

## Hoffman Trails Elementary PTO Volunteer Opportunities

**Art to Remember Committee** – This committee works together, in mid-to-late February, to get the student's artwork in the order envelopes, pass out order envelopes, and then meets at the school in late March or early April to help fill orders and deliver orders to the classrooms. *Time Commitment: 1-5 hours*

**Attend PTO Monthly Meetings** – Much information is exchanged during that time about activities currently taking place as well as future activities being planned. If you would like a voice in how the PTO runs, this is your opportunity. Babysitting is available for \$1 per child. *Time Commitment: the meetings*

**Book Fair Committee** – HTE PTO holds an annual book fair in the Media Center during a week in November. Proceeds from this event benefit the PTO and provide an excellent opportunity for the students to buy new books for their home library. Volunteers are needed to help plan and prepare for the book fair and work shifts throughout the school day and on a few evenings during the book fair. *Time Commitment: Preparation 1 – 10 hours, Book Fair shifts 1+ hours Event dates are Nov. 11<sup>th</sup> – 18<sup>th</sup>*

**Book Room Committee** – Hoffman Trails houses a book room with a wide variety of books for students to use in the classroom and at home. Volunteers are needed to inventory, organize and re-shelve books from the classrooms. This can be done before, during or after school hours. *Time Commitment: 1-2 hours per month.*

**Clothing Committee** – This committee takes inventory (in the Fall) of the spare clothing in the clinic, helps set up the Lost and Found Table (coinciding with such events as Parent-Teacher Conferences, class parties and/or other family events) and helps to find a charity to donate unclaimed items to. *Time Commitment: 1-3 hours*

**COSI on Wheels Volunteers** - This group of volunteers work at different science stations located around the gym. The volunteers get to do some fun hands-on activities with the students to help them learn and discover new things based on the yearly theme. Great Fun by All!!! There are morning and/or afternoon shifts available for this event. *Time Commitment: 1-7 hours once a year Event on Tuesday, Nov. 1<sup>st</sup>*

**DARE Graduation Committee** – This committee helps set-up and serve refreshments after the 5<sup>th</sup> grade DARE Graduation Ceremony. We ask that parents from the lower grades volunteer for this so 5<sup>th</sup> grade parents can watch their student graduate. This is an evening event so it's perfect for those who work during the day but want to help! *Time Commitment: 1-2 hours Event takes place in either April or May*

**Doughnuts with Dad Committee** – This committee organizes an annual doughnut breakfast for students and their dads, which takes place prior to school one morning in the fall. This committee is not very time consuming. *Time Commitment: 2 hours Event on Friday, Oct. 14<sup>th</sup>*

**Fall Family Night Committee** - This committee works together to plan a family night, which includes a kick-off for the fall book fair. This event usually includes a meal where families can come together for some good food, fun and book fair shopping. Following dinner, families could participate in a family read-in, family games or other family related activities. The options are limitless! *Time Commitment: Late October/Early November Event on Friday, Nov. 11<sup>th</sup>*

**Family / Wellness Committee** – These volunteers will be working together to create some time for families to get together and enjoy activities such as trying new foods, learning new activities, and much more. *Time Commitment: 2-5 hours*

**Fundraising A-Thon Committee** – This committee is responsible for one of our major fundraisers. Volunteers are needed to help create and distribute promotional material, gather information for the pledges, help on the actual day, and help to collect and record the proceeds. *Time Commitment: 2-10 hours*

## Hoffman Trails Elementary PTO Volunteer Opportunities (continued)

**Grounds Committee** – This committee helps keep the landscaping at the school looking neat and clean, as well as proposing any additional landscaping ideas the PTO might submit for district approval. *Time Commitment: 1-20 hours yearly*

**Hospitality & Baking Committee** – This committee is called upon several times throughout the school year to donate food or baked goods for events such as staff dinners during conference weeks, bake sales and family night events. This committee is a big support to the Teacher & Staff Appreciation Committee. *Time Commitment: 1-2 hours throughout the year*

**Jamboree Committee** – The Jamboree is held in May and is a celebration of the hard work the children have done. This committee works with the staff to organize the refreshments and help the event run smoothly and efficiently. Volunteers with any schedule can help – even if you can only help from home. *Time Commitment: 1-10 hours throughout the year.*

**Kindergarten Screening** – We need a group of volunteers to help with passing out name badges, taking photos and helping the students pass time between stations. The screening takes place at the District Annex building on Cemetery Rd. There are morning and/or afternoon shifts available for this event. *Time Commitment: 1-7 hours Event takes place in late March*

