



**Antonia Crater Elementary School
Parent Teacher Organization
Cougar Club
Volunteer Form 2012-2013**

**Contact Stephanie Carstensen,
PTO Volunteer Coordinator, for more details:
503-538-6102 or stephaniec@c-ware.com**

**RETURN FORM to TEACHER
or CRATER OFFICE**

Volunteer Name: _____
Phone #: _____ Email: _____

Classroom Support: (PTO will give Teachers your contact information to connect with you about scheduling)

Grade(s) you would most like to work with: K ___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ Any ___

Teacher(s): _____

- Serve as a Class Parent (help teacher with special projects; classroom events): Teacher _____
- Help in Classroom: Daily _____ Weekly: M T W T F _____ Monthly _____ Field Trips _____ Special Events _____
- Can do projects from home (cut outs; project preparation; etc.): Teacher _____

School-Wide Support:

- Help with academic progress/testing (Mostly fall and spring; 1-on-1 with students)
- Reader Boards (Approx. weekly; 15-30 minutes to change reader boards as directed by School Office Staff)
- Great Leaps: Math ___ Reading ___ Daily: M T W T F _____ or Weekly: M T W T F _____
- Birthday Bulletin Board Decorator: Any Month _____ or Preferred Month: _____
- Student Store (Year or as Available)

PTO Leadership Openings:

- Vice President (moves to President 2013-2014)
- Treasurer-Elect (moves to Treasurer 2013-2014)
- Newsletter Editor: Cougar Gazette (Year)
- EZFUNds Coordinator (Year)
- School Supply Toolboxes Coordinator (December – August)
- Book Fair Coordinator/Spring (January – March)
- Grand Lunch Coordinator (February – March)
- Book Exchange Coordinator (May – June)

Fall Volunteering:

- | | | | | |
|---|-------------------------|---------------------------------|-----------------------|-------------------------------------|
| ○ Book Fair (Nov. 15-16 & 19-20) | Before School
Set up | After School
Teacher Preview | Evening
Break down | Any Time
Coordinator in Training |
| ○ Staff Appreciation Dinner (November 20) | | Set up | Clean up | Bring in Food |
| ○ Chess Club (tuesdays each week before school) | | Volunteer | | |
| ○ Child Supervision during PTO Meetings, 5:45-7:15 p.m. | | | 11/6 | 12/11 |

Winter Volunteering:

- | | | | | |
|--|-------------------------|---------------------------------|-----------------------|-------------------------------------|
| ○ Movie Night (February 8) | Set up | Serve Popcorn | Usher | Clean up |
| ○ Book Fair (March 4-8) | Before School
Set up | After School
Teacher Preview | Evening
Break down | Any Time
Coordinator in Training |
| ○ Grandparent Lunch (March 6) | | Greeter | | |
| ○ CougaRobotics Club (Feb-March & April-May, 1 or 2 evenings per week) | | | Volunteer | |
| ○ Child Supervision during PTO Meetings, 5:45-7:15 p.m. | | | 1/15 | 2/12 |
| | | | | 3/12 |

Spring Volunteering:

- | | | | | |
|---|---------------------|--------------------------------------|----------------|---------------|
| ○ Carnival (April 20) | Committee (Jan-Apr) | Set up | Station Helper | Clean up |
| ○ Staff Appreciation Week (April 29-May 3) | | Bring in before-school refreshments: | M T W T F | |
| ○ Staff Appreciation Lunch (April 30 or May 1) | | Set up | Clean up | Bring in Food |
| ○ Book Exchange (June 3-7) | Set up | Before School | After School | Break down |
| ○ Year-End BBQ (June 12; you can eat with your student) | | Set up | Server | Clean up |
| ○ Field Day (June 12) | Set up | Station Helper | Clean up | |
| ○ Child Supervision during PTO Meetings, 5:45-7:15 p.m. | | | 4/2 | 5/14 |
| | | | | 6/4 |

○ **On-Call Volunteering:** *If you are not sure right now how you can help, but would like to be involved in the future, your name can go on our "On-Call" volunteer list. If we find we are short-handed for an activity or event, we will check with you to see if you can help.*



Crater PTO Cougar Club - Volunteer Opportunities 2012-2013

Questions? Contact Stephanie Carstensen, Volunteer Coordinator,
at 503-538-6102 or stephaniec@c-ware.com

School-Wide Support

- **Student assessments/testing:** Assist teachers to level students in reading and/or math
- **Reader Boards:** Outdoor board needs changed approx. weekly as direction of school office; reader board in Cafeteria may also be changed
- **Great Leaps--Math / Reading:** Consistently work with students to improve their math and/or reading skills
- **Birthday Bulletin Board Decorator:** Honor students with a fun poster, highlighting their birthday month
- **Student Store:** Assist and supervise 4th Graders who run the Store 2-3 days each week, before school

