

## *Hollywood School PTA* *Volunteer Opportunities*

The Hollywood School PTA is able to offer amazing programs and activities to enrich each student's education, **thanks to the many parent volunteers!**

Based on recent studies, parent/guardian involvement is essential in raising a student's academic achievement and self-esteem. Since each family is unique with its own needs, priorities and time constraints, the PTA provides many different types of volunteer opportunities (see attached list).

Please use this form to check the boxes of those opportunities which interest you. Your contact information will be forwarded to the designated chairperson, who will contact you as the need for volunteers arises.

The completed form should be forwarded to the Hollywood School office by **Friday, September 24<sup>th</sup>**. You may also email Susan Gersch at [tngersch@comcast.net](mailto:tngersch@comcast.net), indicating the "Volunteer Opportunities" which interest you or if you have any questions.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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|---|---|
| <input type="checkbox"/> Adult Quiz Night                           | <input type="checkbox"/> Holiday SCRIP Program      |
| <input type="checkbox"/> Birthday Books                             | <input type="checkbox"/> Hollywood Nights           |
| <input type="checkbox"/> Book Fair                                  | <input type="checkbox"/> Hospitality                |
| <input type="checkbox"/> Campbell soup labels/GM box tops           | <input type="checkbox"/> Ice Cream Social           |
| <input type="checkbox"/> Cultural Arts                              | <input type="checkbox"/> Library                    |
| <input type="checkbox"/> Ecology Club                               | <input type="checkbox"/> Market Day                 |
| <input type="checkbox"/> Election Day Bake Sale                     | <input type="checkbox"/> Teddy Bear Picnic          |
| <input type="checkbox"/> Fall Festival                              | <input type="checkbox"/> Nominating                 |
| <input type="checkbox"/> Family Science Day                         | <input type="checkbox"/> Preschool Screening        |
| <input type="checkbox"/> Field Day                                  | <input type="checkbox"/> Room Parent Representative |
| <input type="checkbox"/> 5 <sup>th</sup> Grade Games Night (Hauser) | <input type="checkbox"/> School Bricks              |
| <input type="checkbox"/> 5 <sup>th</sup> Grade Games Night          | <input type="checkbox"/> School Tool Box            |
| <input type="checkbox"/> Flower Sale                                | <input type="checkbox"/> Sock Hop                   |
| <input type="checkbox"/> Founders Day Dinner                        | <input type="checkbox"/> Spirit Wear                |
| <input type="checkbox"/> Fun Lunch                                  | <input type="checkbox"/> Staff Appreciation Week    |
| <input type="checkbox"/> Great Books Lunch Bunch                    | <input type="checkbox"/> Website/Technology         |
| <input type="checkbox"/> Holiday Gift Shoppe                        | <input type="checkbox"/> Wee Deliver                |
| <input type="checkbox"/> Holiday Ornaments                          | <input type="checkbox"/> Yearbook                   |

### **Adult Quiz Night (PTA Fundraiser)**

Adult quiz night allows the adults of Hollywood to spend time getting to know each other and having fun. The evening takes place at Hollywood House. Donations are made to the PTA to participate. Everyone sits at tables and has the opportunity to test his/her knowledge of trivia in a team environment. In addition, participants may purchase clues to help answer the trivia questions. Bring plenty of friends and refreshments and be ready to have fun while supporting the PTA.

**Time frame:** Once per year  
**Time commitment:** Planning meetings and attendance evening of event  
**Date:** February/March  
**Budget:** N/A  
**Chairperson:** Dionne and Jim Mangan

### **Birthday Books**

The PTA allows each student to select a book on his/her birthday. Volunteers are responsible for selecting books to have on hand in the school office for the students.

**Time frame:** Ongoing  
**Time commitment:** Purchase books throughout the school year.  
**Dates:** August through June  
**Budget:** \$200  
**Chairperson:** Pam Bowie

### **Book Fair (PTA Fundraiser)**

A Scholastic Book Fair ([www.scholastic.com](http://www.scholastic.com)) is a literacy event that puts books in the hands of students and helps raise funds for Hollywood School. Scholastic Book Fairs offer a wide selection of titles that spark a child's imagination and open the doorway to reading, build school and classroom libraries, and have the newest and best selection of children's books. **Many** volunteers will be needed to set-up the book fair, sell books and clean-up at the end of the sale.

