

The PS 11
PTA
Volunteer
Handbook

2011-2012

THE PTA IS YOU!

Welcome!

On behalf of the PS 11 PTA and the entire Fundraising Committee we present to you our 2011/12 Volunteer Handbook!

Parents and teachers play a vital role in the school community and we have an active and committed PTA here at PS 11. Please join us for our monthly general PTA meetings and remember the PTA is YOU!

In spite of budget cuts – parent and teacher volunteers were able to work hard and raise money to help keep enriching and rewarding programs at our school like the following:

***Enrichment** – A 12 week after-school program featuring enrichment classes in the arts and sciences taught by talented and skilled professionals.

***Playworks** – A highly regarded and successful program that aims “to improve the health and well being of children by increasing opportunities for physical activity and safe meaningful play.” For more information on this program please visit their website: <http://www.playworks.org>.

***Green Committee** – A wonderful garden committee committed to teaching children about gardening and the process of food. The Green Committee also works with our science cluster teachers on projects like pruning the garden and composting.

All of our fundraising efforts aim towards keeping these and other events and programs (mentioned in this booklet) at our school. **No contribution of time or funds is too small** – every effort counts and is greatly appreciated! We are a team and we make it happen!

Whether you are brand new at PS 11 or have been here for years this booklet serves an aid to help you find your volunteer opportunity!

We look forward to working together – and to another successful school year!

For additional information on volunteering or fundraising please do not hesitate to email:

• Fundraising Chair Eva M Arena: eva_arena@yahoo.com or any of the PTA Board members or specific event chairs in this booklet.

PTA BOARD MEMBERS 2011/2012

Ebonie Jackson <i>Co-President</i>	eboniejackson@aol.com
Wanda Whitney <i>Co-President</i>	wanda_whitney@nysp.uscourts.gov
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Katie Hale <i>Treasurer</i>	khkn94@gmail.com
Yvette Mosley <i>Recording Secretary</i>	MslYvt@aol.com
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Welcome Back PTA Potluck

Event Date: Wednesday, September 21, 2011

This PTA meeting is not to be missed! Come meet the 2011/12 PTA Board members and discuss a great and exciting year at 11 while eating some of the best food you will have at any potluck! The annual Read-a-thon will also kick off at this meeting starting with a book sale!

Gym Uniform Sales

1st Day of School and TBA

PS 11 gym uniforms are sold at the beginning of the school year. Volunteers are needed to help in a couple of ways.

Chair: Amy Oztan contact: aoztan@gmail.com

ADMIN: Help chair get the order forms to the classrooms – and help collect them by deadline

COMMUNICATION: Help chair communicate the deadline for pre-order forms

SALES: Help chair and the PTA sell the uniforms at the school in the morning and afternoon

PS 11 Picture Day

Event Date: Friday, October 14, 2011

School pictures are usually done at the beginning of the year. Every year we need volunteers to help make this fundraiser run as picture perfect as possible!

Chair: Tracie Bacon contact: Trasylee@aol.com

PR & MARKETING: People to make posters -distribute notices, order forms

ESCORTS: Help escort students to and from the auditorium.

ASSISTANTS: Line- up students, comb hair, and assist photographers.

TIME COMMITMENT: 2 hours segments throughout the day

Class Parents

Annual Class Parent Welcome Meeting: Sunday, October 16, 2011

We encourage everyone that has the time and desire - to apply to be a class parent or co-class parent. Class parents play a vital role in the communication between parents and the teachers. The modes of communication primarily come through the red folders (provided to every student by the school) – and communication will be in flyer/letter form, but email is also used (and encouraged) if the class parent creates a class list-serve group.

Responsibilities of class parents include but are not exclusive to the following:

- ~ Help the teacher communicate to the parents about both classroom focused and school wide events.
- ~ Help push the **candy sale fundraiser** - order forms come in red folder in September.
- ~ Help get volunteers to come on class field trips and with class parties.
- ~ Help get parents involved in the curriculum show cases: donating supplies or artistic help.
- ~ Help with communicating to parents important school wide events and with getting surveys and other forms of communication in on time.

