i>	Access to computer is required. Email is the primary method of communication for the Committee, parents and school staff. Microsoft Word or PowerPoint is required to create advertisements for Bobcat Tracker for various Conflict Management and Parent Education activities throughout the year.
<i>Working Parent Friendly</i>	<b>Yes</b> , provided there are at least 2-3 volunteers who can commit time to the Program.
<i>Volunteers Needed</i>	<b>Yes</b> . Approximately 2-3 volunteers need to be recruited.

DIRECTORY COMMITTEE CO-CHAIRS



<i>Description</i>	<p>The Directory enables Santa Rita families to contact teaching staff and other Santa Rita families throughout the school year. There are typically 2 Co-Chairs:</p> <p>Data processing Co-Chair: responsible for gathering, validating, and formatting student data.</p> <p>Artwork/distribution Co-Chair: responsible for updating teacher, PTA committee, and district data; soliciting, collecting, scanning and formatting student artwork; sending print job out to bid to at least two vendors and negotiating for a competitive price; working with membership committee chair to confirm PTA membership; and distributing directories to students and staff.</p>
<i>Event Date</i>	Directory is usually published late October to early November.
<i>Timeline</i>	September through November.
<i>Time Commitment</i>	The data processing part may take 10 to 40 hours, depending on the changes made to the input file format provided by the district, the amount of change required to the macros, and Co-Chairs' computer skills. The artwork/distribution part takes approximately 30 - 60 hours spread out across 8-10 weeks.
<i>Other Requirements</i>	Access to computer and application knowledge is required. Formatting data and artwork requires computer knowledge of desktop publishing. The data processing requires Microsoft Excel knowledge and Visual Basic (VB) programming skills to modify and maintain the macros. Attention to details is a must. Access to a scanner is important for scanning artwork.
<i>Working Parent Friendly</i>	<b>Yes.</b> This activity is extremely suitable for working parents. Most of the work can be done outside of school hours. Is very flexible, as long as deadlines are met.
<i>Volunteers Needed</i>	<b>Yes.</b> Approximately five helpers to assist with various tasks. The data processing is a one person's job, therefore no help needed on this task.

EMERGENCY PREPAREDNESS COMMITTEE CO-CHAIRS



<i>Description</i>	<p>Emergency Preparedness ensures that Santa Rita School is prepared for emergency situations such as earthquake, fire etc. Co-Chairs are responsible for making sure the classroom emergency boxes and emergency shed supplies are current and that Santa Rita is prepared with basic information and supplies in an emergency. Major duties include updating emergency contacts; inventory and replenishing supplies maintained in classrooms, Library, Office, Workroom, Science Room and Computer Rooms; ensuring shed supplies are ready for use in an emergency; assisting with emergency drills.</p> <p>Update various instructions for Room Representatives at the beginning of school year. Discuss emergency duties with Room Representatives at the training meeting, which is generally the first week of school. Purchase water and supplies needed to replenish emergency boxes during the month of September. Inventory boxes located in non-classroom locations – Office, Library, Computer Rooms, Science Room, etc. Consider the need to inventory shed and replenish emergency water supply in shed (done every few years). Participate in and observe emergency drills performed throughout the year.</p>
<i>Event Date</i>	Ongoing.
<i>Timeline</i>	Throughout the school year. Most work done late August/early September with

miscellaneous drills and meetings periodically throughout the year. Aim to update emergency contact information in each classroom as quickly as possible in case of an emergency – goal is mid-September. Need to update emergency boxes; contact information and supplies as soon as possible after school starts. Need to present requirements to the Room Representatives training meeting, which is generally the first week of school and observe drills held periodically throughout the year.

*Time Commitment* 20-25 hours per person (two people total).

*Other Requirements* Access to computer is desirable. Email is the primary method of communication for Room Representatives, parents and for school staff. Microsoft Word is used to update memos. First aid skills/emergency preparedness knowledge is not required, however would be helpful.

*Working Parent Friendly* **Yes.** Some meetings during school year and observing drills during school day, otherwise can fit into flexible schedule.

*Volunteers Needed* **No.**

ENRICHMENT PROGRAMS COMMITTEE CO-CHAIRS



*Description* The Enrichment Program provides before-school, after-school and lunch time programs to the students at Santa Rita. The Co-Chairs select, organize and supervise the vendors who bring these programs to the school. In the selection process, potential vendors are researched, interviewed and references checked. The programs are then scheduled into the school's master schedule and registrations are monitored. Regular follow-up of the programs is required throughout the school year to assure they run smoothly. Problems and questions must be routinely dealt with and answered.

*Event Date* Ongoing.