**Time Frame:** Once per year  
**Time Commitment:** Volunteers will have an opportunity to help set-up the book fair, sell books at the fair and/or help tear down once the sale has ended  
**Dates:** September 28<sup>th</sup> through October 4<sup>th</sup>, 2010  
**Budget:** N/A  
**Chairperson:** Martha Carlson

**Campbell Soup Labels/ General Mills Box Tops (PTA Fundraiser)**

Hollywood collects Campbell Soup Labels and General Mills Box Tops. The school earns points based on the number of labels/box tops collected. The points can be used to “purchase” items for the school (i.e., playground equipment).

**Time Frame:** Ongoing  
**Time Commitment:** Gather labels/box tops and submit to sponsors throughout the school year  
**Dates:** August through June  
**Budget:** N/A  
**Chairperson:** Nori Scheuermann

**Cultural Arts**

Using resources generated from various PTA fundraisers, the Cultural Arts Committee sponsors the many programs listed below. There is **no limit** to the number of volunteers needed to make these programs possible.

**Time Frame:** Ongoing  
**Time Commitment:** Planning meetings throughout the year, and organizing sponsored programs  
**Dates:** Dates vary by activity  
**Budget:** See PTA Treasurer  
**Chairperson:** Jennifer Leimberer

**Sub-Committees:**

***Art to Remember:*** Kelly Stover Krupske  
***Artist in the Classroom:*** Elizabeth Fragoso  
***Artist in Residence:*** Kierith Kurth  
***Assemblies:***  
***Family Reading Night:*** Jennifer Leimberer  
***Field Trips:***  
***Hollywood Writers Theater/  
(Young Author’s Celebration):***  
***Little Symphony:*** Jennifer Leimberer  
***Reflections:***

**Ecology Club**

A monthly after school club designed to educate students about their relationship with animals, plants and the environment. Ecology Club also sponsors daily events during Earth Week (3<sup>rd</sup> week in April). Volunteers help lead monthly meetings and plan for Earth Week.

**Time Frame:** Monthly  
**Time Commitment:** Planning meetings and attendance at monthly after school club meetings  
**Dates:** September through May (3:00pm – 4:00pm, 3<sup>rd</sup> Tues/month)  
**Budget:** \$150  
**Chairperson:** Martha Carlson

**Election Day Bake Sale (PTA Fundraiser)**

Volunteers are asked to bring in store-bought or home made bakery items to sell at Hollywood on election day(s) during school hours.

**Time Frame:** Once or twice per year  
**Time Commitment:** Provide baked good and/or volunteer to sell items  
**Dates:** November 2, 2010 and April 5, 2011  
**Budget:** N/A  
**Chairperson:** Patti Maher

**Fall Festival**

The fall festival is a way to welcome the start of the school year for all Hollywood School families. The event typically includes carnival games, food, prizes, face painting, and more. This event alternates years with the Ice Cream Social.

**Time Frame:** Once every other year  
**Time Commitment:** Planning meetings and attendance the day of event  
**Dates:** Next event planned for fall 2011-2012  
**Budget:**  
**Chairperson:**

**Family Science Day**

A one day event for the entire family, designed to educate students about a certain area of science. The school's gymnasium and several other classrooms within the building are transformed into a number of different science experiments conducted by parent volunteers

**Time Frame:** Once per year  
**Time Commitment:** Planning meetings, outside preparation of experiments and attendance the day of the event  
**Dates:** March 12, 2011  
**Budget:** \$500  
**Chairperson:** James Lodolce

**Field Day**

Field Day begins at 8:30am in the school gymnasium for the annual Awards Ceremony where students are recognized for their accomplishments throughout the school year. Then it is time to play! Students run, hop, skip and jump through lots of games and activities, which are setup on the RB football field. The day includes a picnic lunch on the Hollywood School grounds and a yearbook signing party. **Lots** of volunteers are needed to supervise games, assist teachers and prepare lunch.

**Time Frame:** Once per year  
**Time Commitment:** Planning meetings and attendance the day of event  
**Dates:** May 27, 2011  
**Budget:** \$1,500  
**Chairperson:** Maureen Stanko

**Fifth Grade Games Night (Hauser edition)**

An annual event for fifth graders in District 96 where parent volunteers from each grade school coordinate the evening which is held at Hauser Jr. High. The evening provides an opportunity for the fifth graders to meet peers from the other elementary schools.