PTO Leadership Openings

- **Vice President:** Collaborates with President on agendas for Board, Executive Committee, and Membership meetings; Can act as liaison between Committee Chairs and Board; Fulfills duties of President in his/her absence; Prepares to assume the duties of President the following year.
- **Treasurer-Elect:** Assists with duties of Treasurer as needed; Prepares to assume duties of Treasurer in the following year.
- **Newsletter Editor (Cougar Gazette):** PTO's newsletter that focuses on PTO programs and events. Ask officers/coordinators for submissions, then edit and design articles in newsletter format. Sent out by Crater Office Staff via eSchoolNews; copy and distribute paper copies as needed.
- **EZFUNds Coordinator:** Promote program to Crater families/extended families/friends who register their Safeway and Fred Meyer cards for an easy, no-hassle fundraiser.
- **School Supply Toolboxes Coordinator:** This program is an option for Crater families who desire their student's school supplies to be delivered right to their home before school starts rather than driving around town finding the items. The Coordinator works with Office Staff for input on school supply lists and then communicates that to the school supply vendor by particular due dates. Orders are placed direct from families to vendor; orders are shipped direct from vendor to families.
- **Book Fair Coordinator/Spring:** lead and facilitate all aspects of the event; committee members will assist at your direction; see more details, below.
- **Grand Lunch Coordinator:** lead and facilitate all aspects of the event; committee members will assist at your direction; see more details, below.
- **Book Exchange Coordinator:** lead and facilitate all aspects of the event; committee members will assist at your direction; see more details, below.

Fall Volunteering:

- **Book Fair:** All proceeds from this event will go toward purchasing new books/resources for Crater's Library and classroom libraries. Help with set-up; teacher preview; cashier/stock before or after school or during conferences; clean-up. Looking for a Coordinator-in-Training to lead the Spring Book Fair in March 2013 or next Fall 2014's Book Fair.
- **Staff Appreciation Dinner:** Parents serve a warm dinner to the hard-working teachers and staff who have held conferences all day. Help with set-up/decorating, clean-up, or prepare/donate food.
- **Chess Club:** Help Crater students to learn chess strategies as a Club volunteer. Let us know how often/when you can come to the weekly club, held before school. Weekday of Club to be determined.
- **Child Supervision:** Watch students and younger siblings so that parents may focus on the Cougar Club meeting.

Winter Volunteering:

- **Movie Night:** Free family movie with refreshments for purchase. Help decide on the movie; set-up and/or clean-up; prepare and serve popcorn and drinks; usher.
- **Book Fair:** All proceeds from this event will go toward PTO-supported programs. Help with set-up; teacher preview; cashier/stock before or after school or maybe one evening. Looking for a Coordinator-in-Training to lead the Fall Book Fair in 2013 or Spring 2014's Book Fair. Held in connection with Grand Lunch.
- **Grand Lunch:** Grandparents/special adults have lunch with their favorite Crater student(s)! Lunch tickets are pre-purchased. Help greet/sign-in guests; help them connect with their lunch partner. Encourage a visit to the Book Fair, too!
- **CougarRobotics Club:** For our 3rd-5th Grade students, this weekly Club focuses on the Lego Technics sets and works on structure basics, continuing until mobile robots are built. Looking for volunteers who enjoy Lego's, creativity, and trial-and-error as students meet a nightly build challenge.
- **Child Supervision:** Watch students and younger siblings so that parents may focus on the Cougar Club meeting.

Spring Volunteering:

- **Carnival:** This will be our 4th annual Crater Carnival, a fun way to celebrate springtime at this family event. This fundraiser helps with "special projects" and long-term goals such as playground upgrades and technology support. The committee works hard to create a splendid variety of carnival stations. The committee also works with teachers, staff and community to create vivid and unusual offerings during the Silent Auction. Assistance is needed for set-up and/or clean up, as well as volunteers to take a shift at an activity station.
- **Staff Appreciation Week:** Help celebrate the wonderful staff at our school during this fun week. We like to treat them to refreshments each day before school. Have a fun idea to share?
- **Staff Appreciation Lunch:** Part of the week of celebrating our staff, we provide an on-site lunch to let the staff know how special they are. Volunteers are needed for set-up and/or clean-up, as well as preparing or donating food.
- **Book Exchange:** An opportunity for students to trade-in a "no-longer-needed" book (or several) for a "new-to-you" book to promote summer reading. We need support for daily set-up and/or break-down before and after school, plus general supervision as the students "exchange" books, one-for-one during the event.
- **Year-End BBQ:** A "last hurrah" and send off for students and their families before Field Day. Lunch is complimentary for all Crater students ... family and friends are invited to have lunch with their student for a nominal charge. Volunteers help with set-up, serving (scheduled so volunteers can eat with their student), and clean-up.
- **Field Day:** Lots of fun for students to enjoy the end of the school year during an afternoon of sunshine (we hope!!) and activities. Mr. Wood, our PE teacher, appreciates help with set-up and/or clean-up and needs lots of support from parents to run a "station."
- **Child Supervision:** Watch students and younger siblings so that parents may focus on the Cougar Club meeting.

Subject to Change – most spots have lots of flexibility so can be adjusted to fit availability
