

OUR SCHOOL CAN BENEFIT FROM YOUR HELP!

Be a part of your child's school experience. The PTA will compile volunteer lists from the information you provide, for use throughout the year.

Depending on needs, you may be called once, several times or not at all. We try very hard to coordinate your availability with the needs of the school, but it is not always guaranteed that you will be called due to scheduling conflicts. Feel free to sign up for AS MANY ACTIVITIES AS ARE OF INTEREST TO YOU.

THANKS FOR VOLUNTEERING!

Names of Parents: a. _____

Phone # _____ E-mail: _____

b. _____

Phone # _____ E-mail: _____

| Names of Child(ren) | Grade | Teacher |
|----------------------------|--------------|----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

The following is a list of PTA activities. We encourage both parents (if applicable) to sign up for as many activities as possible. Should you have any questions, please contact: PTA Volunteer Coordinator, Ann Braithwaite at 781-259-0460 or ann@bkmusic.cpr.com

Please reply by July 17th to:

PTA Volunteer Coordinator Folder in Smith Office

or mail to:

**Volunteer Coordinator, Lincoln PTA
Lincoln School - Smith Office
Ballfield Road
Lincoln, MA 01773**

A completed CORI form must be on file in the main office prior to volunteering in the school. Please check with the Administrative Assistant in Smith or Brooks for instructions and forms.

I. IN SCHOOL VOLUNTEERING: *Please sign appropriate parent's initials.*

**A. ROOM PARENTS (K-5); GRADE REPRESENTATIVES (6-8)
ROOM PARENT(S) (K-5)**

Involves working with classroom teacher, organizing activities and classroom parent volunteers. In addition, open house, class potluck, obtaining Family Bingo Night prizes, end of the year events, and curriculum related events. Time commitment varies with teacher, but can be substantial, particularly in the lower

1. _____ grades. Please indicate grade of interest. _____ (Ideally 2-3 Room Parents wanted per classroom) (*VP K-4, Becca Fasciano, VP 5-8, Christina Yee*)

GRADE REPRESENTATIVE(S) (6-8)

2. _____ Responsibilities similar to Room Parent, but involving whole grade, instead of individual homerooms. Emphasis appropriate to higher grades and the transition to high school. Please indicate grade of interest. _____ (Ideally 2-3 Reps/Grade)
(VP 5-8, Christina Yee)

B. SCHOOL PICTURE DAY

- _____ Assist photographers on K-5 picture day in the fall (a 1½ to 2 hour shift from 8:00am-12:30pm). *(Co-Chairs: Kerry McGinty, Jeanine Hodges)*

C. FAMILY MATH NIGHT

- _____ Assist at two Family Math Nights, held in the Fall and Spring. Kids and their families play math games, which supports & reinforces math concepts and skills.
(Co-Chair- Sheila Webber)

D. Volunteer Coverage – Voting Day

- _____ Assist the school, by directing people towards the voting area, monitoring the hallways, etc. Can be done with a friend, and done in 1-2 hour shifts.
(VP K-4 Becca Fasciano)

II. SPECIAL PROJECTS

A. BAKERS

- _____ Help bake for PTA events throughout the school year, such as school concerts, family dance, etc. Possibly 3-4 times throughout the school year.

B. PUBLIC RELATIONS (graphics, poster boards)

- _____ Help Chairperson publicize school events to a broader audience; attend PTA events, provide information so Chairperson can submit articles to the Lincoln Journal (Chair: Patty Donahue)

C. CAMPUS BEAUTIFICATION COMMITTEE

- _____ Utilize your energies to help spruce up the school grounds, as needed. Bring your own tools, etc. *(Chair: Angela Kadlec)*

D. COFFEE AND CONVERSATION WITH THE PRINCIPALS

- _____ Help by providing coffee for the monthly coffee(s) with the Principals. Indicate Grades K-4 or Grades 5-8 _____
(VP's Becca Fasciano, Christina Yee)

E. TEACHER APPRECIATION EVENTS

- (Co-Chairs: Trisha O'Hagan, Gail Alden)*
1. _____ Provide food, or help with set-up, and/or cleanup for Welcome Back Staff Luncheon, Sept. 9, 2009
2. _____ Provide Dinner before the K-4 or 5-8 Open Houses, September 16 & 17, 2009 Indicate Grades K-4 or Grades 5-8 _____
3. _____ Staff Appreciation Luncheon **considered as May's Random Act*
Provide food, or help with set-up and/or clean up, for the Staff Appreciation Luncheon, on May 5, 2010.
Monthly Random Act of Kindness, please specify month _____
4. _____ Choose 1 month in the school year, to act randomly kind to the school staff (baked treats, decorate staff lounges, etc.)