**Time Frame:** Once per year  
**Time Commitment:** Planning meetings  
**Dates:** A Friday evening in the spring  
**Budget:** See PTA Treasurer  
**Chairperson:** Maureen Stanko

**Fifth Grade Games Night (Hollywood edition)**

A monthly evening for fifth graders from Hollywood School to have a great final year together at Hollywood. 5<sup>th</sup> grade parent volunteers help with snacks and games/activities in the gymnasium.

**Time Frame:** Monthly  
**Time Commitment:** Planning meetings and attendance at the events  
**Dates:** Friday evenings, 6:30 to 8:00pm  
**Budget:** \$200  
**Chairperson:** Maureen Stanko

**Flower Sale (PTA fundraiser)**

An annual fundraising event which allows parents, neighbors, friends and relatives to fill their spring gardens and help support the PTA. A variety of plants are offered for sale. Orders are taken the beginning of March and plants are available the beginning of May.

**Time Frame:** Once per year  
**Time Commitment:** Planning meetings, gathering orders, distributing flowers on pick-up/delivery day  
**Dates:** May 4, 2011 (delivery/pick-up day)  
**Budget:** N/A  
**Chairperson:** Jen Sinn

**Founders Day/Teacher and Staff Appreciation Dinner**

Hollywood School parents, staff, previous PTA officers, previous volunteers, and Board of Education members are invited to this PTA sponsored dinner to honor parent volunteers in the outgoing fifth grade class for all they have done while at Hollywood. Several Hollywood staff members are also honored for their dedication to the students and school. Volunteers organize the invitations and catered dinner.

**Time Frame:** Once per year  
**Time Commitment:** Planning meetings, attendance the evening of the event  
**Dates:** February 3, 2011, 6:00pm – 8:00pm  
**Budget:** \$1,200  
**Chairperson:**

### **Fun Lunch**

A weekly hot lunch program. An order form is sent home to parents allowing the option to purchase hot lunch meals one day a week. Vendors deliver prepared food to Hollywood School. Volunteers are responsible for serving the food to the students. Vendors include Home Run Inn and Jimmy John's.

**Time Frame:** Weekly  
**Time Commitment:** One hour per week  
**Dates:** Mondays from September through May  
**Budget:** \$5,000  
**Chairperson:** Joyce Clarkson

### **Great Books Lunch Bunch:**

Any student in third through fifth grades may participate in this voluntary reading group. Each student purchases a book from the *Great Books Foundation*, and twice a month the students meet at lunch with parent volunteers to discuss the assigned story and complete activities relating to the story. New volunteers attend a one-day training class through the *Great Books Foundation*.

**Time Frame:** Bi-monthly  
**Time Commitment:** Approximately 30 minutes, twice a month  
**Dates:** January through May  
**Budget:** \$450  
**Chairperson:** Laura Meehan  
**3<sup>rd</sup> grade:** Susan Gersch  
**4<sup>th</sup> grade:** Linda Maher-Osowski  
**5<sup>th</sup> grade:**

### **Holiday Gift Shoppe**

Once per year the gymnasium is turned into a store for the students to do their Holiday shopping. Volunteers are needed the day before the event to decorate and set-up the gymnasium. The day of the event, volunteers help the students shop and wrap the chosen gifts. When the dust has settled help is also needed for clean-up. Donations of boxes in various sizes, wrapping paper, tissue paper, ribbons, tape and bows are always needed.

**Time Frame:** Once per year  
**Time Commitment:** Volunteers needed to decorate, set-up, shop, wrap and clean-up  
**Dates:** December 2, 2010 (set-up)  
December 3, 2010  
**Budget:** \$3,500  
**Chairperson:** Lisa Buffo, Jen Perry

### **Holiday Ornaments**

Each student receives a handmade ornament from the PTA prior to winter break. Volunteers needed to assemble ornaments.

**Time Frame:** Once per year  
**Time commitment:** Several meetings to assemble ornaments  
**Dates:** November/December  
**Budget:** \$200  
**Chairperson:** Nicole DeMarco

### **Holiday Gift Card Program (PTA Fundraiser)**

Great Lakes Scrip Center ([www.glscrip.com](http://www.glscrip.com)) works with partner retailers to offer hundreds of gift cards. Hollywood School PTA buys the gift cards from Great Lakes Scrip Center at a discount, and re-sells them at face value without any type of processing fee. The discount can be anywhere from two to fifteen percent or more, and is a rebate retained by the PTA to be used to fund PTA events and programs. Volunteers distribute SCRIP order forms Hollywood families and staff. Orders are processed through Great Lakes Scrip Center. The chairperson receives the pre-purchased gift cards and distributes them as ordered.

