

## ***PTO VOLUNTEER DESCRIPTIONS***

### **On-Site Volunteering**

**Library-** Assist students with checking out books and help the librarian in various tasks during your child's library time. Can be either weekly or bi-weekly.

**Room Parent-** Serve as the liaison between the PTO and the classrooms which includes forwarding communication and assisting in recruiting volunteers for school activities. Partner with the teacher to assist in coordinating parties, activities and other special events as requested.

**Cool Room-** Volunteer to supervise the cool room which provides an escape from the hot weather in the fall and spring at lunch recess. Movies, puzzles, games, and coloring are some activities available.

**Book Fair-** Lots of hands are needed to help plan, set-up, sell and tear-down the new book fair which typically occurs in the spring.

**Health Screening-** The school nurse provides annual health, vision, and hearing screenings. Volunteers assist the nurse in the screening process.

**Hospitality-** Organize special events to show our appreciation for our Laguna teachers, staff, parents, and students throughout the year. (Boo-hoo breakfast, teacher's luncheons, kindergarten round up, etc.).

**Picture Day-** Assist teachers, students and photographers during our school pictures. Typically occurs in the fall and spring.

**Teacher Appreciation-** Laguna LOVES our teachers and staff and we show them how much during various times of the year! Help assist in expressing how much we value them!

**New Families Welcome-** Make new Laguna families feel welcome and be a resource to get them acclimated to Laguna. This includes reaching out to new families via email and assisting the office staff in preparing New Family Packets.

**Yearbook-** Take pictures throughout the year in classrooms and at events. If you love scrapbooking – this may be a great opportunity to put your passion to work. Computer skills are essential.

**Art Masterpiece-** Help your child's class appreciate visual art through fun classroom sessions and projects. Ready-to-go lessons and support available. No art background needed.

**Odyssey of the Mind-** Teach creative problem-solving to upper grade level students in this program. All lessons are ready-to-go and nationally tested.

**WordMasters-** Facilitate a national vocabulary challenge based on completing analogies for 3<sup>rd</sup>-5<sup>th</sup> grade students. If you love language- this is a wonderful opportunity for you

### **Virtual Volunteering**

**Directory-** Coordinate and publish Laguna's annual School and Family Directory. Help is needed in procuring advertising space and with compiling the directory. Computer skills are a must for this opportunity.

**Grocery Partners-** Help Laguna earn extra funding through grocery partner programs and events.

**BoxTops-** Help coordinate collection, contest promotion, label counting and more.

**Auction Procurement-** Call or visit local shops and businesses to procure items or services for our Annual Spring Auction.

**Public Relations-** Get the word out about happenings at Laguna. Work with SUSD Marketing.

**Family Donation Drive-** Help Laguna PTO reach its goal of 100% family participation in its annual Family Donation Drive. Make calls, send emails, make flyers and posters!

**Music Discovery-** Volunteer and teach ready-to-go music lessons – all materials supplied.

**Publishing Center-** Help make student-created books. Requires computer skills.

**Artist in Residence-** Work with our Artist in Residence, Art teacher and students to create wonderful curriculum-related works of art. Writing grants for funds procurement may occur.

### **Family Events**

**Spirit Night-** One of Laguna's most popular nights of the year. Organize, plan, set up and facilitate this fun family evening.

**Talent Show-** Be there from auditions to performance to allow our great students to "show their talents!"

**PE Field Days-** Assist our PE teachers with Field day stations.

**Community Service Night and Drives-** Work with local charities to organize opportunities to support our local community needs.

### **Fundraisers**

**FUNdraiser (Laguna Laps/Auction/Golf Tournament/Winter event)-** Many hands are needed to help plan, execute, work, and assist with stations; as well as, setup/cleanup. These events are crucial to providing the "extras" to our students.

**Quarterly Fundraisers-** Choose, plan, organize and market quarterly fundraisers at local establishments. (Portions of profits are donated back to Laguna).

**T-Shirt Sales/Spirit Store-** Choose and sell Laguna logo items at various events throughout the year. Duties include input on design/items and inventory control.