Class Parent Coordinator: Jackie Palmer contact: japp_palmer@hotmail.com We are looking for a **Class Parent Coordinator** for this new year, if you would like to be the coordinator for this vital committee please contact Jackie Palmer.

Class Parent Raffle Baskets

One raffle at every PTA general meeting

This year we are asking class parents to help organize a mini-fundraiser. Two – three classes will be given a theme each month. Class parents will ask their parents to donate items under that specific theme to put in a basket that will be raffled off at the PTA general meetings.

To chair this position and work closely with the coordinator of the class parents please contact Eva Arena at eva_arena@yahoo.com

The PS 11 Annual Readathon!

Event Date: Kick Off September 21st PTA General Meeting!

This wonderful event is a huge and successful PS 11 Fundraiser! The Read-a-thon lasts about one month and encourages great reading habits and healthy competition amongst the classrooms. Each student asks family members, friends, and/or neighbors to sponsor them in the read-a-thon (please contact chairs if you need help finding sponsors) suggested donation 5-10 cents per minute. Minutes can include required reading homework! Last year we made almost \$11,000 on this fundraiser!

This event requires 2-3 weeks planning and runs for 4-5 weeks launching in late September ending just before Halloween. The read-a-thon is celebrated with a pajama party night!

Chairs: Michael Galinsky and Suki Stetson contact them if you'd like to volunteer for this important and fun fundraiser:

sukistetson@yahoo.com, m_galinsky@yahoo.com

PR & MARKETING: Someone to make posters, 4-5 people to hand out flyers at drop off and pick up and a tally board created that indicates minutes read per total for each classroom.

BOOK SALE LAUNCH: Collecting and selling books at our PTA meetings and other gatherings – to launch the annual PS 11 Readathon.

ADMINISTRATION: Need 5 people to tally weekly minutes and collect pledges.

Contact chairs for questions about committee time commitments.

***** Saturday, October 8, 2011 starting with a Book Bonanza (book sale) in the small yard.**

***** Readathon goes from this date through November 4, 2011**

PS 11 Annual Halloween Fun House!

Event Date: Friday, October 28, 2011

Every year we put our creative volunteers to work to create a Halloween Fun House for our kids. We usually have crafts, face painting, a mini-fright house and a volunteer led dancing or a costume parade. Please, if you are talented in set design on a minimal budget and/or have a real flair for festive décor this would be a great place to volunteer your time and the kids would love you for it! Anyone with the desire to help is encouraged to volunteer!

Chairs: **NEEDED** please contact Eva Arena if you'd like to chair this event eva_arena@yahoo.com

This event requires 1-2 week planning if that.

PR & MARKETING: Someone to make posters, people to hand out flyers at drop off and pick up.

SUPPLIES: Someone to look through the PTA storage bins for Halloween decorations and with a card and Cosco account to get craft supplies, face painting supplies, candy and decorations.

FOOD AND BEVERAGES: Help PTA board sell concessions at this event.

ACTIVITY LEADERS: Tell scary stories, lead a costume parade, help choreograph the monster mash!

FACE PAINTERS: We need 2-4 face painters.

These committees will require at least 2-hour time slots depending on the amount of people we get to volunteer.

Marathon Day Bake Sale

Event Date: Sunday, November 6, 2011

Come sell delicious donated treats to community members as they assemble to watch the annual NY Marathon!

Chair: Ebonie Jackson contact: eboniejackson@aol.com

BAKERS: All baked and donated goods accepted (please label home-baked goods with ingredients if possible)

SELLERS: 2-hour shifts on Marathon Day

Election Day Bake Sale

Event Date: Tuesday, November 8, 2011

Come sell delicious donated treats to community members as they practice their civic duty!

Chair: contact Eva Marie Arena if you'd like to chair this PTA event eva_arena@yahoo.com

BAKERS: All baked and donated goods accepted (please label home bake goods with ingredients if possible)

SELLERS: 2-hour shifts on Election Day

New York Philharmonic Concerts

NY Philharmonic School Partnership Program

The NY Philharmonic Teaching Artists SPP teaches elementary students in public schools the basics on how to compose, perform and listen to music and concerts both at their school and at the New York Philharmonic. A field trip and a June final project are included in this program for our PS 11 students (grades 3-5)!