*Timeline* Throughout the school year, plus several weeks during summer to organize scheduling and electronic mailing. Approximately one month prior to the start of the school year, an electronic mailing is organized to announce all the fall enrichment programs. Vendors provide program flyers for posting on Santa Rita website.

*Time Commitment* Approximate 120–150 total for both Co-Chairs.

*Other Requirements* Access to computer is required. Email is the primary method of communication for both parents and school staff. Microsoft Word or PowerPoint is required to create advertisements announcing registration for the Enrichment Program and sessions. These advertisements appear in the Bobcat Tracker.

*Working Parent Friendly* **Yes.**

*Volunteers Needed* Co-Chairs are recommended.

## FIELD TRIP COORDINATOR (Assistant to the Principal)



<i>Description</i>	The Field Trip Coordinator works with teachers to manage deposits and payments for all non-PTA field trips, including theater payments. Requests scholarship monies from the PTA Treasurer.  <b>Note:</b> This role does not involve scheduling of any field trips or plays, rather managing the bank account. Scheduling of plays is done by the Theater Experience Coordinator and Field Trip Coordinator works closely with this Coordinator.
<i>Event Date</i>	Ongoing.
<i>Timeline</i>	Throughout the school year – depending on field trips scheduled.
<i>Time Commitment</i>	Less than 20 hours total.
<i>Other Requirements</i>	Access to computer is a plus and access to an accounting software package such as Quicken is suggested to track deposits and payments. Accounting experience is not necessary.
<i>Working Parent Friendly</i>	<b>Yes.</b> Most of the work can be done outside of school hours. However, monies and forms need to be picked up periodically from the office.
<i>Volunteers Needed</i>	<b>No.</b>

## HEALTH AND WELFARE COMMITTEE CO-CHAIRS (COMMUNITY SERVICE)



<i>Description</i>	The Health & Welfare Committee implements two annual drives to benefit Community Services Agency (CSA) of Mountain View: The Thanksgiving Food Drive and the Holiday Toy, Book and Pajama Drive. Both drives have been an institution at Santa Rita for over 20 years.  The Co-Chairs coordinate both drives. For the Thanksgiving Food Drive, students bring non-perishable food items to the classroom. The Co-Chairs, with help from Student Council, pack and deliver the food to CSA by Friday before Thanksgiving. For the Holiday Toy, Book and Pajama Drive students bring their donations to the school office. Co-Chairs organize delivery of donations to CSA.
<i>Event Date</i>	Two Events. Thanksgiving Food Drive is held the two weeks before Thanksgiving school break. Holiday Toy, Book and Pajama Drive is held the three weeks before December Holiday Break.
<i>Timeline</i>	Begins in early November and ends before the December Holiday Break.
<i>Time Commitment</i>	With Co-Chairs, approximately 15-20 hours per Co-Chair.
<i>Other Requirements</i>	Access to computer is desirable. Email is the primary method of communication for both parents and school staff. Microsoft Word or PowerPoint is required to create advertisements for Health and Welfare drives. These advertisements appear in the Bobcat Tracker.
<i>Working Parent Friendly</i>	<b>Yes.</b> Most of the work can be done at home outside of school hours. Meet with Student Council (meetings take place before school starts) and deliver food and donated gift items to the CSA during regular working hours.
<i>Volunteers Needed</i>	<b>Yes..</b> Approximately 4 volunteer drivers required for donation delivery. Additional drivers/chaperones (about 5) needed for Student Council field trip to CSA.

LANDSCAPING/BEAUTIFICATION COMMITTEE CHAIR



<i>Description</i>	The Landscaping/Beautification Chair identifies landscaping needs and oversees the landscaping for Santa Rita Elementary School. The Chair coordinates the landscaping activities with the Principal and Los Altos School District. Depending on landscaping requirements, this could include submitting a budget to the PTA, helping to maintain the grounds by scheduling three to four clean-ups per year, tan bark distribution, installation of hardscape, obtaining and planting of new plant material, irrigation inspections, tree trimming and staking of plants.
<i>Event Date</i>	3-4 clean-ups per school year. Typically, clean-ups are scheduled on the weekends - before or immediately after school begins in August, late January and April/May (before Open House in the middle of May). Clean-up dates are coordinated with the Principal at the beginning of the school year.
<i>Timeline</i>	Throughout the school year.
<i>Time Commitment</i>	Approximately 45-50 hours.
<i>Other Requirements</i>	Access to computer is desirable. Email is the primary method of communication for both parents and school staff. Microsoft Word or PowerPoint is required to create flyers announcing upcoming Landscaping Clean-Up and to recruit volunteers. Announcements should appear in the Bobcat Tracker approximately one month before each event. An interest/enjoyment of plants and gardening is helpful!
<i>Working Parent Friendly</i>	<b>Yes.</b> This Chair position is suitable for working parents. Most of the work can be done outside of school hours. Only necessary to be at school on Clean-Up days.
<i>Volunteers Needed</i>	<b>Yes.</b>

