

## **HITEON PTC VOLUNTEER CHAIR OPPORTUNITIES**

**\*\*\*HITEON FUN RUN\*\*\*** – This is our primary fundraiser of the year where students seek pledges for running and take pride in being physically active. Work with PTC board VP1(s) to organize this event (choose a theme, prizes, refreshments for runners and volunteers, organize and instruct volunteers, etc.) Recruit volunteers to help count number of laps, collect contribution envelopes, hand out snacks and water, and cheer on our Hiteon Hawks.

**Art Literacy** - The program consists of volunteers who go into classrooms to give a visual presentation on an artist which is followed by a hands-on art project with the students. Attend BSD art literacy training, set up monthly training sessions for classroom presenters and maintain art supplies.

**\*Birthday Bulletin Board** – Maintain and decorate the Hiteon Student Birthdays of the Month celebration board in the main hallway by the cafeteria.

**Bingo Night** – Organize this annual event; obtain supplies, tables and seating, and prizes and promote event to Hiteon community. Recruit volunteers to set up and staff an evening of family fun.

**Box Tops/Label for Education** – Recruit volunteers to help cut and count box tops and soup labels (can be done at home) and submit for money or supplies. Two classroom contests are run during the year with the winning classrooms receiving a special treat; coordinate with teachers of winning classrooms and supply and serve treats.

**Book Fair** – Assist with sales of books for this library fundraiser. Schedule and train volunteers to set up prior, staff fair and pack up after.

**Classroom Coordinator Liaison** – Assist classroom coordinators (formerly known as Room Parents), as needed, with party planning, and staff appreciation ideas. Communicate BSD and PTC policies and guidelines to classroom coordinators. Food handlers permit recommended (fee is PTC reimbursable).

**Clothes Closet** – Attend BSD clothes closet orientation and recruit volunteers to staff this valuable district resource for needy families in our community. Hiteon is assigned one day to fill shifts.

**\*Directory** – Work with Hiteon office staff to create a student directory and distribute to Hiteon community.

**\*Dining 4 Dollars** – Coordinate and schedule dates with local restaurants and promote and communicate event to the Hiteon community

**Donut Dude Event** – Plan and organize this annual event. Coordinate with Hiteon staff and promote event to the Hiteon community. Recruit volunteers to set up and serve breakfast items at this before school student event. Food handlers permit recommended (fee is PTC reimbursable).

**Family Art and Culture Night** – Select and organize activities for this annual event. Recruit volunteers to display student artwork, set-up stations and assist with projects and clean-up.

**Event Date: Jun. 2, 2016**

\*No additional volunteers required, chairperson(s) only

**Family Dance** – Plan and organize. Recruit volunteers to help with set up, cleanup, check-in, or chaperone at our rockin' DJ'd dance.

**5th Grade Parent Coordinators** – Plan and help with send-off party, help organize the Colonial Fair, work on the yearbook for documenting all those 5th grade memories. REcruit volunteers to set up, staff and clean up after 5th grade activities.

**Garden Committee** – Organize and meet with parent volunteers and Hiteon staff to maintain and enhance the garden boxes at school for the learning and enjoyment of the students.

**Hearing Screening** – Recruit volunteers to help gather students when needed and guide through stations, as well as assist in testing with hearing.

**\*Laminator** – Laminate materials for teachers and staff on a regular basis.

**Library** – Help Library Assistant check in materials, resshelf books, and tidy shelves and train library volunteers. Help students find appropriate reading level books, assist with special projects.

**Lost and Found Crew** – Help clean up, tag and manage the lost and found cart. Periodically launder and transport unclaimed items to the Beaverton Clothes Closet.

**Math Labs (3rd/4th Grade)** – Coordinate with teachers to establish a schedule, expectations and goals for the year. Recruit and schedule volunteers for math labs sessions. The students will be divided into groups of 4-6 based on assessments done by the teachers. Programs are generally run once a week.

**\*Oregon Battle of the Books (OBOB) (3rd-5th Grade)** – Students read a selection of books and answer questions based on books content. Assist school organizer setting up classroom teams, take pictures, decorate bulletin board, and coordinate with teachers.

**Passport Club (1st-5th Grade)** – Recruit volunteers to help quiz students, hand out stamps and maps for our great geography program. Maintain bulletin board and supplies; maps, stamps, passports, and record student progress. Schedule passport check timeslots with teachers.

**Picture Day** - Recruit volunteers to assist you in guiding students from class to photographer, making sure faces and hair are picture perfect, and lining up and supervising waiting students.

**\*PTC Newsletter** - Gather info and format our monthly Hawk Squawk PTC newsletter.

**\*PTC Website** – Support and update Hiteon PTC website ([hiteonptc.org](http://hiteonptc.org)) as needed

**Vision Screening** – Recruit volunteers to help gather students when needed and guide through stations, as well as assist in testing with vision.

**\*Workroom Trainer** – Train volunteers on the use of the copy machines, die-cut, binding, as well as location and use of office supplies they can use for supporting classroom & school projects.

\*No additional volunteers required, chairperson(s) only

**Popcorn Sales** – Pop and sell popcorn on decided Friday afternoons (usually once per month) throughout the year. Food handlers permit recommended (fee is PTC reimbursable).

**\*Reader Board** – Assist in keeping our outside Hiteon reader board up to date with current events and activities.

**Reading Incentive** – Go For the Gold! This is Hiteon’s voluntary incentive program to encourage our students to read. Help track students’ reading hours and pass out prizes.

**Science Fair** – Plan and organize this great enrichment program that involves a fun kick-off assembly, small classroom presentations, sign up forms, and an evening event to view projects. Recruit volunteers to help set up of event, reviewing projects, presentations, decorating bulletin board, displaying signs, and more.

**\*School Supply Ordering** – Place school supply kit orders through SchoolKidz staples program.

**Staff Appreciation Week** – Plan acts of appreciation for our wonderful Hiteon Staff as well as a mid-week luncheon.

***Event Dates: May 2-6, 2016***

**Take Home Projects** - Pick-up take-home projects from teachers and staff from workroom, complete projects and return them to school. Contact additional volunteers as necessary to complete projects.

**\*Technology Support** – assist Hiteon staff with utilizing and troubleshooting classroom technology

**\*Welcome Committee** – greet families new to Hiteon during the school year and act as a resource for Hiteon information

\*No additional volunteers required, chairperson(s) only