

# Helpful Hints when Volunteering and Visiting

- 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>.
- 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](http://www.lakepointepto.org)

**LPE loves Volunteers!**

2008 – 2009

## LPE PTO Board

### Co-Presidents

Mindy Baldwin, [mindy-baldwin@austin.rr.com](mailto:mindy-baldwin@austin.rr.com)  
Lynn Ballard, [cballard@austin.rr.com](mailto:cballard@austin.rr.com)

### Co-Vice Presidents – Fundraising

Julie Dees, [jdees1@austin.rr.com](mailto:jdees1@austin.rr.com)  
Traci Smith, [tsmith@austin.rr.com](mailto:tsmith@austin.rr.com)

### Co-Vice Presidents – Membership

Julie Gurley, [badjules@austin.rr.com](mailto:badjules@austin.rr.com)  
Rachelle Wilbanks, [rwilbanks@austin.rr.com](mailto:rwilbanks@austin.rr.com)

### Co-Vice Presidents – Volunteers

Sherrie Broadhurst, [sbroadhurst@austin.rr.com](mailto:sbroadhurst@austin.rr.com)  
Deborah Clenney, [kdcmm@austin.rr.com](mailto:kdcmm@austin.rr.com)

### Co-Vice Presidents – Programs

Melissa Glenn, [mglenn7@austin.rr.com](mailto:mglenn7@austin.rr.com)  
Laura Miesse, [lmiesse@austin.rr.com](mailto:lmiesse@austin.rr.com)

### Co-Vice Presidents – Communications

Wendi Aarons, [waarons@sbcglobal.net](mailto:waarons@sbcglobal.net)  
Amy Dolce, [bugsmom@austin.rr.com](mailto:bugsmom@austin.rr.com)

### Co-Secretary

Natalie Jordan, [mnjordan@austin.rr.com](mailto:mnjordan@austin.rr.com)  
Laura Taylor, [mtltaylor99@sbcglobal.net](mailto:mtltaylor99@sbcglobal.net)

### Co-Staff Appreciation

Raquel Knox, [raquel\\_knox@sbcglobal.net](mailto:raquel_knox@sbcglobal.net)  
Kristi Tewell, [ktewell1@gmail.com](mailto:ktewell1@gmail.com)

### Treasurer

Babita Deitrich, [babitadeitrich@sbcglobal.net](mailto:babitadeitrich@sbcglobal.net)

### Grade Level Representatives

K-1-2 Tiffany Wilkinson, [tiffanywilk@austin.rr.com](mailto:tiffanywilk@austin.rr.com)  
3-4-5 Tracy Keever, [tdkeever@hotmail.com](mailto:tdkeever@hotmail.com)

### Principal

Heidi Gudelman, [gudelmanh@ltsidschools.org](mailto:gudelmanh@ltsidschools.org)



and



*Working together  
to make a difference*

**2008 – 2009**  
**Lake Pointe Elementary PTO**  
**Volunteer Handbook**

# Volunteer opportunities supported by LPE PTO

## GENERAL VOLUNTEER NEEDS

Sherrie Broadhurst / Deborah Clenney

- **Book Room** (May) 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 8<sup>th</sup>, Oct 22<sup>nd</sup>, March 26<sup>th</sup>) 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.
- **Trees & Shrubs** (Fall) Work with contractors and PTO board to coordinate installation of trees and shrubs for campus beautification and shade.
- **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.

## 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, Accelerated Reader 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.
- **Red Ribbon Week** (Oct) A week-long drug awareness campaign. Work publicity, develop daily themes, decorate school and coordinate speakers.

## COMMUNICATIONS Wendi Aarons / Amy Dolce

- **Marquee** ☺ Maintain current information on street marquee.
- **Newsletter** ☺ Publish monthly PTO newsletter. Gather and edit articles and design layout.
- **Photography** Take pictures at events for yearbook, scrapbook, PTO newsletter, website and press releases.
- **Public Relations** ☺ Write press releases, articles, and other publicity material. Submit press releases to *Lake Travis View* or other publications.
- **Website** ☺ Maintain PTO website. Gather and input information, pictures and enhance layout.

## FUNDRAISING Julie Dees / Traci Smith

### Fall Carnival: Saturday, November 1, 2008

- **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.
- **Tickets** ☺ Conduct ticket pre-sale and distribution. Operate ticket booths on carnival day and support ticket and money counting at end of carnival.

### Other Fundraisers:

- **Gift Wrap Sale** (Aug-Nov) ☺ Publicize sale of gift-wrap and more, work with sales rep, collect and process orders and distribute merchandise.
- **Family Bingo Night** (Mar 28<sup>th</sup>) ☺ Chairperson and volunteers needed for spring fundraiser.

### Ongoing Activities:

- **Chick-Fil-A Spirit Night** ☺ Coordinate and publicize fundraising through Chick-Fil-A.
- **Eagle Pride / Sponsorship** ☺ Chairperson and volunteers needed to sell family and business sponsorships for LPE PTO. Work with Membership on the membership planner.
- **School Store** ☺ Staff school store in the mornings and at lunchtime. Order and replenish supplies.
- **Box Tops for Education** ☺ Collect and process box tops which are redeemed for money for our school.
- **School Spirit Chairperson** ☺ Collect orders, distribute T-shirts and car decals.

## MEMBERSHIP Julie Gurley / Rachelle Wilbanks

- **Meeting Programs & Hospitality** ☺ Coordinate PTO General Meetings including speaker coordination, member sign in and refreshments.
- **Membership Planner** (May-Aug) ☺ Coordinate publication 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 Melissa Glenn / Laura Miesse

- **Art Show** (Fall & Spring) ☺ Publicity, working with faculty reps, set up, decorations, serve refreshments and clean up.
- **Career Day** (Oct 7<sup>th</sup>) ☺ Publicity and recruitment of speakers. Provide refreshments for speakers. Work as greeters/escorts.
- **Family Science Night** (Jan 22<sup>nd</sup>) ☺ 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 13<sup>th</sup>) ☺ Publicity and refreshments for the event. Mount, set up, and clean up project displays. Decorate front of school for the event.
- **Talent Show** (Jan 30<sup>th</sup>) ☺ 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 / Kristi Tewell

- **Baking & Cooking** ☺ Volunteers needed for baking and cooking for appreciation events.
- **Decorations and Set Up / Clean Up** Help decorate, set up and clean up appreciation events.
- **Shop the Market** (Nov) ☺ Help fill and decorate mason goody jars.
- **Spa Day** (Feb) Volunteers needed for preparations, to seek prospective massage therapists and spa technicians (manicurists, pedicurists, hair stylists, etc), and gather supplies. Help also needed to work 2 hour shifts for sign in, set up, clean up, and to really pamper the staff.

## Explanation of symbols:

- ☺ Allows for flexible volunteer hours for those who work and/or who have preschoolers.
- ☺ Allows for volunteering with preschoolers tagging along.