

Name: _____ e-mail _____

Phone _____ Child's name and rm# _____

**Due
Sept
30**

After reading the committee descriptions you can either check next to the committee name on the following pages, or use the quick reference guide below.

Please return to the office.

Skills

- | | | | |
|-----------------------------------|---------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> Typing | <input type="checkbox"/> Love details and detailed work | <input type="checkbox"/> Musical talent | <input type="checkbox"/> Artistic talents/ skills (i.e..drama, painting, clay) |
| <input type="checkbox"/> Editing | <input type="checkbox"/> Photography (digital) | <input type="checkbox"/> Painting, (walls) | <input type="checkbox"/> Cooking |
| <input type="checkbox"/> Graphics | <input type="checkbox"/> Woodworking (basic) | <input type="checkbox"/> Baking | <input type="checkbox"/> Great with numbers |
| <input type="checkbox"/> D.J | | <input type="checkbox"/> Party planning | |

One Day Quick and Easy

- | | |
|----------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> School Picture day (fall) | <input type="checkbox"/> Visual Screening |
|----------------------------------------------------|-------------------------------------------|

Less than a four hour time commitment

- | | |
|--------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Book Fair (day of-Nov.) | <input type="checkbox"/> Clothing Center (Dec. and in Mar.) |
| <input type="checkbox"/> Art Night (evening of-winter) | <input type="checkbox"/> Field Day (Spring) |
| | <input type="checkbox"/> T-Shirt (Fall) |

Student Involved/Enrichment

- | | | | |
|-------------------------------------------|------------------------------------------|---------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Art Literacy | <input type="checkbox"/> Chess Club | <input type="checkbox"/> Playground Monitor | <input type="checkbox"/> Run for Maplewood |
| <input type="checkbox"/> Read-Aloud-Athon | <input type="checkbox"/> Student Council | <input type="checkbox"/> Field Day | <input type="checkbox"/> Walk and Bike to School |
| <input type="checkbox"/> Reading Friends | <input type="checkbox"/> Garden | <input type="checkbox"/> Book Baggers | |

Creative and Fun

- | | | | |
|-----------------------------------|---------------------------------------|-----------------------------------|-------------------------------------------|
| <input type="checkbox"/> Carnival | <input type="checkbox"/> Book Baggers | <input type="checkbox"/> Yearbook | <input type="checkbox"/> Maplewood Spirit |
|-----------------------------------|---------------------------------------|-----------------------------------|-------------------------------------------|

Community Building

- | | | | |
|--------------------------------------------------|----------------------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Walk and Bike to School | <input type="checkbox"/> Family Resource Committee | <input type="checkbox"/> Library Aide | <input type="checkbox"/> Family Dance |
| <input type="checkbox"/> Clothing Center | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Newsletter | |

Behind the Scenes

- | | | |
|-------------------------------------|-------------------------------------|---------------------------------|
| <input type="checkbox"/> Laminating | <input type="checkbox"/> Yearbook | <input type="checkbox"/> Coffee |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Scrip |

Staff and Classroom Enrichment

- | | | | |
|------------------------------------|-----------------------------------|--------------------------------------|----------------------------------------|
| <input type="checkbox"/> T-Shirts | <input type="checkbox"/> Coffee | <input type="checkbox"/> Scrip | <input type="checkbox"/> Legacy Leaves |
| <input type="checkbox"/> Book Fair | <input type="checkbox"/> Campaign | <input type="checkbox"/> See's Candy | |

Maplewood Volunteer Position Descriptions

Due
Sept
30

After reading the following descriptions, you may either check next to the title in the space provided, or use the previous page. Please return this form to the office.

Name: _____ e-mail _____

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___ **ART LITERACY:** Chair, Renae Conkle renae.conkle@comcast.net (on-going)

Would you love to bring art and art appreciation into the classroom? You don't need to be an artist to sign up for this position, free training will provide you with all the skills you need to teach the project. We would like to have two volunteers for each classroom. One to present the project and the other to assist. Three projects will be taught, sign up for as many as you would like.

THIS EVENT NEEDS A CO-CHAIR

___ **BOOK BAGGERS:** Co-Chairs, David Dacklin dacklin@aol.com and Laura Shier shierl@pdx.edu (April)

Come be part of a much loved and eagerly awaited Maplewood tradition. Students sleepover in the school! Parents provide literary based games, crafts, readings and interpretative activities. Parents chaperon the sleep-over, provide food, or presenter activities. There is no limit to the volunteer opportunities at this event.

