

## PTA Volunteer Program Opportunities

1. **Advanced Academics Liaison (formerly known as the Enrichment Program) (Contact Jennifer Wharton at [jenwharton@earthlink.net](mailto:jenwharton@earthlink.net) for more information about this committee)**-This volunteer provides support to the FHES Advanced Academics Program and works with Ms. Stephens to secure PTA funding for enrichment programs such as Word Masters and Continental Math League. This volunteer may also organize a Parent Coffee between Ms. Stephens and parents so that information about the Advanced Academics Program can be shared with the Flint Hill community.
2. **After School Classes Program**-These volunteers recruit and organize outside providers of enrichment programs ranging from art to athletics. The PTA is committed to providing a variety of programs for students in all grades. This program requires seven volunteers. The seven positions are listed below:

**Committee Chair (Contact Denise Bilidas at [dbilidas@hotmail.com](mailto:dbilidas@hotmail.com) for more information about this committee)**-This volunteer meets with the PTA president to determine opening and closing dates for registration as well as beginning and ending dates for fall, winter, and spring classes. This volunteer also supports the seven other volunteer positions.

**Vendor/Instructor Manager (Sarah Lundquist and Gayle Schlueter)** - This person will work with each after-school service provider to determine course selections and details (cost, time, space, etc.), reserve space and file appropriate paperwork through Fairfax County, and act as liaison and point of contact for all vendor-related issues. The big push will be before each session (fall, winter, and spring) in terms of paperwork but there will be ongoing communication with the vendors throughout each session.

**Registrar (Kirsten Jolley)** - This person will create and manage the online registration system including monitoring the registration and closing classes as they fill. Once registration is closed, the registrar will be responsible for managing drop/add requests and the waitlist to fill the classes. The registrar's duties end when the class data is sent to the data base manager. The busy time for this job is before, during, and for about 2-weeks after the registration period.

**Treasurer (Mary Ann Rashid)**- This person should be comfortable handling money and collecting payment from the community. This person will collect, record, and send deposits to PTA treasurer during registration and follow-up on pending credit card payments. This person will also handle refund requests for dropped classes and submit vendor invoices and attendance monitor payroll to PTA Treasurer. This job is ongoing, although busier at both beginning and end of each session.

**Database Manager (Melissa McShane)**- This person will be responsible for maintaining, manipulating, and distributing student data through the session. This person will create the rosters, attendance sheets, sign-outs sheets, and 3 binders. This person will also maintain lists

for each teacher and SACC. She will be the only person able to make any changes to the data and control who views/uses the data. We are taking steps to simplify this process and will use this summer to turn our ideas into solutions. Again, big push will be before the beginning of each session, although there are some lingering changes for the first two weeks of classes.

**Parent Communications Specialist (Cathy Matchette)**- This person will be the point of contact for communicating with parents. This includes sending confirmation emails before classes, sending reminder emails/cancellations during the session, and end of session emails. This person will also be responsible for collecting any parent feedback and sending it to the appropriate committee member if needed. This person will also follow up on any medical note or special accommodations note that parents write into their registration to make sure all students' needs are met. This position is ongoing.

**In-School Communication Specialist (Debbie Rudisill)**- This person will be responsible for communicating with in-school personnel (teachers, administrators, morning news, SACC, etc.) about after-school programs. This includes designing, copying, and distributing after-school flyers, coordinating an after-school table during open house and back to school night, getting announcements on morning and afternoon school news, sending Tuesday folder email blasts, etc. It also includes keeping teachers informed about which students in their class are participating in after-school programs, email teachers in the event of class cancellations, etc. This position is ongoing.

**Attendance Monitor (a high school student)**-the attendance monitor is typically a high school student that the PTA pays to monitor attendance on a daily basis for each of the classes offered. This person also contacts parents when a child is absent from an after school class, but the parent has not informed the program that the child will be missing class.

3. **Ambassador Program for Kindergarten (Contact Stephanie Schubring at [smschubring@fcps.edu](mailto:smschubring@fcps.edu) for more information about this committee)**-This volunteer attends the Kindergarten Orientation in the spring and provides an Informational Packet to parents. This volunteer also sets up several play dates in the summer so that rising kindergarteners and their families can get to know one another before school begins.
4. **Ambassador Program for New Families (Contact Stephanie Schubring at [smschubring@fcps.edu](mailto:smschubring@fcps.edu) for more information about this committee)**-This volunteer welcomes new families to Flint Hill Elementary School and provides support for them as they transition into their new school.
5. **Cultural Assemblies (Contact Margaret Herbold at [herbold@cox.net](mailto:herbold@cox.net) for more information about this committee)**-This committee organizes 3 to 4 assemblies each school year that support Flint Hill's curriculum.