LOST AND FOUND COMMITTEE CHAIR



<i>Description</i>	<p>Lost and Found Chair is responsible for keeping the Lost and Found cubby in order. Several times per year the Committee Chair organizes a clear out of Lost and Found. Ongoing responsibilities include:</p> <ul style="list-style-type: none"> <li>* Hang up clothing weekly.</li> <li>* When Lost and Found is overflowing post signs or include a message in the Tracker reminding parents to check Lost and Found.</li> <li>* Contact Anne Moser at <a href="mailto:agmoser@inreach.com">agmoser@inreach.com</a>, 650-324-1718, to donate unclaimed items to charity. Anne is a grandmother of former Santa Rita students Marie and Becca DeShetler. She will pick up the items on the date you specify, wash and clean them, and bring them to a local charity. She has been doing this as a service to Santa Rita Elementary school for several years. If you prefer to donate the items yourself, please contact Anne to let her know.</li> </ul>
<i>Event Date</i>	Ongoing.
<i>Timeline</i>	Throughout the school year.
<i>Time Commitment</i>	3-5 hours spread over the school year.
<i>Other Requirements</i>	Access to computer is desirable. Microsoft Word or PowerPoint is required to create advertisements for Lost and Found. Starting in November, these advertisements appear quarterly in the Bobcat Tracker. Provide a deadline for

claiming items.

*Working Parent Friendly* **Yes.**

*Volunteers Needed* **No.**

## PTA MEMBERSHIP COMMITTEE CHAIR



<i>Description</i>	The PTA Membership Chair is responsible for recruiting members to join the PTA. The primary goal is to reach out to all Santa Rita families in an inclusive way. Increasing PTA membership is also desired. Main tasks include creating a membership flier for the take-home packet at the beginning of the year, attending beginning of the year functions to recruit PTA members, working with the Directory chairperson to determine the number of directories to print, printing and distributing PTA membership cards, reporting membership numbers to the PTA board and occasionally in the Bobcat Tracker.
<i>Event Date</i>	Must include flier in beginning of the year take-home packet, and attend Orientation Night and Back to School Coffee at the beginning of the year.
<i>Timeline</i>	Create flyers in August. Work on membership cards September to November. Most work is complete by November.
<i>Time Commitment</i>	20-30 hours spread throughout the year, intensive when membership cards are being printed and distributed.
<i>Other Requirements</i>	Access to computer is required to print membership cards. Microsoft Word or PowerPoint is required to create advertisements in the Bobcat Tracker. These advertisements appear at the beginning of the year and occasionally during the year. Email is the primary method of communication to PTA Board.
<i>Working Parent Friendly</i>	<b>Yes.</b> Most of the work can be done outside of school hours. Need to be available to attend Orientation Night and Back to School Coffee and distribute membership card during school hours.
<i>Volunteers Needed</i>	<b>Yes.</b> 1 or 2 volunteers needed to help with membership cards. The cards are distributed with the Directories.

## RECYCLING COMMITTEE CHAIR



<i>Description</i>	<p>The Recycling Committee Chair works to maximize recycling at Santa Rita. The responsibilities of the Chair are as follows:</p> <ul style="list-style-type: none"><li>* Work with our town's garbage company to secure the bins needed and to verify what they will accept and not accept for recycling.</li><li>* Work with Hot Lunch Committee Chair and the Principal to establish the most efficient placement of recycling waste bins to maximize recycling of hot lunch waste (packaging and beverage bottles/cans).</li><li>* Recruit and train volunteers for the first month of the school year to ensure the children get into the habit of daily recycling and using the appropriate recycling bins.</li><li>* Work with 6<sup>th</sup> Grade Teacher and the Principal to establish recycling roles in the Sixth Grade Leadership Program for managing our recycling program</li></ul>
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throughout the school year.

- \* Educate and encourage the children to recycle from day one and going forward; work with Hot Lunch Volunteers to get them to help with encourage and show kids how and where to recycle; etc.
- \* Work with assigned Staff Person to educate Santa Rita staff on recycling efforts and to reinforce in classrooms.