The highlights of this program are:

- Workshops for students in their own school
- Professional development for music teachers
- In-school concerts performed by the New York Philharmonic (at PS 11 in **November** and **March**)
- A field trip to a concert at the New York Philharmonic
- Student instruction on how to use a recorder

Chair: Toya Lillard Contact: toya.lillard@gmail.com

Volunteers are needed to assist with the field trip to the New York Philharmonic for grades 3-5 on **May 25, 2012** 10:30am for a 45 minute concert.

School Environment Initiative Committee

Meets bi-weekly at the PTA Board and General Meetings

This committee creates events and activities geared towards better understanding of the collective voices that make up our diverse community and allow us to peacefully co-exist as one community.

This committee convenes at both the general and PTA board meetings and puts forth regular problem solving skits performed by the children!

To volunteer with SEI committee and to learn more please contact the chairs:

Co chair: Tomasia Kastner, Ann Arthur, and Toya Lillard

tomasiasonpoint@gmail.com, annie10152@aol.com, toya.lillard@gmail.com

PS 11 SEI Values to Learn and Live By

1. **Commitment to learning** We seek knowledge to better our community and ourselves. • I can do anything when I work hard. • I am valuable
2. **Respect** We treat people and our community with love and appreciation. We treat each other as equals. • I will listen to you
3. **Responsibility** We use our thoughts, words, and actions to make the school a better place. • I know that how I act affects my friends and environment. • I make a difference
4. **Compassion** We care about other people and their feelings. When someone is feeling hurt or sad, we reach out to help them. • I am a good friend
5. **Accountability** When we cause harm, we apologize and accept the consequences. • I take ownership of my actions
6. **Leadership** We set a good example by having the courage and the self-determination to do what's right, especially when others are not. • I am capable and powerful
7. **Trustworthiness** We are loyal to our friends and community. • You can count on me
8. **Citizenship** We are active members of our community. We speak up when someone is endangering our community. • I am one of many

PS 11 Green Team!

PS 11 is proud to have a partnership with the Adopt-A-Farmbox initiative- a program that builds farmboxes made of 100% recycled materials for local schools and communities. With AFB and through the DOE we have a variety of ways to exercise greener choices for our students: **Cook Shop, Salad Bar Wednesday and Fridays and Cooking Classes.**

Chairs: Anat Ishai and Shay Moscona: anatishai@me.com and moscanaishai@yahoo.com

Volunteers are needed for the following Green Team subcommittees:

RECESS CAFETERIA VOLUNTEERS: Volunteers are needed everyday but especially on Wednesday and Fridays when we have the salad bar. We need volunteers to help get the produce to the children's plates.

HOST A COOKING CLASS: Do you have a knack for knowing how to get access to healthy food at a low cost and for making healthy quick and inexpensive meals? We'd love it if you could host a cooking class.

GARDEN COMMITTEE: For people interested in pruning and helping with maintaining our garden and with help getting our fresh garden produce to the table at our monthly PTA meetings, cook shop, and other Green events including our indoor green house project!

MURAL COMMITTEE: We need some volunteers to help harness the effort to redo the mural on the small yard wall. The committee will be responsible for getting school wide input and consensus from the administration and the PTA and mobilizing a team of painters to do the prime and artists to execute the mural project. A fundraising event may be needed to pay for the paint and materials!

Flower Power Fundraiser

Fall and Spring Fundraiser

Featured in the both the fall and the spring you will have the opportunity to order your seeds and bulbs and a blooming 20% of the order goes to PS 11. This mini-fundraiser is an effortless way to help make money for our school! The Green Committee will announce order dates on the list-serve and through a flyer in the red-folders. Contact Anat Ishai with questions: anatishai@me.com

Recess and Playworks

Every day throughout the school year

Recess is perhaps one of the most important and rewarding ways to volunteer at PS 11. Volunteers are needed for both recess time (outdoor and indoor depending on weather) and the cafeteria.