Four hour and eight hour shifts

___ **CARNIVAL:** Chair, Renae Conkle renae.conkle@comcast.net (October)

If you want to be a part of the best event of the season sign up to be a "Maplewood Carnie" !!! Carnival is the biggest party the school throws!!! Lots of fun games, and activities. It is a perfect way to start off the school year!!! We need lots of people and donations to pull this big event off. Volunteers attend weekly planning meetings or show for shifts the day of the event.

___ **CHESS CLUB: Chair Needed,** (on-going)

Do you love chess and want to share your enthusiasm, We need a chair for this committee.

This club meets after school. Meet once a week or once a month. You plan the schedule.

___ **CLOTHING CENTER:** Chair, Kate Dessommes katedessommes@yahoo.com (Dec. 7th. and march 11th.)

Maplewood needs 3-5 volunteers to help Portland Children in need by working at the PTA Clothing Center (located at Marshall High School 3905 SE 91 st.). Work a four hour shift one or two times a year. Sign up for one or all.

___ **COFFEE FUNDRAISER:** Chair, Kathy Sugnet Leda@bigearsbrew.com (on-going)

Help fill and deliver monthly coffee orders, work as the committee coordinator, or keep the shops in the village stocked. This is a product that gives 40% of it's profit back to the school. We have various duties, responsibilities and time commitments available. Take on a leading role or help out a little. Either way your helping the school and providing parents with some of the best coffee they will ever drink.

___ **FAMILY RESOURCE:** Co-chairs, Lisa Van Huss leepvanhuss@yahoo.com Kelly Callias Kelley-gale@earthlink.net. (on-going)

Help arrange parenting lectures and community building activities for Maplewood families. Provide resource information and maintain the family resource library. Organize and plan Family Art Night.

___ **FAMILY DANCE NIGHT:** Chair, Stephanie Coren, corenr@earthlink.net (winter)

Do you love to dance, plan a party, or make decorations? This is your event. Volunteers can plan, organize and/or work the day of the event.

___ **FIELD DAY:** Mr Schalk (June)

Do you love the outdoors and cheering people on then come help Mr. Schalk plan and supervise this one day event of physical activity . Volunteers are needed the day of the event in two hour shifts. The more the merrier.

___ **FINANCE:** Chair, Sandy Samuel, Samuelsandys2K@hotmail.com (on-going)

Dragnet, Miami Vice, CSI, as you wish, be an investigator for the PTA. Work on your own time to help scrutinize the financial records. This is you chance to learn some the of the inner workings of the PTA in a non-threatening and flexible environment. No experience necessary other than a desire to learn and the ability to count accurately.

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___ **GARDEN COMMITTEE:** Co-Chairs, Virginia bowers bowers.virginia@gmail.com Kathy Weeks kathyjim95@msn.com (on-going)

Bring your love of gardening and nature and connect students to both using the Wild Wood and classroom garden boxes. Various skills are needed from planting with small groups of children to staffing the annual plant sale. All levels of knowledge and time commitments welcome.

___ **HOSPITALITY:** Co-chairs, Christi Patrick luke.patrick@comcast.net (on-going) **Co-chair needed**

Be part of the fun and help co-chair this committee. Do you love to plan a party or bake. This committee provides light fare for Grandparents Day, New parent orientation and Kindergarten Round-Up. Volunteers also plan Teacher Appreciation Week.

___ **LAMINATING VOLUNTEER: Chair needed** (on-going)

Laminate classroom items and special projects at the request of teachers. Laminate book covers for the library and teachers. Time commitment is flexible

___ **LIBRARY AIDE:** Chair, Simone Frank sjjfrank@comcast.net (on-going)

You've always wanted to be a librarian-admit it. Help the Maplewood librarian shelve, dust, and organize the library throughout the year.

___ **LEGACY LEAVES:** Co-Chairs, Stephanie Coren, corenr@earthlink.net, and Diane F. Smith, veggionly4@comcast.net (on-going)

Let your creativity glow, as you host and organize a leaf painting party. Or use this as an opportunity to show off that woodworking room and cut the leaves to be painted. This is a fun event and all your hard work is apparent on the fence that lines the Maplewood playground.

___ **MAPLEWOOD SPIRIT WEEK:** Chair, Dave Dacklin dacklind@aol.com (on-going)

Choose a theme for each day of the week ie. Hat day, pj day, good deed day etc. Order mini maple bars and plan one after school activity. This is a fun and easy event for anyone to try.

___ **NEWSLETTER COMMITTEE:** Co-Chair, Diane Smith, veggieonly4@comcast.net **Co-Chair needed** (on-going)

Co-chair duties include: proof reading, layout, article gathering/writing, brainstorming ideas.

Publisher 2007 or better needed.

2-3 digital photographers to take pictures of the school & community events.