<i>Event Date</i>	Ongoing
<i>Timeline</i>	Throughout the school year.
<i>Time Commitment</i>	Throughout school year. The majority of time is spent before the start of school and the first weeks of the school year. After the initial weeks, time is spent throughout the school year continuing to communicate to students and staff about the importance of recycling and our successes.
<i>Other Requirements</i>	Access to computer is required. Email is the primary method of communication for both parents and school staff. Microsoft Word or PowerPoint is required to create advertisements/posters/banner for Recycling Training and Awareness.
<i>Working Parent Friendly</i>	<b>No.</b> Volunteering is done during school lunch hours, Monday-Friday.
<i>Volunteers Needed</i>	<b>Yes.</b>

#### SPIRIT WEAR COMMITTEE CHAIR



<i>Description</i>	The Spirit Wear Committee Chair helps foster Santa Rita spirit by providing the students and their families with Santa Rita logo wear. The Chair's role is to create a new "look" (as necessary) as well as to provide the traditional Santa Rita logo wear. The Chair works with a logo wear vendor to create and continue the Santa Rita spirit wear collection.
<i>Event Date</i>	Typically, beginning of the school year. There is a possibility to sell some items at big school events such as Back to School Night, Witches Delight, etc.
<i>Timeline</i>	Begins before school starts in August, so that order form is included with orientation package mailed to parents in early/mid-August. This work can also be completed at end of previous school year.
<i>Time Commitment</i>	4-6 hours prior to the start of school to select Spirit Wear items and finalize merchandise selections with the vendor. 1-2 hours/week during ordering period to collect and organize order forms. Once order arrives from the vendor, 6-8 hours to package orders and deliver to classrooms. Approximately 15-20 hours total.
<i>Other Requirements</i>	Access to computer is desirable. Email is the primary method of communication for both parents and school staff. Microsoft Word or PowerPoint is required to create advertisements for Spirit Wear.
<i>Working Parent Friendly</i>	<b>Yes.</b> Most of the work can be done outside of school hours.
<i>Volunteers Needed</i>	<b>Yes.</b> 3-4 needed to help sort and package orders for delivery.

#### STAFF APPRECIATION COMMITTEE CHAIR



<i>Description</i>	The Staff Appreciation Committee Chair coordinates and organizes several events throughout the school year to appreciate the teachers and staff at Santa Rita. Previous events have included morning coffee cart with baked goods, noon-time luncheon, care bags during conferences and flower bouquets in vases. The Chair recruits volunteers at Back to School Coffee and periodically in the Bobcat Tracker newsletter, as needed.
<i>Event Date</i>	Events are usually held quarterly.
<i>Timeline</i>	One event per quarter with the first one in September.
<i>Time Commitment</i>	10 hours per quarter. Some hours are required during the school day for setup and cleanup of meals, etc.
<i>Other Requirements</i>	Access to computer is required. Email is the primary method of communication for both parents and school staff. Microsoft Word or PowerPoint is required to create advertisements to recruit volunteers for Staff Appreciation. These advertisements appear quarterly in the Bobcat Tracker.
<i>Working Parent Friendly</i>	<b>Yes.</b> Most of the work can be done outside of school hours. Chair could delegate event set-up to an on-site volunteer.
<i>Volunteers Needed</i>	<b>Yes.</b> Approximately 15 volunteers.

TECHNOLOGY COMMITTEE CHAIR



<i>Description</i>	The Technology Committee coordinates the maintenance and improvements of technology at Santa Rita School. There are three evening meetings a year (September, January, & April) and two work weekend parties to install equipment (August & another date to be decided). Maintenance and troubleshooting are also supported via email.
<i>Event Date</i>	Ongoing
<i>Timeline</i>	Throughout the school year.
<i>Time Commitment</i>	Three evening meetings a year – about 1-2 hours per meeting. Two work weekend parties – about 6-8 hours per party. Miscellaneous and troubleshooting during school year – about 10-15 hours. Approximately 35 hours total.
<i>Other Requirements</i>	Access to computer is required. Email is the primary method of communication for both parents and school staff. Microsoft Word or PowerPoint is required to create Bobcat Tracker advertisements to recruit volunteers. Apple Mac knowledge and networking skills are recommended.
<i>Working Parent Friendly</i>	<b>Yes.</b> Most of the planning, recruiting and preparation can be done outside of school hours. Have to be available at school on the days of the work parties, and these are scheduled on weekends.
<i>Volunteers Needed</i>	<b>Yes.</b> To assist with the any projects designated by the Principal .