6. **Depositor (Contact Monica Greer at [monicaabernathy@hotmail.com](mailto:monicaabernathy@hotmail.com) for more information about this position)**-This volunteer works closely with the treasurer and other PTA volunteers to deposit money collected for PTA programs.
7. **Fall Fling (Contact Stephanie Schubring at [smschubring@fcps.edu](mailto:smschubring@fcps.edu) for more information about this committee)**-This volunteer organizes a fun, family-centered day of fun at Flint Hill. Families can play carnival games, jump in a moon bounce, participate in a pumpkin carving party, and enjoy some delicious treats like cotton candy and snow cones.
8. **Family Events (Contact Glorimar Ortiz at [glorimar.atoa@gmail.com](mailto:glorimar.atoa@gmail.com) for more information about this committee)**-This volunteer organizes fun, family-centered events throughout the school year to encourage a sense of community at our school. Events include Family Movie Night, Skate Night, and Bingo Night.
9. **Flint Hill Cares (Contact Carrie Miller at [btmcfm@verizon.net](mailto:btmcfm@verizon.net) or Lynne Kohls at [kohls.klub@verizon.net](mailto:kohls.klub@verizon.net) for more information about this committee)**-This volunteer chair organizes volunteers to lend support to Flint Hill families and the Flint Hill staff experiencing a challenging event such as the birth of a child, an injury, or an illness. This volunteer can lend support by assisting with meals, grocery shopping, or providing gift cards during times of need.
10. **Garden and Courtyard Committee (Contact Connie Kohler at [connieroofkohlerot@gmail.com](mailto:connieroofkohlerot@gmail.com) for more information about this committee)**-The courtyard and garden provide outdoor classroom space for our students. Volunteers help coordinate the maintenance, upkeep, and beautification of the FHES courtyard, gardens, and grounds. In addition, committee members assist with curriculum opportunities for teachers in the courtyard and gardens, in support of FHES becoming an "Eco-School." Committee members coordinate with room parents to maintain a frequent presence in the courtyard throughout the year. Parents with an interest in native plants, birds, composting, carpentry, vegetable gardening, and landscape design can also be resources and projects are available for community service groups such as the Girl Scouts and Boy Scouts.
11. **GRACE Art (Contact Sarah Helmicki at [sbhelmicki@aol.com](mailto:sbhelmicki@aol.com) for more information about this committee)**-GRACE Art volunteers teach art appreciation and complete art projects with students in the classroom. This is a monthly program, and takes approximately one hour of volunteer time in the classroom. Docents are asked to attend short, monthly training sessions during the school day to learn about the featured artist and related art project.
12. **Health and Safety Committee (Contact Clay Hamric at [cphamric@msn.com](mailto:cphamric@msn.com) for more information about this committee)**-This volunteer provides support to health and safety related events at Flint Hill such as the INOVA Blood Drive, programs supporting fire and traffic safety, and safe routes to and from school. One goal of this committee is to increase biking and walking to and from school.

