

LEOTA VOLUNTEER PROGRAM DESCRIPTIONS

Executive Committee *

***President/Co-President** – Run PTSA meetings; works with team, committee chairs and members, and school to achieve PTSA's goals

***Vice-President** – Manage membership database (PT Avenue); oversee Golden Acorn Awards; fill in for President(s) when needed

***Secretary** – Record all meetings communications

***Treasurer** – Manage the PTSA financial books; keep us in good standing with state and national PTSA

****AAP Liaison** – Keep up to date with activities and events in Advance Placement classes

Advocacy/Legislation - Stay up to date and communicate current initiatives that affect the education, health and welfare of our students.

After School Enrichment – Help plan classes/clubs after school on M, T, Th, and/or Fri; check-in students

ASB Coordinator – Act as a liaison between ASB (Leota's Student Government) and PTSA; help plan ASB's after-hours events and manage volunteers needed.

Assist Non-English Speakers- Provide interpreter/ translation assistance to Leota Staff. Inform Leota's Registrar of your language ability. (on-call)

Audit – Perform audit of the PTSA bank account/books twice yearly.

Back to School Fair – Recruit volunteers for Back to School Fair set-up and day of; Help set up tables; Provide information at tables during Back to School Fair

Career Day – Recruit speakers, volunteers, plan lunch, solicit community involvement. Spring

****Dance/Social** - Sell tickets during lunch; chaperone social activities, control entry/exits; and sell concessions. (3-4 Dance/Socials TBD)

Eighth Grade Party-Assist in the coordination of the annual 8th Grade Party. Volunteers help chair 8 sub-committees (invitations, decorations, entertainment, etc.). January-June there is usually one meeting a month.

****Emergency Preparedness** - Help inventory emergency supplies, purchase supplies, highlight community opportunities to learn, and participate in earthquake drill. (Oct)

Food Drive - Help sort, count and tally food items collected for annual Food Drive. (Spring)

General Volunteer – Sign up when available for various volunteer activities throughout the year.

Health/Vision & Hearing Screening - Assist school nurse with yearly vision/hearing screening. (Sept. or Oct.)

****Honor Society** - Help plan the May Induction Ceremony and Reception-awards, certificates, invitations, & programs. Supervise end of year party.

Leota Ski & Snowboard Club – Manage the storage of ski/snowboard equipment. (Friday before and after school, Jan-Feb)

Library- Commit to a specific day and time of the week to help students, shelve books, and other jobs as needed. Training provided by Librarian.

Lions Day -Assist in the coordination of activities and supervision of students during the annual field day on the second to last day of school. (June, 3 hours)

Magazine Drive -Assist outside magazine rep with collection and tallying of orders on 3 separate days for approximately 4 hours/day. Prepare and distribute prizes to students during lunch. (Sep/Oct)

National History Day-Night at the Museum – Help plan events where eight graders display or perform historical projects they have completed. Spring

****Newsletter** - Compile PTSA information for weekly school newsletter; help plan and edit summer newsletter/handbook

Nominating Committee - Recruit PTSA Executive, Board, and Committee Positions.

Picture Day - Assist students to check in and perform crowd control during Picture Make-Up Day and Retake Day. (2 hour shifts available) Sept, Oct

Reflections -Assist with Reflections National PTA Arts Program; help display program posters and judge entries. (Oct-Dec)

****Special Education Representative** - Speak for special education students, teachers and parents at PTSA Board and general meetings.

****Staff Appreciation** – Help plan and/or provide items for monthly luncheons, breakfasts or treats for Leota teachers and staff. Monthly sign up includes a complete list of what is needed - put your name next to what you can provide, or sign up to help setup, serve, or clean up.

****Student Store** – Manage/train volunteers for the Leota Student Store on Wednesdays at lunch. Volunteers sell school logo sweatshirts/pants, t-shirts, and other misc. spirit items. (1 day/month 10:45am-12:45pm)

****Volunteer Coordinator**- Compile data from PTSA Volunteer Forms and distribute to Committee Chairs and school staff for PTSA and school activities, create online sign-ups for various events

Volunteer Recognition -Assist School staff in the coordination of a luncheon to honor school volunteers. (May)

Website (PTSA) - Update the leotapta.com website as needed.

****Watch D.O.G.S** – Dads of Great Students. Adult males helping for a half day or full day as needed at Leota in the classroom, lunchroom, assemblies or hallways.

****Board Position.** Along with Executive Committee, Committee Chair attends three TBA Board Meetings a year