PS 11 is a proud partner with **Playworks** (we were the first Brooklyn elementary school to use the organization)! Playworks' mission is "to improve the health and well being of children by increasing opportunities for physical activity and safe meaningful play." For more info on Playworks check out their website: <http://www.playworks.org>.

Along with Playworks's coaches, **recess volunteers** help facilitate fun activities for the children while at recess. It is guided free play - so come help form a hopscotch game, 4-square or skully! You will have a great time and the kids will love you for it!

Recess volunteers are also needed in the **lunch room**, especially for the lower grades that need help getting their trays to the tables, opening milk cartons and help with opening containers with home brought lunches. On Wednesday and Friday we especially need volunteers to help with the salad bar and getting the fresh produce to the students' trays.

Recess Chair needed: If you would like to chair the recess effort please contact Eva Arena at eva_arena@yahoo.com

Recess Chair duties can be executed by a working parent – access to a computer is needed.

Duties include: sending out weekly blasts on the PS 11 list-serve, emails to class parents, and blasts on the 11 Face Book page communicating the need for lunch/recess volunteers - asking parents to sign up through Volunteer Spot if they can – also, sending out flyers and other printed materials asking for volunteers – lastly, managing or keeping track of how many volunteers sign up or come every week.

Track and Field Day

Date TBA

In the Spring, Playworks and our wonderful gym teachers put together a spirited day of games and sport and healthy, fun competition amongst students as well as teachers and staff! This event is not to be missed and we can always use chaperones!

Enrichment Program

The after-school Enrichment program brings to our students wonderfully enriching classes in the arts and the sciences. Enrichment “semesters” are twice a year beginning in the fall and the spring. The courses last about 12 weeks and each semester ends with an Enrichment Showcase performance!

Chairs: Simone Parker and Alisha Swaby. Contact: slparker101@yahoo.com
alishapatterson103@juno.com

Volunteers are needed for the after-school program:

AFTER-SCHOOL AIDS: Volunteers will help kids with their homework while they wait for their Enrichment classes to start.

AFTER-SCHOOL ESCORTS: Volunteers will help escort children from the cafeteria to their enrichment classes.

For the Enrichment Showcases that happen twice a year at the end of the “semester” we need volunteers.

PR & MARKETING: Someone to make posters and work with Simone and Alisha on the program for the evening.

STAGE MANAGEMENT: Help direct the kids from the main stage to back stage and manage the costumes.

SOUND MANAGEMENT: We need someone in production to help with the MICS and the music/sound for the night. If you’d like to do this and can help teach children from the upper grades that are interested in this - this could be a great mentorship opportunity!

CONSESSIONS AND ADMISSIONS: Help the PTA board sell food/beverages and tickets for admission.

The Hospitality Committee

The hospitality committee needs you. From school tours to teacher and guest author luncheons and our annual grandparents day - if you love to plan a good party and have a real knack for doing so within the confines of a budget then this is the committee for you! We especially need people to help with the school tours.

Chair Robyn Allen Contact: daverobyrocki@verizon.net

Hospitality Responsibilities:

Luncheons

Teacher Appreciation Day – luncheon for the teachers - catered

Cards/flowers

School Tours – bagels and coffee – school brochures – and friendly faces

Grand Parents Day (Date TBA)

Sister's Circle Tea Time (Chair is Ms. Nathaniel/Date TBA)

Boys II Men Event (Chair is Mr. Rand/Date TBA)

School tours are a wonderful way to help this committee out. They usually happen in the morning about 15/20 minutes after the school day has started. Come lead a tour of prospective parents through our wonderful campus. About two hours of your time are needed to help lead a tour.

Teacher Time Raffle

Starting in January lasts 1 month!

This mini-fundraiser is a great way for your child to get quality time with his/her teacher. Each teacher and many staff members will donate a lunch or outing where the winning student can usually bring a friend (or sometimes 2 or more!). Raffle tickets are sold in the morning in the main lobby next to Ms Thompson's desk and colorful bags are displayed with the teacher's name and donation labeled on them. The raffle date will be announced and winners will be posted on a sheet of paper kept at Ms Thompson's desk for 1 week and on the list-serve.