- 13. Healthy Alternatives Committee (Contact Katie Geiser-Bush at [k\\_mbush@cox.net](mailto:k_mbush@cox.net) for more information about this committee)**-This committee promotes healthy life style choices for the students at Flint Hill Elementary School. These volunteers help parents, teachers, and the PTA find healthier options to celebrate birthdays and holidays in the classroom, reward positive behavior, and congratulate class participation in activities such as BoxTops and the Read-A-Thon. This committee serves as a liaison for the Real Food for Kids initiative. Real Food for Kids is committed to working in collaborative ways to increase the quantities of healthy foods in FCPS and supporting programs that educate our students and their families on making healthier lifestyle choices. This committee works closely with the Health and Safety Committee as well as the Parent Programs Committee, and may bring in speakers to discuss topics related to healthy alternatives.
- 14. Hospitality Committee (Contact Stephanie Sussan at [stephanie.sussan@gmail.com](mailto:stephanie.sussan@gmail.com) or Wanda Grove at [groversan@verizon.net](mailto:groversan@verizon.net) for more information about this committee)**-This volunteer organizes five events held during the school year including the Patriot's Day Reception, the Mentoring Program's Kick-Off Breakfast, the Mentoring Program's Renewal Luncheon, the Mentoring Program's End of the Year Celebration, and the End of the Year Thank You Party for PTA Volunteers. This volunteer will work with Mrs. Judd to organize the Patriot's Day Reception and Mrs. Andrews to organize the Mentoring Program Events. This volunteer will also work with the PTA officers to organize the End of the Year Thank You Party for PTA Volunteers in June.
- 15. International Night (Contact Sarah Bohn at [snsnbohn@verizon.net](mailto:snsnbohn@verizon.net) for more information about this committee)**-Flint Hill families represent scores of countries around the world. Our first International Night held in 2011 showcased more than 20 cultures in an evening of food, dancing, and entertainment. Our second International Night was held in 2012. This volunteer will ensure that International Night is a fun-filled annual event at FHES.
- 16. Nominating Committee (This committee will form by February 2013)**-This committee works together to find six PTA officers to serve for the following school year and fill vacant PTA volunteer positions.
- 17. Parent Programs (Contact Jane Miscavage at [janemiscavage@hotmail.com](mailto:janemiscavage@hotmail.com) for more information about this committee)**-This volunteer plans parent-education programs on various topics of interest to meet the needs and concerns of our school and parent community. Topics include nutrition, technology, special education, learning styles and learning differences, nurturing academic success in children, reading, grading, developing a positive self-concept in children, homework tips for parents, and bullying. This volunteer will also post articles on the PTA website to share information about relevant school related topics. Chairs from other committees can also suggest articles and topics for parent programs.

18. **Positive Behavior and Intervention Support (PBIS) (Contact Dot Artz at [dartz@cox.net](mailto:dartz@cox.net) or Anne-Stuart Kirkhorn at [kirkhorn@cox.net](mailto:kirkhorn@cox.net) for more information about this committee)** -This volunteer works with the FHES administration and staff to monitor the continued effectiveness of our school-based Positive Behavior Intervention and Support program as described in the FHES Falcon Handbook.
19. **PTA Membership (Contact Stephanie Schubring at [smschubring@fcps.edu](mailto:smschubring@fcps.edu) for more information about this committee)**-This volunteer encourages all parents to support the mission of the PTA which is “to make every child’s potential a reality by engaging and empowering families and communities to advocate for all children” by joining the PTA.
20. **Publishing Center (Contact Dana Stewart at [danacs2227@gmail.com](mailto:danacs2227@gmail.com) for more information about this committee)**-Publishing Center volunteers work with teachers and class historians to create books written by students. Books are then published through Clark Color.
21. **Recycling (VACANT)**-This committee finds new ways to encourage kids and parents to recycle and reuse. During the 2010-2011 school year, this committee installed a composter and parent volunteers taught kids how to “recycle” their lunch leftovers. During the 2011-2012 school year, this committee supported toner recycling with Office Depot, the electronics drive in the fall, and a sneaker drive during the Falcon 5K as well as added “Green Gems” to the PTA Tuesday Update.
22. **Reflections (Contact Clare Kersten at [kersten2@verizon.net](mailto:kersten2@verizon.net) for more information about this committee)**-Reflections is a National PTA program designed to recognize student creativity through a cultural arts competition. Students in preschool through grade 12 are encouraged to create and submit works of art based on a given theme in six areas: Dance Choreography, Film Production, Literature, Musical Composition, Photography, and Visual Arts. Visual Arts includes art forms such as drawing, painting, print making, and collage. The 2012 theme is “The Magic of a Moment.” Volunteers will assist the chairperson in organizing the program, communicating with the FHES community, planning the FHES Reflections Awards Ceremony, and coordinating the submission of winning entries to the regional level of competition.
23. **School Directory (Contact Sarah Lundquist at [sarahlund411@aol.com](mailto:sarahlund411@aol.com) for more information about this committee)**-This volunteer provides all PTA members access to phone numbers, addresses, parent emails, and class lists through an online directory so that parents can set up play dates and students can reach out to others when they have forgotten their homework at school. A paper copy of the directory will be available to PTA members for a fee. **(Contact Pam Waldron at [p.pamwaldron@verizon.net](mailto:p.pamwaldron@verizon.net) for more information about the paper directory).**
24. **School Supply Kits (Contact Carmen Myers at [carmenmyers@cox.net](mailto:carmenmyers@cox.net) for more information about this position)**-This volunteer provides a convenient option for purchasing school supplies each spring for the following school year. This volunteer distributes order forms in the spring,

collects orders and payments, and distributes the school supply kits during the Open House in September.