THEATER FIELD TRIPS COORDINATOR (Assistant to the Principal)



<i>Description</i>	<p>The Theater Field Trip Coordinator works with teachers to organize theater bookings for the Santa Rita students. He/She forwards theater performance information to teachers in early May for the following school year. Once performances have been decided by teachers, Coordinator makes theater and bus reservations for next school year's theater trips. This usually happens late May/early June.</p> <p>Usually, each grade attends two plays. There are 13 - 14 theater trips in each school year. Once reservations are confirmed by the theaters, the Coordinator requests deposit checks from Field Trip Coordinator to pay theaters (typically early June). Bus reservation confirmations arrive in school by late August.</p> <p>Before paying the balance to theaters, Coordinator checks with the teachers and adjusts the amount of tickets needed (trip by trip), then requests the balance due payment from the Field Trip Coordinator. Coordinator also reminds teachers to ensure that new students have returned permission slips and payments by the trip date. Coordinator also sends reminder messages to teachers about upcoming trip with particulars (# of tickets, # of busses, when busses will arrive at school, time the play starts, and where the play is located).</p> <p>Theater Coordinator maintains records of ticket and bus reservations, and payments while Field Trip Coordinator deposits field trip /play payments to Field Trips account and makes payments to theaters and transportation companies.</p>
<i>Event Date</i>	Ongoing
<i>Timeline</i>	Throughout the school year– depending on field trips scheduled.
<i>Time Commitment</i>	Approximately 20 – 28 hours over the whole year. Most work done at the beginning of the school year when permission slips /payment come in. Some work again in May/June to book plays and organize transportation.
<i>Other Requirements</i>	Access to computer is required because email is used to communicate with theater box offices, transportation providers, Field Trip Coordinator and teachers. In addition, work for the next school year happens in late May and it is useful if there is overlap with the outgoing Theater Experience Coordinator.
<i>Working Parent Friendly</i>	<b>Yes.</b> Most of the work can be done outside of school hours.
<i>Volunteers Needed</i>	<b>No.</b>

## Other Activities and Organizations

<b>ART DOCENTS</b> 
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*Description* The Art Docent program is a district-wide program that teaches art appreciation and skills in conjunction with grade-level curriculum. The Los Altos Art Docents are a group of trained volunteers, who teach art in a manner which expands and motivates the development of creativity and curiosity in the children of the Los Altos School District. Depending on their interest, Art Docents select the type of lesson they wish to teach in any of the seven elementary schools in the district. Anybody with an interest in art is encouraged to join. No formal art background is required! The Art Docent program is a rewarding experience. Visit their website at [www.losaltosartdocents.org](http://www.losaltosartdocents.org) for more information.

<i>Event Date</i>	Ongoing
<i>Timeline</i>	Throughout the school year.
<i>Time Commitment</i>	The program requires a 2 year commitment. In the first year, docent trainees attend weekly training sessions on Wednesday mornings during the school year. During the second year, the docents put their training to work in the classroom. All docents attend monthly meetings where business is discussed and programs are presented.
<i>Other Requirements</i>	None.
<i>Working Parent Friendly</i>	<b>No.</b> Volunteering is done during school hours, Monday-Friday.
<i>Volunteers Needed</i>	<b>Yes.</b> The goal is to have at least one volunteer from each classroom.

BOBCAT CHASE COMMITTEE CO-CHAIRS 
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<i>Description</i>	<p>The Bobcat Chase Fun Run began in 2007, the year the Santa Rita track was built. The Bobcat Chase offers a morning of short races for kindergarten through sixth graders, with a walk and a run for older kids and adults. The event also includes a Back to School Pancake Breakfast and lots of other fun activities!</p> <p>The Bobcat Chase has become the “Welcome Back to School” event for Santa Rita, and helps further Santa Rita’s commitment to community and fitness.</p> <p>The Co-Chairs will manage the following:</p> <ul style="list-style-type: none"> <li>• Marketing and Communications: Tracker announcements, signage, etc</li> <li>• Equipment: tents, cones, etc to make the event safe</li> <li>• Opening Ceremonies: warm-ups, opening remarks, DJ</li> <li>• Food: Solicit donations for fruit, coffee, etc,. Coordinate pancake breakfast or otherwise</li> <li>• Picnic Games: Plan and coordinate watermelon eating contest, face painters, and water balloon toss.</li> <li>• Awards: all participants receive ribbons, medals for 1<sup>st</sup> through 3<sup>rd</sup> place</li> </ul> <p>Additional coordinators are needed for the following:</p> <ul style="list-style-type: none"> <li>• <b>Volunteer recruitment:</b> Find ~80 volunteers to help with Set-Up, Clean-Up, Registration, Runner Assembly, Starting/Finishing Line Coordination, First Aid, Winner Recording and Food. Volunteers can be parents, teachers or middle/high school students</li> <li>• <b>Registration:</b> Register participants, Manage onsite registration process.</li> <li>• <b>Food:</b> contact vendors for donations and purchase – and manage the food area during the event.</li> </ul>
<i>Event Date</i>	Approximately 2nd Saturday after school starts in August.
<i>Timeline</i>	Planning starts at the end of the school year, with the majority of the work occurring from mid-August until the event.
<i>Time Commitment</i>	A few hours per week (work begins about 6 weeks before the event) for the first few weeks. As the date of Bobcat Chase approaches, around 10 hours per week in the last 2 weeks leading up to the event. On the day of the Bobcat Chase, all Coordinators/Co-Chairs need to be on-site and available all-day, from set-up to tear down.
<i>Other Requirements</i>	Access to computer is desirable. Microsoft Word is used to create advertisements. Excel is used to manage volunteers and registration. We use email to

