

Helpful Hints when Volunteering and Visiting

2009 - 2010 2009 - 2010 LPE PTO Board

- Always follow all district and school **safety and security** procedures.
- **Sign into the RAPTOR** system and wear a **name tag** at all times. Don't forget to **sign out** when leaving.
- All volunteers must sign and return the **Confidentiality Agreement** and **Emergency Contact** forms. (Both can be found in the front office.)
- Please **log your hours** for the time you so graciously give. **RAPTOR** will automatically record your in-school service as long as you sign in and out as a volunteer. For out-of-school service, you can use the online option found at the PTO website or at <http://www.v-volunteer.com>.
***Lake Pointe Elementary as well as the Lake Travis Independent School District benefit from the hours you report, so please - LOG THOSE HOURS!**
- Volunteers play a **supporting role** and must allow teachers and staff to enforce discipline policies with the students.
- When volunteering in the classroom or on field trips, it is district policy that **other arrangements are made for preschoolers**.
- For questions about volunteering at LPE, contact the PTO **VPs of Volunteers**.

Please visit our website at
www.lakepointepto.org

LPE loves Volunteers!

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and



*Working together
to make a
difference*

2009 – 2010
Lake Pointe Elementary PTO
Volunteer Handbook

Volunteer opportunities supported by LPE PTO

GENERAL VOLUNTEER NEEDS

Dinah Laughery/Tracy Miller

- **Book Room** (May/August) Distribute textbooks prior to school. Collect textbooks for summer storage.
- **Music Program** (Fall & Spring) ☺ Crew needed for Fall and Spring events for publicity, working with faculty reps, decoration, setup and cleanup.
- **Nominating Committee** (Jan-Apr) ☺ Administer annual election process for PTO board members. Cultivate candidates, coordinate publicity, and prepare ballots for the voting process.
- **Office Assistants** (1 hr shift wkly) Assist receptionist with notes, deliveries, phone coverage and sign-in support on busy days.
- **Outdoor Classroom** ☺ Help maintain the outdoor garden, support our staff as they integrate the garden into curriculum, recommend and execute additional projects for the outdoor classroom and other beautification improvements of our campus.
- **PE Stations** (1 hr shifts) A fun part of the PE curriculum held 2 to 3 times a year. Assist students as they participate in station rotation.
- **Picture Days** (Oct & Mar) Help picture day run smoothly by shuttling classes per schedule and helping children look their best.
- **School Spirit** ☺ Improve school spirit through seasonal outdoor decorations and creative displays in glass entry case.
- **Spanish Program** (1 hr wkly) Coordinator and crew needed as classroom facilitators and substitutes. A basic knowledge of Spanish with proficient accent is required.
- **Track & Field Day** (May) Coordinator and crew needed for publicity, sign up volunteers, run individual events, set up and clean up.
- **Vision & Hearing Screening** (Sept) Assist school nurse in conducting student screenings. Training is required and is provided by the district.
- **Yearbook** ☺ Work with publisher and faculty rep, collect photos and articles, design artwork and layout, coordinate publicity, advertising (Pridelines), sales and distribution.
- **Yearbook Photographer** Take pictures at events for yearbook.
- **PTO Financial Audit Committee** (July/August) ☺ Certify the accuracy of the books and records of the LPE PTO. Document to the membership that the PTO's resources/funds are being managed in a business-like manner according to the procedures and guidelines established by the LPE PTO Board of Directors. There will be procedures and forms to guide the volunteers.

Library Support:

- **Library Assistants** (3.5 hr shift wkly) Support librarian by working circulation desk, shelving, cataloging, and assisting students and teachers with selections, reference material and AV equipment.

- **Library Special Projects** (flexible scheduling) Coordinators needed to administer grade level (1-5) reading programs, Scholastic Book Fairs, Birthday Book program, and a coordinator to administer and fill math & science kits.