25. **Service Projects Coordinator (Contact Karen Cain at [karpug@msn.com](mailto:karpug@msn.com) or Joann Meginley at [jjod.meg@verizon.net](mailto:jjod.meg@verizon.net) for more information about this committee)** -This committee supports the great work of the SCA led by Mrs. Andrews. Service projects in the past have included the canned food drive, a book drive, a diaper drive, and a backpack drive.
26. **Show What You Know (Contact Cindy Parker at [cparker8@gmu.edu](mailto:cparker8@gmu.edu) for more information about this committee)**-Flint Hill's Fifth Annual Show What You Know was held March 28, 2012. Students choose topics of interest to them and create displays to educate the rest of us. Topics are limited only by students' imaginations, and can range from sports heroes to foreign countries, and from musical instruments to tornadoes. Anything is fair game. Show What You Know works well for volunteers who are short on free time but who love to see kids enthusiastically share their learning.
27. **Special Education Liaison (Contact Erin Lauer at [erinferrier@hotmail.com](mailto:erinferrier@hotmail.com) for more information about this committee)**-This volunteer organizes parent programs regarding special education, provides information about special education by adding relevant links to the PTA website, supports the celebration of Inclusion Week in December, and works with Flint Hill's special education teachers to utilize money from the PTA budget to support students and fund the After School Homework Initiative.
28. **Spelling Bee (Contact Liza Morss at [eliza.morss@gmail.com](mailto:eliza.morss@gmail.com) for more information about this committee)**-This committee organizes a spelling bee contest for our Flint Hill students. This year registration opens on January 2 and closes on January 11. The Junior Spelling Bee (K-2) will be held on January 24. The FHES Spelling Bee (3-6) will be held on January 25. An informational session for first-time participants will be held on January 17 and is open to no more than 30 students. The goals of the spelling bee include: to promote literacy, to develop study skills, to develop self-confidence, to develop communication and public speaking skills, and to learn to thrive under pressure.
29. **Staff Appreciation (Contact Gayle Schlueter at [gschlueter2000@yahoo.com](mailto:gschlueter2000@yahoo.com) for more information about this committee)**-This volunteer coordinates staff appreciation events during the school year to show the FHES faculty and staff how much we appreciate them. Events include Teacher Appreciation Week, Custodian Appreciation Week, Bus Safety Week (bus drivers, safety patrols, and the crossing guard are all honored), Administrative Assistants Day, and Teacher Workdays.
30. **Talent Show Coordinator (Contact Beth Salvosa at [bethsalvosa@yahoo.com](mailto:bethsalvosa@yahoo.com) or Stephanie Schubring at [smschubring@fcps.edu](mailto:smschubring@fcps.edu) for more information about this committee)**-This committee organizes an event to showcase the talent here at Flint Hill Elementary School.

31. **Technology Liaison (Contact Teresa Cochran at [teresacochran@verizon.net](mailto:teresacochran@verizon.net) for more information about this program)**-This volunteer works with the FHES staff to assess the technical needs of the school and find ways to support those needs. This volunteer also keeps parents informed about technology issues related to schools and students. In addition, the volunteer provides support for the PTA website.
32. **Thoreau Liaison (Contact Stephanie Godwin at [godwinfamily@cox.net](mailto:godwinfamily@cox.net) for more information about Thoreau Middle School) and Luther Jackson Liaison (Contact Kesley Anderson at [creativekesley@gmail.com](mailto:creativekesley@gmail.com) for more information about Luther Jackson Middle School)**-This volunteer keeps sixth grade parents informed as their children transition to middle school whether it be Thoreau Middle School or Luther Jackson Middle School. This is a great volunteer position for a parent with children at Flint Hill Elementary School and at Thoreau or Luther Jackson Middle School. This volunteer can post information about middle school in the PTA Weekly Update or on the PTA website to keep parents up to date on what is happening in middle school.
33. **Treats for Troops Candy Collection (Contact Eliza Morss at [eliza.morss@gmail.com](mailto:eliza.morss@gmail.com) for more information about this committee)**-This committee collects Halloween candy for Mover Moms in Bethesda, Maryland and transports the donations to this group. The donated candy is then shared with men and women serving in the military overseas.
34. **Webmaster (Contact Mimi Keene at [mimik4@verizon.net](mailto:mimik4@verizon.net) or Stephanie Schubring at [smschubring@fcps.edu](mailto:smschubring@fcps.edu) for more information about the PTA website)**-This volunteer works with the PTA officers and Committee Chairs to manage the PTA website.