communicate between coordinators.

*Working Parent Friendly* **Yes.** If there are at least two Co-Chairs.

*Volunteers Needed* **Yes.** ~80 Volunteers are needed for the day of the event.

#### FAMILY NIGHTS COMMITTEE CHAIR



<i>Description</i>	A Santa Rita Family Night is an opportunity for the school community to have a fun night out together. Family Night events are favorites with the students and provide them with fond memories of Santa Rita even after they move on to middle school. Usually, one Family Night is planned per year. Previous Family Nights have included Movie Night at Santa Rita's multi-purpose room, Bowling Night at Palo Alto Bowl and Skating Night at Winter Lodge. New event ideas are always welcome.
<i>Event Date</i>	Usually occurs in the second half of the year on a Friday night. Check with PTA for available dates on the school calendar.
<i>Timeline</i>	Once a date is secured, need to plan and advertise the Family Night about a month before the event occurs.
<i>Time Commitment</i>	Approximately four hours per event to coordinate flyers, posters, and sign up sheets along with collecting and processing the sign up sheets.
<i>Other Requirements</i>	Access to computer is desirable. Email is the primary method of communication for both parents and school staff. Microsoft Word or PowerPoint is required to create advertisements for Family Night. These advertisements appear in the Bobcat Tracker.
<i>Working Parent Friendly</i>	<b>Yes.</b> All pre-work can be done outside of school hours and the event generally starts after 5pm on a Friday night.
<i>Volunteers Needed</i>	Volunteers are not needed for the pre-work, but may be needed at the Family Night depending upon the chosen event.

#### LOS ALTOS EDUCATIONAL FOUNDATION (LAEF) REPRESENTATIVES & PHONATHON



<i>Description</i>	<p>The Los Altos Education Foundation Representatives are a conduit between the Foundation and the Santa Rita community. Assistance at Back to School night to explain LAEF to families as well as constant communication and school-wide presence is needed throughout the year. There is a major phonathon fundraiser event in the fall. and the Phonathon Volunteers play a critical role in this fundraising effort. The money raised by LAEF is used to fund one of Santa Rita's kindergarten teachers, as well as Santa Rita's physical education, instrumental music, fine arts, computer lab, and science aide instructors.</p> <p>LAEF Phonathon Volunteers convene at a local business office and make personal phone calls to Santa Rita parents to answer questions regarding LAEF and to request a donation. By the end of the Phonathon each volunteer can take pride in having personally raised thousands of dollars for LAEF.</p>
<i>Event Date</i>	Mid-October.
<i>Timeline</i>	Two nights in October.

<i>Time Commitment</i>	Volunteer participate for one or both nights of the Phonathon. The overall time commitment is 3 hours per evening.
<i>Other Requirements</i>	None.
<i>Working Parent Friendly</i>	<b>Yes.</b> The Phonathon is held on two mid-October weekday evenings from approximately 6:00pm - 9:00pm.
<i>Volunteers Needed</i>	<b>Yes.</b> The goal is to recruit 2 volunteers per classroom.

<p>SCHOOL SITE COUNCIL REPRESENTATIVES (2 People Required)  </p>
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<i>Description</i>	<p>School Site Councils were established by the State of California as a way to involve parents and teachers in important decisions regarding how their school functions. The School Site Council is the vehicle by which the school community can come together to chart a path toward continued growth and success.</p> <p>The Santa Rita School Site Council provides a forum for identifying common goals for school improvement and a plan for achieving these goals. Those interested in serving on this committee should contact Santa Rita School Principal, <a href="#">Sandra McGonagle</a> at <a href="mailto:smcgonagle@santaritaschool.org">smcgonagle@santaritaschool.org</a></p>
<i>Timeline</i>	Ongoing.
<i>Time Commitment</i>	The Council meets 4 or 5 times during the school year at 7:45 am and a two-year commitment is appreciated.
<i>Other Requirements</i>	None.
<i>Working Parent Friendly</i>	<b>Yes.</b> Meetings are held before school.
<i>Volunteers Needed</i>	<b>No.</b>

# Santa Rita School's Classrooms/Labs

## COMPUTER LAB VOLUNTEERS IN APPLE & MAC LABS



*Description*

**Grade One:**

First graders learn to touch type (keyboard) in the Apple Lab, room 5. Help first grade fingers learn correct form, while reinforcing their phonics and reading skills. Volunteers assist the Apple Lab teacher by guiding students to and from the Apple Lab. They aide students with the Read, Write and Type program and simple computer projects with the guidance of the teacher.