To help with marketing this event and to help with selling raffle tickets in the morning and at pick up please contact the chairs.

Chairs: Eva Arena and Anat Ishai contact: eva_arena@yahoo.com

The PS 11 Annual Book Bash

Event Date: March TBA

Every year PS 11 hosts a Book Bash where we have local children's authors and illustrators come into the classrooms and talk about their work. Children can pre-order the books featured in their grade level and have them personally signed by the author the day of the event. Event requires about 8 weeks of planning.

Chairs: Tauheedah Yasin and Tudy Jawanda contact: tymani@verizon.net and tudyjawanda@gmail.com

PR & MARKETING: Someone to make posters, people to hand out flyers at drop off and pick up.

AUTHOR LIAISONS: We need 4-5 volunteers to greet and escort the authors from and to the library (or designated meeting space) to their designated classrooms. This has about a 2-hour commitment.

CATERER: Own a restaurant and/or catering business? If so, we need someone to cater this important and memorable luncheon for more details please contact the chairs closer to the date of planning.

BOOK DISTRIBUTORS: We need about 4 people to help distribute pre-ordered books to their designated classrooms and students. This requires about a one-two hour time commitment.

Literary Night

Date: April offsite

Every year PS 11 parents tap into our literary connections and greater community to host our annual Literary Night! This adult only event (usually hosted in a restaurant or local bar/lounge) will feature local or celebrated authors reading from their great works. A local bookstore/publisher will also be at the event selling copies that can be personally signed by the featured authors. Requires about 8 weeks of planning.

Chairs for this event are David Grubbs and Cathy Bowman Contact: blueseas@dragcity.com and cathyb@sbbs.org

PR & MARKETING: Someone to make posters, people to hand out flyers at drop off and pick up

TICKET SALES: 4 people to help sell pre-sale tickets at the school during the morning and afternoon drop-off and pick up

SCOUT FOR VENUE: 1 or 2 people to help chairs scout for venue to host this event

OPERATIONS NIGHT OF: 2 to 3 people to work the door/register and help with book sales

The PS 11 Spring Silent Auction Gala

Event Date: Friday, May 11, 2012

One of the year's biggest fundraisers for PS 11 is an adult only – night of eating, drinking and bidding on items donated by local businesses. This event calls on the PS 11 community to pull whatever resources they can to contribute to this important fundraising party. Organizing for this event requires 3 months of planning with weekly meetings.

Co- Chairs and Sub- Committee Chairs: OPEN

Contact: Eva Arena, Anat Ishai, and Katie Hale for more information on Chair positions: eva_arena@yahoo.com, anatishai@me.com, khale@pratt.edu

Volunteer Positions:

SOLICITATION: Even though we do call on every parent to solicit at least one local business to donate a biddable item we need **strategists** to help coordinate the effort. We meet in January to strategize for a May event.

PR & MARKETING: Including the creation of marketing materials for this event: posters, business brochure, and flyers – we need people to get the word out to the larger community. This also includes someone to do the Thank You letter.

TICKET SALES: Tickets are sold every Friday in April at the school in the morning at drop-off as well as on-line

OPERATIONS: Night of the event people are needed for various floor positions from cashiers to overseers of the food, wine and different types of auctions

COMMUNITY LIAISON: This certain someone helps promote the businesses sponsoring the fundraiser before/during/after the event: caterer, floral designer, wine and beer providers. This is done on list-serves, auction blog, and Bidding4Good site.

SET UP: Decorate the room, set up merchandise and food and wine areas. It is a long day but a lot of fun!

BREAK DOWN: The end of a long night that ends with drinks, food, a mop and a sense of community and accomplishment!

SPRING FEST!

Our annual neighborhood spring carnival takes place in May.

Every year PS 11 puts on a festival for families: rides, food, games and music - this event is a blast for the whole family. Please volunteer for this fun-in-the-sun party and help us raise money while still making this event accessible to everyone! Ideally 3 months of planning are needed for this event.