**Time Frame:** Once per year  
**Time Commitment:** Distribute and collect orders for processing, deliver gift cards upon receipt  
**Dates:** November/December  
**Budget:** N/A  
**Chairperson:** Nicole DeMarco

### **Hollywood Nights (PTA Fundraiser)**

A fundraising activity, which takes place on an as needed basis, in order to fund PTA events and programs to support the school's learning environment.

**Time Frame:**  
**Time Commitment:**  
**Dates:**  
**Budget:**  
**Chairperson:**

### **Hospitality**

Volunteers are responsible for keeping the PTA kitchen clean and stocked with paper products, coffee, and other miscellaneous supplies.

**Time Frame:** Monthly  
**Time Commitment:** One hour per month  
**Dates:** As needed  
**Budget:** \$300  
**Chairperson:** Sue Gersch

### Ice Cream Social

The ice cream social is a way to welcome the start of the school year for all Hollywood School families. The event typically includes games, food, prizes, face painting, and more. This event alternates years with the Fall Festival.

**Time Frame:** Once every other year  
**Time Commitment:** Planning meetings and attendance the day of event  
**Dates:** October 1<sup>st</sup>, 2010, 7-9:00pm  
**Budget:** \$500  
**Chairperson:** Jennifer Leimberer

### Library

Students visit the library once or twice per week depending on grade level. Students are allowed to check out books during their assigned visit. Volunteers are responsible for shelving returned books, assisting students in finding books, and reading to the students depending on grade level.

**Time Frame:** Weekly  
**Time Commitment:** One hour per week, or less depending on number of volunteers  
**Dates:** September through May  
**Budget:** N/A  
**Chairperson:** Laura Meehan

### Market Day (PTA fundraiser)

Each month Market Day's grocery program ([www.marketday.com](http://www.marketday.com)) offers over 150 convenient and nutritious products at competitive prices. Order guides are distributed each month. Customers can order on line at marketday.com or complete an order sheet and return it to Hollywood School. Market Day delivers to Hollywood once a month and families can pick up their order on a designated date and time. A percentage of each order is provided back to Hollywood School PTA, and these funds are used to offset costs associated with everyday learning essentials. Volunteers are needed to set up and distribute Market Day grocery items and clean up the gymnasium the day orders are picked up. Volunteers are also needed to supervise children during unpacking and setting up. Market Day is the largest fundraiser for Hollywood School. Please help continue to make it a success.

**Time Frame:** Monthly  
**Time Commitment:** Two hours per month, after school  
**Dates:** 2<sup>nd</sup> Wednesday of the month,  
September through May  
**Budget:** \$300  
**Chairperson:** Jen Sinn

**Teddy Bear Picnic/New Family “Buddy” Program**

Volunteers are responsible for organizing a picnic to be held at Hollywood School the day before school starts for incoming Kindergarten families and any other families who are new to Hollywood. Current Hollywood School parents volunteer to make a new family their “buddy” for the first year at Hollywood School. The Chairperson is required to connect volunteers with new families.

**Time Frame:** Once per year  
**Time Commitment:** Planning meetings and attendance the day of the event  
**Dates:** August TBD, 2011 (The day before school starts)  
12:00pm – 1:00pm  
**Budget:** See PTA Treasurer  
**Chairperson:**

**Nominating:**

Volunteers are responsible for contacting parents/guardians who may be interested in serving as an officer on the PTA Board. Elections are held each April. Installation of officers occurs in May.

**Time Frame:** Annual  
**Time Commitment:** Contact individuals to be nominated for the PTA Board  
**Dates:** February through mid-April  
**Budget:** N/A  
**Chairperson:**

**Preschool Screening**

Volunteers from each school in District 96 are needed to help during preschool screening days at one of the district grade schools. Volunteers assist children by escorting them between the different areas of assessment throughout the school.

**Time Frame:** Annual  
**Time Commitment:** 3-4 hours  
**Dates:** February 17, 2011  
February 18, 2011  
**Budget:** N/A  
**Chairperson:** Kierith Kurth

**Room Parent Representative**

Parent volunteers from each grade level coordinate parent participants for various class activities per teacher’s request (i.e., chaperones for field trips, class party organization, pictures for yearbook, and special requests for supplies or help with classroom activities).