Thirty minute familiarization overview of Read, Write and Type is given in the Apple Lab, 8:30-9:00am on the last Friday of October. Classes begin the first week of November. Each first grade meets twice a week. First grade teachers send 10 students to the lab at a time, half an hour per group, for a total of one hour volunteer time per meeting.

**Grade Two:**

Second graders learn basic word processing and computer graphics skills by doing curriculum based projects. Projects take place the second week of each month in the Apple Lab. Volunteers are needed to guide students to and from the Apple Lab and aide students with teacher directed projects. Each second grade class meets twice a week. Second grade teachers send 10 students to the lab at a time, half an hour per group, for a total of one hour volunteer time per meeting. Projects begin the second week of October, totaling 8 projects over the course of the year.

**Grades Three to Six:**

Helping students with teacher directed projects. Amount of help required varies, depending on grade level and individual teacher.

*Event Date*

Ongoing.

*Timeline*

October to May.

*Time Commitment*

Approximately 1 hour per week or twice per week. Can volunteer with other parents and share the days and/or weeks.

*Other Requirements*

No computer skills necessary, come and learn with your student!

*Working Parent Friendly*

**No.** Volunteering is done during school hours, Monday-Friday.

*Volunteers Needed*

**Yes.** Minimum of one parent per classroom needed.

## LIBRARY VOLUNTEERS



<i>Description</i>	Every class, kindergarten through sixth, pays a weekly 30 minute visit to the Santa Rita Library. In addition to checking out books, the children hear a story read by the librarian or have a lesson related to library skills. Parent volunteers are critical to this program. While the librarian and the accompanying teacher help children with book selection, a parent volunteer works the check-out desk and assists with re-shelving. For many parents, this is a good opportunity to get to know your child's classmates and to see what other children are reading—always inspiring!
<i>Event Date</i>	Ongoing.
<i>Timeline</i>	October to May.
<i>Time Commitment</i>	Approximately 30 minutes per week.
<i>Other Requirements</i>	None.
<i>Working Parent Friendly</i>	<b>No.</b> Volunteering is done during school hours, Monday-Friday.
<i>Volunteers Needed</i>	<b>Yes.</b> Goal is to have at least one volunteer from every classroom.

## ROOM REPRESENTATIVE



<i>Description</i>	<p>Room Representatives play a key role in supporting our faculty and children. Room Representatives work with teachers to support class events, parties and celebrations and coordinate drivers for field trips. They play an important role in our emergency procedures by helping to communicate information through the school phone tree system. In addition, Room Representatives send email communications to the classroom parents related to classroom activities.</p> <p>A minimum of one Room Representative per class is required.</p>
<i>Event Date</i>	Ongoing.
<i>Timeline</i>	Throughout the school year.
<i>Time Commitment</i>	Approximately 30-60 minutes per month throughout the year.
<i>Other Requirements</i>	Access to computer is required. Email is the primary method of communication for both parents and school staff.
<i>Working Parent Friendly</i>	<b>Yes.</b> If two parents share the role. Most of the work can be done outside of school hours. Need to be available for two meetings during school hours (initial sign up and meeting with Room Representative Coordinator).
<i>Volunteers Needed</i>	<b>Yes.</b> Room Representatives typically recruit volunteers for classroom and school activities/events.

## **Volunteer Procedures**

Volunteers must sign in at the school office each time they volunteer. "Volunteer Badges", available at the front counter beside the sign-in sheet, should be worn while working around the school campus. This is important for insurance and reporting purposes, for being able to contact volunteers in case of an emergency, and so staff can identify adults on campus. Training sessions may be required for certain volunteer opportunities Child's teacher or Room Representative will notify volunteers of schedule.

## **Volunteer Supplies and Workspace**

All materials and supplies in the workroom (colored paper, photo copier, etc) are available to the volunteers for Santa Rita projects. When using the copier, please allow teachers to step in and make copies during their breaks (10:10-10:30am, 12:00-1:00pm).