F. NEW FAMILY WELCOMING COMMITTEE

- (Co-Chairs: Joanne Zimmerman, Michele Baltay)*
1. _____ Assist with various activities/events designed to welcome new families to school
2. _____ Serve as a mentor to a new family

G. MIDDLE SCHOOL OLYMPIC DAY

- _____ Assist this Grade 5-8 event held during late Spring.
(VP 5-8, Christina Yee)

H. ELEMENTARY SCHOOL FIELD DAY

- _____ *(VP K-4, Becca Fasciano)*

- I. _____ **PARENT EDUCATION**
Help organize speaker events related to topics of interest amongst PTA families.
(Chair Needed)
- J. _____ **BACK TO SCHOOL PICNIC AND YEAR-END PICNIC/POOL PARTY**
Help with set-up, cleanup, organizing additional games, activities, etc.
(VP's: Becca Fasciano, Christina Yee)

III. PTA FUNDRAISER VOLUNTEERS

- A. _____ **ANNUAL GIVING DRIVE**
Assist with mailing, phone calls and publicity. *(Chair: Melissa Henken)*
- B. _____ **BOOK FAIR VOLUNTEERS**
Held in the fall and spring. Volunteers are needed to escort children to the book fair and assist them in selecting books. (1½ to 2 hour shifts from 8:00-3:30).
(Co-Chairs: Elisa Sartori, Nancy Leigh Thompson, and Jillian Darling)
- C. _____ **SOCCER COFFEE**
Fall and Spring Saturday's, 8:00-11:00am, Sept-Nov. and April-June
(Chair: Margit Griffith)
- D. _____ **WRAPPING PAPER SALES**
September and October. Innisbrook On-line sales. Help to publicize this event.
(Co-Chairs: Kathy Clark and Elisa Sartori)
- E. _____ **GREENRAISING SALES**
Occurs in the Fall. Assist with publicizing this event, which raises funds, as families purchase "going green" items. *(Chair: Jane Stewart)*
- F. _____ **COMMUNITY BREAKFAST**
Event occurs in the Fall. Assist in selling tickets, serving beverages/food, or help with set-up, clean-up, etc. *(Co-Chairs: Marianne Robbatt, Sheila Webber, Jen James, and Lara Anthony)*
- G. _____ **SPIRIT WEAR**
Join in and sell spirit wear with the group, at school events. Work with Student Council. Help with inventory, tagging, etc. *(Co-Chair: Linda Genovese)*
- H. _____ **FAMILY DANCE** Assist in publicizing this event, selling tickets, beverages, snacks, help with set-up, clean-up, etc. *(Chair: Joanne Wise, Elizabeth Orgel)*
- I. _____ **MOVIE NIGHT** *(Chair: Lynne Bolli)*
- J. _____ **BOX TOP COLLECTION ASSISTANT** Assist with collection of box tops, bundling/trimming, etc. Mailing is done twice, during the year *(Chair: Carolyn Ng)*
- K. _____ **GENERAL** (Please call me as volunteer activities come up)

IV. METCO *(PTA Rep: TBD ; Coordinating Committee Liaison, LaToya Rivers)*

- A. _____ METCO partner family: Be a resource for a Boston family. Help arrange play dates for partner child; Help arrange for child to attend after school activities such as dances, picnics, & concerts)
- B. _____ METCO grade representative (Coordinate partner families in a grade)

V. YOUR PROFESSIONAL INTERESTS/ AREAS OF EXPERTISE

(e.g. law, sewing, cooking, architecture...)

Please Describe

From time to time, parents may be called upon to share their areas of expertise depending on curriculum. Initial here if you would be willing to do this _____