Counselor Support:

- **Student Support Committee** Support counselor in addressing the needs of LTISD children through charitable drives, during TAKS testing days and more as needed.
- **Mentor Program** (30 mins wkly) Spend a half hour with a student reading, playing games, or just talking. Requires consistent commitment.

COMMUNICATIONS Wendi Aarons / Chelsea Watts

- **Marquee** ☺ Maintain current information on street marquee (please note that this is month long volunteer position).

FUNDRAISING Karla Ent / Kristi Jordan

Fall Carnival: October 24, 2009 – Chairs Amy Still/Laurie Anderson

- **Class Booths** ☺ Coordinate with a booth rep from each classroom, pass out prizes to each booth, and ensure readiness for carnival day.
- **Decorations and Set up / Clean up** ☺ Decorate the school during the week of the carnival. Decorate and set up carnival area between 7am and 12 noon on carnival day. Clean up carnival area afterward.
- **Eagle Pride / Carnival Sponsorship** ☺ Chairperson needed to sell family and business sponsorships for LPE PTO Carnival.
- **Tickets** ☺ Operate ticket booths on carnival day.

Other Fundraisers:

- **Spring Fling** (Date TBD) ☺ Chairperson and volunteers needed for spring fundraiser.

Ongoing Activities:

- **Spirit Night** ☺ Coordinate and publicize fundraising through Chick-Fil-A and other spirit night sponsors.
- **School Store** ☺ Staff school store in the mornings and at lunchtime. Order and replenish supplies.
- **School Spirit Chairperson** ☺ Collect orders, distribute T-shirts and car decals.

MEMBERSHIP Julie Gurley / Rachele Wilbanks

- **Meeting Programs & Hospitality** ☺ Coordinate PTO General Meetings including speaker coordination, member sign in and refreshments.
- **Membership Planner** (May–Aug) ☺ Coordinate publication and distribution of the 12 month calendar working with Fundraising and PTO Presidents, sell ads, gather calendar dates, design layout, format, and coordinate distribution.
- **Membership Drive** ☺ Coordinate school and community-wide membership drive.
- **Welcome Wagon** ☺ Welcome new families to the school throughout the year.

PROGRAMS Page Ballard / Amanda Tennant

- **Art Show** (Fall & Spring) ☺ Publicity, working with faculty reps, set up, decorations, serve refreshments and clean up.

- **Career Day** (Oct 6th) ☺ Publicity and recruitment of speakers. Provide refreshments for speakers. Work as greeters/escorts.

- **Family Science Night** (Jan 21st) ☺ Set up and clean up.

- **Science Fair** (Feb) ☺ Assist with LPE's fair by helping students set up and clean up project displays the day of the fair. Preparation of the judges' breakfast.

- **Showcase Day** (March 11thpm, March 12th all day) ☺ Publicity and refreshments for the event. Mount, set up, and clean up project displays. Decorate front of school for the event.

- **Talent Show** (Jan 29th) ☺ Committee heads and members needed for: publicity; ticket sales, review and organize student acts, stage decorations, set up, clean up, audio/visual and backstage support.

STAFF APPRECIATION Raquel Knox / Amy Domecc

- **Baking & Cooking** ☺ Bake and cook at home or buy items to bring in for staff appreciation events throughout the year. This is perfect for parents with schedules that will not allow them be at the school to help, but who want to contribute to LPE.
- **Decorations and Set Up / Clean Up** Help decorate, set up and clean up appreciation events. Also, help with decorating for holidays such as classroom doors and hallways.
- **Staff Appreciation Week (Feb)** ☺ Help with planning and initiating daily goodies to thank teachers during staff appreciation week.
- **Spa Day (during staff appreciation week)** Volunteers needed for set-up, clean-up, gathering supplies, and to seek massage therapists, manicurists, and pedicurists. Help is also needed to work a two-hour shift during spa day.

Explanation of symbols:

☺ Allows for flexible volunteer hours for those who work and/or for those who have preschoolers.

☺ Allows for volunteering with preschoolers tagging along.