Chair: Obina Escort contact: obina79@yahoo.com

PR & MARKETING: Someone to make posters, post event on list-serves and people to hand out flyers at drop off and pick up and around the community.

COMMUNITY/BUSINESS LIAISON: We need someone with marketing savvy to a) help get businesses to sponsor the rides at this event b) sell table space to local vendors

DAY OF RIDE COORDINATOR: 5-10 people to work shifts on the rides taking tickets and monitoring the time.

TICKET SALES: Help the PTA sell tickets at the event

FACE PAINTERS: 2-3 fabulous face painters are needed at this event!

CONSESSIONS: Help the PTA sell food and beverages

Fundraising Committee

There are so many volunteer opportunities at PS 11 and volunteers are greatly appreciated. Last year's budget cuts were painful but due to the efforts of parents like you we were able to raise enough money to help keep programs like our Enrichment and Playworks at our wonderful school.

Please come to the monthly PTA general and board meetings to help coordinate the fundraising calendar and brainstorm new fundraising ideas!

Volunteers especially needed in the following areas:

- **Grant-writers** for a variety of programs and areas
- PS 11 Book Sellers (help sell used books at every PTA general meeting)
- Calling all graphic artists we need another fabulous **poster maker!**
- We are looking for someone to help the PTA change to **non-profit status**
- One Cause, Boxtops and Target Card Champions
- We are looking for someone to be the **Class Parent Coordinator**
- We are looking for someone to **chair a fundraising fashion show**
- We are looking for someone to **chair a PS 11 Flea Market/crafts fair**

Fundraising Chair: Eva Marie Arena eva_arena@yahoo.com

Volunteer Opportunities for Working Parents!

If you have access to a computer and just a little bit of time these two important volunteer opportunities could be just the thing for you!

Volunteer Spot Manager: Volunteer Spot is an on-line calendar/volunteer service that keeps track of events we would like volunteers to sign up for. Managing it requires email communication about the event details and managing a list of volunteers in our database and reaching out to them. Volunteer Spot then keeps track of who signed up for what. About 1 hour per event is the time commitment.

Bidding for Good Manager: Last year we introduced an on-line component to our annual silent auction. Managing this site requires a few fun tasks like obtaining the logo and website for the businesses donating and keeping track of the bids. This responsibility requires about 2 hours per week during the auction planning months of April/first week of May.

Recess Coordinator: (See Recess Page) basically coordinating the recess volunteer effort.

CONTENTS

<u>On-Going Events and Happenings:</u>	<u>Page #</u>	<u>Date</u>	
Gym Uniform Sales	3	September 8, 2011	Multiple dates
Welcome Back PTA Potluck	3	September 21, 2011	Monthly dates
Class Parent Meetings	4	September 15, 2011	Regular dates
Green Committee Events	10	On-going (TBA)	Monthly dates
Raffle Baskets	4	On-going (TBA)	Monthly dates
<u>Events that last more than 1 day</u>			
Readathon Kick-Off	5	September 21, 2011	1 month
Flower Power Fundraiser	10	September/March	1 month
Teacher Time Raffle	13	January (TBA)	1 month
On-line Portion of Silent Auction	15	April- May	1 month
September Candy Sales	4	September	1 month
<u>One Day/Time Only Events</u>			
Picture Day	3	October 14, 2011	One Date
Halloween Fun House	6	October 28, 2011	One date
Marathon Bake Sale	7	November 6, 2011	One date
Election Day Bake Sale	7	November 8, 2011	One date
Readathon Ends/PJ Party	5	November 10, 2011	One date
PS 11 Flea	17	November 13, 2011	One date
Enrichment Showcase I	12	December 16, 2011	One date
Fashion Show	17	February (TBA)	One date
Book Bash Meet the authors	14	March (TBA)	One date
Literary Night	14	April (TBA)	One date
Silent Auction	15	May (TBA)	One date
Spring Fest	16	May/June (TBA)	One date
Grandparents Day	13	(TBA)	One date
Track and Field Day	11	(TBA)	One date
Enrichment Showcase II	12	June (TBA)	One date