#### **PTA Volunteer Fundraising Opportunities**

1. **Falcon 5K Race (Contact Amanda Dixon at [dixon603@cox.net](mailto:dixon603@cox.net) for more information about this committee)**-This volunteer organizes a 5K race and fun run to promote fitness among our Flint Hill students. Families gather together for a morning filled with music, family friendly events such as hula hooping and face painting, and running. This event also raises funds for FHES through corporate sponsors.
2. **Read-A-Thon (Contact Gayle Schlueter at [gschlueter2000@yahoo.com](mailto:gschlueter2000@yahoo.com) for more information about this committee)**-This volunteer organizes a two week event that is designed to develop stronger, more enthusiastic readers. Students keep track of the minutes that they read and individual classes compete to see who can read the most minutes. Mrs. Nenniger organizes a parade on March 2 which is Dr. Seuss Day. On that day, the winners of the class competition are recognized. Students can earn money for their school by asking parents and neighbors to sponsor them during the Read-A-Thon.

3. **Rebate Programs for Box Tops, Amazon, Target and Giant-(Contact Donna Noel at [dkn2@cox.net](mailto:dkn2@cox.net) for more information about the Box Tops Rebates Program. Contact Marla Grandolph at [marlagrandolph@netscape.net](mailto:marlagrandolph@netscape.net) for more information about the Giant Rebates Program. Contact Kirsten Jolley at [kirsten.jolley@gmail.com](mailto:kirsten.jolley@gmail.com) for more information about the Amazon and Target Rebates Program)**-This volunteer encourages all parents to join the rebate programs listed to raise funds for PTA programs. For the 2011-2012 school year, one volunteer managed Box Tops, Amazon, and Target and one volunteer managed Giant. The Giant Rebates Program raised over \$10,000 for our school during the 2011-21012 school year.
4. **Grants Program (Contact Ellen Stoupa at [estoupa@aol.com](mailto:estoupa@aol.com) for more information about this program)**-This volunteer explores ways to access additional funding for FHES through grants.

#### **Volunteer Opportunities not sponsored by the PTA**

1. **Grade Level Special Events**-The chairperson for each grade level event serves as the PTA liaison and oversees volunteers who will help plan and execute each event. The grade level events are as follows:
  - 3<sup>rd</sup> Grade Chinese New Year Celebration
  - 4<sup>th</sup> Grade Colonial Day
  - 5<sup>th</sup> Grade Renaissance Day
  - 6<sup>th</sup> Grade Farewell Party
2. **Library (Contact Carmen Myers at [carmenmyers@cox.net](mailto:carmenmyers@cox.net) for more information about this committee)** –This volunteer recruits parents to work in the school library. The volunteers who work with Carmen make a WEEKLY commitment to work in the library for an hour to an hour and a half shift. Volunteers are assigned to work a shift when their children attend library, and are responsible for helping children find and check out books, check in books, and shelve books. In addition, library volunteers help out with the Annual Flint Hill Book Fair which is typically held in early December.
3. **Room Parents (Contact Anne-Stuart Kirkhorn at [kirkhorn@cox.net](mailto:kirkhorn@cox.net) for more information about this committee)**-Room parents are the strongest link between Flint Hill families and the school community. They support classroom teachers by planning celebrations around holidays and other events, coordinating classroom volunteers, recognizing teachers' birthdays, and planning classroom gifts. They act as the PTA ambassador to Flint Hill families by welcoming and including ALL students and their parents in the Flint Hill community, communicating PTA information to parents and then parents' needs back to the PTA, planning Teacher Appreciation activities, and recruiting classroom volunteers to support PTA activities.
4. **Yearbook (Contact Tinelle Davies at [tinelle@alumni.virginia.edu](mailto:tinelle@alumni.virginia.edu) for more information about this committee)**-This committee creates a book of special memories each year for our students.



Pictures of each Flint Hill student are included with their class and some school events are also highlighted.