2-4 general reporters to write short articles of interest and current events. Or guest writers to contribute one or two articles.

1-2 people to distribute hard copies of the newsletter to those who cannot receive an electronic issue. To update the e-mail address book as necessary.

Time commitment is flexible

___ **PLAYGROUND MONITORS: Chair needed** (on-going)

We need playground monitors and a chair. This committee communicates with Ms. Byrne to train volunteers in playground safety and rules. An easy fun way to help out the school. Time commitment is flexible

___ **READ-ALOUD-ATHON:** Chair, Michael Gettel-Gilmartin, gilmartin_michael@yahoo.com (spring)

Several volunteers needed for one or any of the following: coordinate with teachers and parent helpers, collect pledges and deliver envelopes to the PTA treasurer, count and tally pledges and/or assist in the classroom the day of the event

___ **READING FRIENDS:** Co-Chairs, Katy Relaford, dltrkr@pacifier.com, and Erin Statkus, statkuse@yahoo.com (on-going)

After attending a short training, you will be assigned a student as a Reading Friend (or more if you are able). You will read 30 minutes once per week with each of your reading friends. You must be able to pass a Criminal Background Check. Time commitment is flexible.

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ROOM PARENTS: One or two volunteers per classroom (on-going)
Communicate with the teacher to identify classroom support needs, organize volunteers and calendar, find volunteers to lead class projects and disperse classroom information to parents. **Talk to your child's teacher if you are interested in this position.**

___ **SCHOLASTIC BOOK FAIR:** Co-chairs, Amy Manning, amywangpcc@yahoo.com and Leah Johnson, leahannj@yahoo.com, (Sept-Nov.)

Chairs will attend a short training and coordinate date and book wish list with the staff. Volunteers will help the day of the event and in communicating with the staff. Time commitment varies with task.

___ **SCHOOL PICTURES:** Chair, Jelena Mrdjan, jelenam@q.com

Distribute fliers and solicit volunteers. One week time commitment or a four hour shift the day of the event.

___ **SEE'S CANDY: Chair needed**

Be the first to chair this new event. By popular request we have added this to our calendar and look forward to the many sweet rewards.

___ **STUDENT COUNCIL:** Chair, Lisa Sloan, lisa@lisanloanconsulting.com (on-going)

Coordinate Student Council with 4th and 5th. Graders beginning with fall elections. Plan weekly agenda, topics, charities, etc. Coordinate Oregon Food drive and other events. Time commitment is flexible.

___ **T-SHIRTS:** Chair, Kari Weakland, weakland3@msn.com, (fall and spring)

Sort orders, distribute items, tally orders, and help create and maintain Maplewood Pride. A well liked event. Time commitment one day.

___ **VISION SCREENING: Chair needed** (fall)

Visiontest are mandatory and we need someone to work with the School nurse to organize this event and solicit volunteers. One day time commitment.

___ **YEARBOOK:** Co-Chairs Jelena Mrdjan, jelenam@q.com and Yolanda Dozier, yovodo@comcast.net (on-going)
Yearbook editors are looking for people with the following skills: desktop publishing, photo enhancing, digital photography.

___ **WALK AND BIKE TO SCHOOL:** Chair Ronda Zakocs, rzakocs@bu.edu (fall)

This committee facilitates the kids walking and biking to school. We will participate in the national Walk and Bike to School Day as well as expand to a weekly walking school bus. Be a chaperon and meet your neighbors while you commute.

THESE VOLUNTEER OPPORTUNITIES SUPPORT THE MAPLEWOOD CAMPAIGN THESE SERVICES AND FUNDS GO DIRECTLY TO "ENRICHMENT STAFF."

___ **MAPLEWOOD CAMPAIGN:** Chair Stacie Pacheco, spacheco00@gmail.com (on-going)

This campaign funds necessities like PE, music, computer and library staff. Volunteers help organize the campaign, write and deliver letters, and plan a party.

___ **RUN FOR MAPLEWOOD:** Chair, Suzanne Jones stottjones@comcast.net, (spring)

Help solicit volunteers to record laps, tally pledges, staff water station and set up the course. Time commitment varies with task.

___ **SCRIP COORDINATOR:** Co-chairs Kathy Heirendt, kathy.heirendt@comcast.net, and Pat Zwartjes, pmmz wartjes@yahoo.com, **Third Co-Chair needed**

This on-going fund raiser also contributes to staff enrichment. It channels money spent on household expenses back into your child's education. We need someone to pick-up orders on Thursdays, enter orders into Excel, deposit checks, fill, pick-up and deliver orders, as well solicit volunteer to do direct sales.

This job is split between 3 coordinators and many volunteers return from previous years to help with sales.