Volunteers are welcome to work in the workroom and conference room. The staff room may be used at times, however, please respect staff break times and avoid working in the staff room before 8:30am, between 10:00-10:30am and between 12:00-1:00pm.

## **Tracking of Volunteer Hours**

Last year, the Santa Rita PTA tracked in excess of 18,000 volunteer hours. It is this time commitment which enables our school to remain competitive nationwide, despite California budgetary constraints.

Tracking volunteer hours is not an exact science. Volunteer hours have been underreported in the past. The Santa Rita PTA relies on volunteers to communicate and report their donated hours as accurately as possible. In the past volunteers may not have realized the significance of their contributed time and effort beyond the immediate task at hand, they may have been too busy to report them, or they may have forgotten to keep track of and disclose their time contribution.

Goal for –2011-2012

The goal for the 2011-2012 school year is to have all Chairs/Assistants actively remind their committee members and additional volunteers to track their volunteer hours. At the end of the program/event/fundraiser, the Chairs/Assistants should count the total number of hours worked (including their own, plus committee members') and report the total hours on the Volunteer Tracker Form that is located at the link below or on the home page of the Santa Rita web site.

<https://docs.google.com/spreadsheet/ccc?key=0AutJZ-K-IfAbdGJVR0JtcWZIV3pIM25rczd0VGtoRFE#gid=0>

The use of Google Docs in planning and coordinating parent volunteers in the classroom and for PTA events will help in calculating total accumulated volunteer hours.

## **Who Should Report?**

All volunteers including Committee Chairs, Assistants to the Principal, Coordinators, Leads, Room Representatives, and Classroom Parent Volunteers hours should be collected and submitted.

Committee members should report their individual hours to the Chair, who should log the total volunteers hours worked on program/event/fundraiser in the PTA Volunteer Hour Tracker. A link for this Google Doc is found on the Santa Rita web site and found below.

### **What Should be Reported?**

Volunteer hours should include all participation in school and community service-including time spent in training, in meetings, in PTA-related travel, in making phone calls, for computer time, or for preparing paperwork. These hours are in addition to the more obvious volunteer time when assisting in the classroom, on field trips, working with students at extracurricular events, and time at all PTA related events. Committee members should report their individual hours to the Chair, who should log the total volunteers hours worked on program/event/fundraiser In the Volunteer Track form located at the link below or on the Santa Rita web site.

### **Why Should Hours be Reported?**

At the end of the school year, the Principal will report all volunteer hours to the Los Altos School District Superintendent by program or event. Additionally, the PTA Historian submits a report of the total number of volunteer hours spent to the PTA District Office and the California State PTA.

Reporting volunteer hours is important for the following reasons:

- Tracking and recording volunteer hours helps PTA to maintain its federal tax exempt status. An organization granted nonprofit charitable status must receive one-third of its support from the general public, and that may include service hours expended in carrying out the purposes of the organization.
- Advertising the collective value of the volunteer hours donated by members is a valuable marketing tool that helps raise awareness of PTA and the important work it does.
- Foundations that provide grants to non-profit organizations often look to the level of volunteer support as they decide where to donate their funds.
- When PTA is advocating for children at the local, state or national level, a high number of volunteer hours demonstrates the active and dedicated involvement of the members.

### **How Should Hours be Reported?**

A Google Doc, named PTA Volunteer Hour Tracker\_2011\_2012\_ver2 - is available for tracking volunteer hours; a link for this spreadsheet is found on the Santa Rita website under *Quick Links*-PTA Volunteer Hours Google Doc or below:

<https://docs.google.com/spreadsheet/ccc?key=0AutJZ-K-IfAbdGJVR0JtcWZIV3pIM25rczd0VGtoRFE#gid=0>

When reporting total hours worked round to whole hours. If there are any questions, or suggestions for making changes to the PTA Volunteer Hour Tracker please send an email message to: [rgantz@gmail.com](mailto:rgantz@gmail.com)

# Recruiting Volunteers

There are three effective ways to recruit volunteers:

## 1. Ask Your Friends

Friends are always willing to lend a hand, so ask them to help.

## 2. School Events

- \* Back to School Coffee
- \* Back to School Night
- \* Open House (Spring Event)

Back to School Coffee is a wonderful recruitment opportunity. This coffee is an event sponsored by the PTA Board to welcome families back to school. It is held directly after drop off on the first day back to school. Tables are set up for Committee Chairs/Assistants to the Principal to recruit volunteers for their programs/events.

## 3. Bobcat Tracker Newsletter

Many committees and programs use the Bobcat Tracker to recruit volunteers. This is a successful way to reach the whole school population as the Tracker is available online and in hard copy.

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