

VOLUNTEER OPPORTUNITIES

CONCIERGE

Do you enjoy welcoming people to our school? Volunteers (**Level I clearance**) will work in the Welcome Center at the Concierge Desk as the first contact to everyone entering our school. They will answer the phone, assist arriving volunteers and check in guests. Volunteers will receive training in these tasks.

PUBLISHING CENTER COMMITTEE

Volunteers (**Level I clearance**) will be trained on the use of all equipment in the workroom. These volunteers will complete jobs for staff including copying, laminating, cutting, etc. using the workroom equipment.

FALCON CENTER

Volunteers (**Level II clearance**) will supervise students in the Falcon Center recreation room during lunch time. This recreation room includes 2 full size air hockey tables, 2 foosball tables and ping pong table along with the Dance Dance Revolution Game. Students are in the Falcon Center from 11:53 – 1:21 Mondays, Wednesdays, Thursdays and Fridays and on Tuesdays from 12:10-1:45pm.

8th GRADE PROMOTION AND AWARDS

Volunteers needed to work with school staff to plan the 8th Grade Promotion and Awards Ceremony. Volunteers will be needed to help with decorations and many other aspects of our celebration.

ASB – ASSOCIATED STUDENT BODY

ASB is the student government organization in Middle and High School. Volunteers are needed in a variety of areas including:

Student Store – Volunteers (**Level II clearance**) will work in the store during lunch periods selling a variety of school supplies and student apparel. A volunteer coordinator will schedule other volunteers and work with the ASB advisor to maintain stock in the store.

Chaperones – Volunteers (**Level I clearance**) will serve as chaperones at ASB social activities and the 8th Grade End-of-Year Event.

FIELD DAY

A fun day of many different athletic and non-athletic activities accompanied by a food and music celebration. Volunteers (**Level I Clearance**) will assist staff in making this event a reality.

LIBRARY SUPPORT

Volunteers (**Level I clearance**) will assist librarian and library staff. Volunteers may help with any/all of the following: shelving, filing, checking materials in and out, database entry, helping to maintain the library website, preparing displays and bulletin boards, and helping students with computer questions or finding materials in the library. Volunteers (**Level II**) are needed Monday through Friday during lunch and on an “as needed” basis for special projects.

RECYCLING PROGRAM

Volunteers (**Level I clearance**) will work with staff to develop and run recycling programs for our school and provide needed recycling education to our students and community.

REGISTRATION

During August 2010, volunteers will assist Oak Valley staff with registration day activities.

OAK VALLEY FALCON FOUNDATION

The Oak Valley Falcon Foundation was put in place in June 2005 with the stated goal "To enhance and support the learning experience of each Oak Valley student." As such, we works closely with Mrs. Wrisley, her administration, and the PSTA to determine the needs of the school at any given time. In the past through a variety of fundraising events, the Foundation has provided our students with second sets of textbooks, funded after school tutorials and sporting events, and outfitted the school with DocuCams. All Foundation meetings are held in the evening to accommodate participation by all parents. The Foundation is an all volunteer organization who is always looking for energetic, dedicated individuals, so please mark your interest on the Volunteer Application.

STUDENT LEARNING SUPPORT

Classroom - Volunteers (**Level I clearance**) support student learning through working with teachers to assist students in the classroom. Volunteers may work with small groups of students or individual students in the classroom setting.

Mentoring/Tutoring – Volunteers (**Level II clearance**) will work with individual students or small groups of students outside the classroom setting to provide academic support.

SIXTH GRADE PARENT PARTNER PROGRAM (NEW)

Volunteers (**Level I clearance**) interested in working with a teacher as a classroom parent/liaison. Assist teacher with coordinating and promoting classroom volunteer opportunities throughout the year. Responsibilities will vary depending on individual teacher needs, but may include: organization of small group instructional help, classroom organization, filing/copying and special class functions. Participation in parent volunteer workshop in the Fall required.

