

Lower School PSO Volunteer Needs for the 2019-2020 School Year

Committee members and volunteers needed for the year:

- **Front Desk Receptionist:** Working at the Front Desk is a great gift to our school and an excellent way to stay connected to our community. It's wonderful to be able to be in the heart of the action on a regular basis, occasionally get to say hello to your student(s), and get to know and support our faculty and staff. Plus, no sitting in carline on the days you work! Volunteers are needed to staff the Front Desk throughout the week. Please contact Mary Rogers at mary.rogers@greatheartsirving.org if you are interested in this position.

Each full-day shift would be from 7:45am to 3:15pm and half-day Fridays would be from 7:45am to 1:20pm. Both full and half-day shifts are available as well as any increment of hours and number of days of the week that best fit your schedule. For example: a volunteer could work every Tuesday and Wednesday from 12-3:15pm or every Monday from 7:45am-3:15pm or Tuesdays and Thursdays from 7:45am-11:45am or any such combination. Duties would include but may not be limited to: signing in late-arrival students, greeting all visitors and checking them in to the visitor log on the computer, answering the phone, assisting students, faculty, and staff at the front desk as needed, and various other tasks as they arise.

- **Teacher TLC:** Help committee chair Becky Wilcox and the PSO president organize and set up breakfasts, lunches, or snack bars for teachers at various times throughout the year (using SignUp Genius to organize donations and set-up help). Help gather donations for keeping the lounge stocked with supplies and snacks (using an additional SignUp Genius and occasionally going to campus to put away donations). One or two committee members for each building are needed, since this committee covers both the Lower and Upper School lounges.
- **Spirit Day Events:** Help Paulina Aguirre-Moreno organize and advertise for our monthly Spirit Day events. Research different venues for activities like indoor trampoline parks, skating rinks, etc where the community can gather and the proceeds benefit the PSO. Help research additional restaurants that would be willing to host a Spirit Day event. Help communicate with businesses hosting events, as needed. Help advertise event (putting up signs, preparing flyers to be sent home, post on Facebook, word-of-mouth) and *take shifts at the actual event as a host and chaperone (this is important for the success of the event and keeping a good relationship with participating businesses)*.
- **Spirit Store:** Help Rachel Richards track monthly orders from the Spirit Store website and distribute them on campus. Orders only go out once a month, so this is not a huge time commitment and only needs one or two committee members. One or two committee members are needed and would be a backup for Rachel and/or be the point person for the Upper School orders, depending on how the committee decides to divide the tasks.
- **Curriculum Night:** Two volunteers are needed (in addition to a PSO member) to set up t-shirt sales and an information table for Curriculum Nights:
September 4th - K, 2, and 4 Curriculum Night (5:30–7:30pm)

September 5th - 1, 3, and 5 Curriculum Night (5:30–7:30pm)

- **Lunch Duty:** Helping at lunch is a real joy! It is such a wonderful way to interact with students and get to know them. It can be a real bright spot in your day to help them through lunch and so encouraging to have your “hello” and offers of help returned with a beaming smile and lovely conversation. It’s also a great way to support and get to know our teachers and staff, and can save you an extra trip to campus for that forgotten water bottle or form that needs to be dropped off.

Anyone can help with lunch duty weekly, monthly or as you are available (younger children of volunteers are not able to accompany their parent and childcare is not available, so please make arrangements accordingly). Lunch runs from about 10:50am-1pm and it is best if the volunteer is able to stay the entire time. The most helpful option is to commit to volunteering on the same day every week. If you’re not able to come weekly, any number of times in a month is still helpful, but would be best if it could be on the same day every month, i.e. the 2nd Wednesday of every month. Another option is to be “on call” or be a backup, where you’d complete the necessary training but only come in as a substitute. You can also come day-of, as your schedule allows, and help clean between lunches.

Volunteers are needed to “run the computer” (essentially posting each lunch to the correct account in the lunch program database, since no money is handled at lunch) and/or help clean tables and floors in between lunches and after the last lunch of the day. In order to run the computer, you must have completed a training course beforehand.

Please contact Cindy Pick, our Lunch Volunteer Coordinator, if you are interested in volunteering and need more information about training or any other details. Cindy can be reached via email or phone: cindypick@sbcglobal.net or (214) 325-0194.

- **Fall Festival:** Please contact Amanda Nicholls at amanda@2amps.com or (214) 773-1686. Volunteers are needed to help in a variety of areas before and at the event. Look for more information soon about specific committees and areas in which to volunteer!
- **Snowflake Fund:** The Snowflake Fund provides a winter holiday gift to each member of our faculty and staff. A committee chair and two committee members are needed to coordinate the event which includes: communication (flyers, Facebook, coordinating with Room Parents, newsletter blurbs, etc), gathering of funds (with the help of the PSO treasurer), and distribution of funds (dividing funds into envelopes, possibly with a card or note, and addressing envelopes). This committee would cover both Lower and Upper School faculty and staff.
- **Field Day:** Annie Muller will be the committee chair for Field Day (both Upper and Lower School). Annie can be reached at annielizabeth@gmail.com or (469) 442-6365. Three or four committee members are needed *per building (one group for Lower School and one group for Upper School)* to help with t-shirt sales prior to Field Day and possibly the day of as well, recruit and coordinate volunteers for the day of Field Day, and any other needs that may arise.

- **Teacher Appreciation Week:** A committee chair and two or three committee members *per building (both Lower and Upper School buildings)* are needed to plan the specific ways to show appreciation, create a schedule, and communicate the events. The committee will also be given the lists of teachers' favorite things and asked to organize and distribute that information to the corresponding classes and coordinate any needed signups for organizing contributions. Committee members will also need to be available during Teacher Appreciation Week to help receive and distribute contributions on campus and set up any meals or snacks in the teachers' lounges.

If you have any questions at all, please contact Eva Klassen (PSO president) via email or text/voice at eva_klassen@yahoo.com or (214) 908-8280. Here's to a great year!