**Chairperson:** PTA 2<sup>nd</sup> Vice President (Susan Gersch 2010-2011)  
**KDG:** Denise Notz  
**1<sup>st</sup> grade:** Melissa Ambrosia, Kristen Didio  
**2<sup>nd</sup> grade:** Nicole Stolfa  
**3<sup>rd</sup> grade:** Susan Gersch  
**4<sup>th</sup> grade:** Laura Meehan, Linda Maher Osowski  
**5<sup>th</sup> grade:** Joyce Clarkson, Dionne Mangan

**School Bricks (PTA Fundraiser)**

Families have the opportunity to purchase a brick paver to be placed in the front of Hollywood School. Pavers may be engraved in honor or memory of a loved one, special teacher, pet, etc. Volunteers solicit orders twice per year, and submit orders for manufacturing, and coordinate the installation of the bricks.

**Time Frame:** Twice per year  
**Time Commitment:**  
**Dates:** To be determined  
**Budget:** N/A  
**Chairperson:** Linda Maher-Osowski

**School Tool Box**

Hollywood School works with a school supply organization which provides all required supplies for the following school year. Volunteers distribute order forms and collect completed order forms from participating families. Orders are submitted to the school supply organization. Orders are fulfilled late summer and delivered by volunteers.

**Time Frame:** Once per year  
**Time Commitment:** Collect orders, submit to school supply company, deliver tool boxes (late summer)  
**Dates:** May  
**Budget:** N/A  
**Chairperson:** Laura Meehan

**Sock Hop**

A fun, informal dance for all Hollywood School students, families, teachers and staff. Volunteers are responsible for decorating the gymnasium, hiring a disc jockey, coordinating with the yearbook photographer, and assigning volunteers to help at the event.

**Time Frame:** Once per year  
**Time Commitment:** Planning meetings and attendance at the event  
**Dates:** April 8, 2011  
**Budget:** \$500  
**Chairperson:** Linda Maher-Osowski

**Spirit wear (PTA fundraiser)**

Help Hollywood families outfit themselves in the latest Hollywood School clothing and accessories. Volunteers take orders, coordinate order submission and distribution of products to families.

**Time Frame:** Once per year  
**Time Commitment:** Solicit, submit and coordinate delivery of orders  
**Dates:** September  
**Budget:** \$175  
**Chairperson:** Nori Scheuermann

### **Staff Appreciation Week**

Teachers and staff are honored during a week long celebration. Volunteers coordinate various appreciation gifts throughout the week.

**Time Frame:** One week per year  
**Time Commitment:** Approximately 3 hours over the entire week  
**Dates:** May 9<sup>th</sup> through May 13<sup>th</sup>  
**Budget:** N/A  
**Chairperson:** Susan Gersch

### **Website/Technology**

Volunteers help keep Hollywood School families up to date through the Hollywood PTA website and email notifications.

**Time Frame:** Ongoing  
**Time Commitment:** Monthly or as needed  
**Dates:** August through June  
**Budget:** \$100  
**Chairperson:** Art Perry/Tim Leimberer

### **Wee Deliver**

An internal mail service used to send cards and letters throughout Hollywood School using each grade level's assigned postal address which can be found on the Hollywood School website. Students are able to send mail to each other, teachers or staff on a monthly basis. Parents/caregivers can drop off a note to their student(s) in the blue mail boxes located throughout the school.

**Time Frame:** Monthly  
**Time Commitment:** Once a month empty Wee Deliver mailboxes and distribute letters to classrooms and teacher/staff mailboxes  
**Dates:** October through May  
**Budget:** N/A  
**Chairperson:** Kierith Kurth

### **Yearbook/Love Notes**

Every student receives a yearbook at the end of the year, displaying all the activities at Hollywood School. Volunteers photograph school events and coordinate the design and printing of the yearbook. Any pictures taken throughout the year can also be sent to the Chairperson via the Hollywood School office or through email. Any pictures provided will be returned.

**Time Frame:** Ongoing  
**Time Commitment:** Attendance at Hollywood activities  
Planning and design meetings, as needed  
**Dates:** August through June  
**Budget:** \$1,500  
**Chairperson:** Robin Dunleavy