**Market Day Committee** – Market Day is a continuous monthly fundraiser. You are given the opportunity each month to order various food items through Market Day and they are then delivered directly to our school one evening a month. Volunteers are needed to help organize and pass out orders on pick-up days. *Time Commitment: 1-2 hours monthly*

**Muffins with Mom Committee** – This committee organizes an annual “muffin” breakfast for students and their moms, which takes place prior to school one morning in the spring. There are jobs to fit everyone’s busy schedule and Dads are highly encouraged! *Time Commitment: 2-3 hours Event on Friday, May 4<sup>th</sup>*

**OAA Test Snack Committee** – This committee coordinates and passes out a light snack for the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders on the mornings of the OAA tests. Dates of the tests are Oct. 4 (3<sup>rd</sup> reading), April 25 (3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> reading), May 1 (3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> math) and May 3 (5<sup>th</sup> science). *Time Commitment: 1-4 hours*

**Pancake Breakfast Committee** – This committee organizes the annual pancake breakfast. There is usually an Easter egg hunt and an opportunity for each child to have his/her picture taken with the Easter Bunny! *Time Commitment: 1-3 hours*

**PE/MUSIC/ART/MEDIA CENTER Room Parent** – Art, Media Center, Music and Physical Education all can use volunteers for special events or on regular schedules. These classes do not have room parents but still need some assistance. Please consider giving some time to one of these areas. *Time Commitment: Varies*

**Plant / Flower Sale Committee** – This committee is responsible for a major fund raiser in the spring. Volunteers are needed to help create and distribute promotional material, gather information for the pledges/orders and to help with the sorting and pick-up of the proceeds/products. *Time Commitment: 2-6 hours*

## Hoffman Trails Elementary PTO Volunteer Opportunities (continued)

**Publishing Shop Committee** – This team helps the teachers promote literacy at our school by working one on one with students to bind their best work, whether it be stories, reports or poetry, into finished books that they can take home and share with family. Volunteers can work from home by making book covers or come in to work with the students in the publishing room. *Time Commitment: 2 - 5 hours monthly*

**Redemption Programs Committee** – The redemption committee organizes items for the Box Tops for Education, Tyson, Campbell's Labels for Education and Printer and Toner Recycling programs. Each program pays our school for the items collected. Last year we earned close to \$1,500, so this committee is very important to our fundraising efforts. Work can be done at home. *Time Commitment: 2-4 hours quarterly*

**Room Parent** – Each classroom has room parents who assist the teacher with various activities and events. There are two class parties each year. Each class receives \$20 to help supplement the cost of the parties from PTO. Additional information will be provided when room parents are recruited. *Time Commitment: 5-10 hours*

**School Directory Committee** – Each year the PTO publishes a school directory. This committee gathers the information and organizes the publishing of the directory. The majority of the work is on a computer spreadsheet and can be completed at home. *Time Commitment: 5 hours*

**School Picture Committee** – School picture day is a big day for our students and volunteers are needed to help the day run smoothly. Volunteers will call classes, help photographers, and provide all-around crowd control. *Time Commitment: Partial Days on September 8, October 28, February 1 and April 3*

**School Supply Sale Committee** – This committee is responsible for planning the yearly school supply sale for the following school year. *Time Commitment: Plan March/April for the sale in April/May*

**Spirit Night Committee** – This committee decides on a restaurant schedule for the year and then helps promote the Spirit Night with flyers and stickers. There is at least one Spirit Night each quarter. *Time Commitment: 1-2 hours quarterly*

**Spirit Wear Committee** – This committee organizes the spirit wear sales at the school as well as Hoffman Trails Night at a Hilliard varsity football game. Volunteers are needed to sell spirit wear items at the Open House and then occasionally throughout the year at school functions. *Time Commitment: 5 hours*

**Teacher & Staff Appreciation Committee** – This committee organizes the PTO's efforts to show our appreciation for our teachers and staff by providing small thank you and appreciation gifts throughout the year and during Teacher & Staff Appreciation Week. This is a job you can work on at home. This committee relies on the baking for many of the items needed. *Time Commitment: 1-5 hours*

**Vision Committee** – As needed, this committee, which is comprised of parents and staff, reviews, revises and recommends long-term procurement projects for the PTO. *Time Commitment: Depending on committee approximately 3 hours in fall and 5 – 7 hours in the spring.*