PTSA VOLUNTEER OPPORTUNITIES

PTSA-Book Fair Committee

Volunteers (**Level I clearance**) to help set-up, run the book fair, help with book runs to the warehouse, and help pack up the book fair. Two volunteers are needed per shift and the shifts can be anywhere from 1 to 4 hours depending on availability.

PTSA-Staff Appreciation

Volunteers assist with staff appreciation and may help with baking, cooking and purchasing. Also help with staff appreciation week activities and other appreciation efforts.

PTSA-Red Ribbon Week Committee

Volunteers are needed to help out with this week of saying "no" to drugs and making wise choices. Creative ideas are needed to spread this message during the week.

PTSA-Falcon Fitness Days

Volunteers (**Level I clearance**) help with this two day fundraising event on campus. Students will be introduced to some different physical activities while helping to earn money for PTSA. Event will be held after winter break 2009.

PTSA-Spirit Wear Committee

Volunteers (Level I clearance) will help order, assemble, and sell school apparel such as shirts, sweatshirts, etc.

PTSA-Reflections Program Committee

Volunteers will assist Reflections chairperson with implementing the National PTSA Reflections Program at our school. Possible submissions may include graphic art, music, drawing, photography, writing, and other forms of art expression. Volunteer will advertise for the contest, collect art, and recognize artists.

PTSA-Assistant Volunteer Coordinator

Volunteer will assist Volunteer Coordinator in processing volunteer applications and organizing volunteers for various events.

PTSA-Art Corps

Art Corps is a comprehensive, developmental curriculum which teaches artistic fundamentals by bringing process-oriented, hands-on art experience to the classroom. The success of this program depends upon parent volunteers who are trained in workshops to teach art in the classroom. This program runs throughout the school year with the culmination of a grand Art Show at the end of the school year in which each student will exhibit one piece of art.

Art Corps Classroom Volunteers (Level I clearance): Two volunteers are needed for each Humanities Core Classroom.

Art Corps Supply Assistants (Level I clearance): Helps order and maintain all the art supplies for the Art Corps program.

Art Corps Art Show (Level I clearance): Will help coordinate the planning and implementation of our Annual Art Corps Art Show. Preparations will begin in February.

SCIENCE OLYMPIAD VOLUNTEER OPPORTUNITIES

SCIENCE OLYMPIAD—Event Coach (Level II Clearance): We need 23 event organizers to help coach the events. You do not need to know a lot about the topic, but you need to be the study coach who helps the students break the learning materials that are provided into sensible chunks. Building event coaches need to be able to understand the parameters of the event.

SCIENCE OLYMPIAD—Team Coach (Level II Clearance): We will have 4-6 teams and we need one parent to organize each team as we get closer to the event. This will involve arranging one team-building meeting for 15 kids and checking in with the coaches periodically.

SCIENCE OLYMPIAD—Coach Support/Assistant Coach (Level II Clearance): Serves as a back-up for meetings when a coach is not available.

SCIENCE OLYMPIAD—Treasurer: Collects the \$60 checks from each participant, deposits money with the Foundation, arranges for payment of any bills.

SCIENCE OLYMPIAD—Sponsorship Coordinator: This volunteer would look to local businesses to help pay for t-shirts, supplies, etc.

SCIENCE OLYMPIAD—School Liaison/Scheduler: This volunteer would schedule the rooms and help with any other school interaction.

SCIENCE OLYMPIAD—Keeper of the Paperwork (Registrar): Once each student has registered this volunteer would create a spreadsheet with all of relevant information for each team member.

SCIENCE OLYMPIAD—Clearance Coordinator: This volunteer would work with the PTSA Volunteer Coordinator to help process all Level II clearances.

SCIENCE OLYMPIAD—T-Shirt Coordinator: This volunteer would run a t-shirt design contest among all participants in early October. Also responsible for ordering shirts for team members and coaches.

SCIENCE OLYMPIAD—Website Manager: Responsible for posting all updated information to the website (rosters, competition news, etc.).

SCIENCE OLYMPIAD—Supplies Organizer: This person will be in charge of the supply closet in the Welcome Center and will support the coaches in their needs for general supplies (goggles, lab coats, gloves, etc.).

SCIENCE OLYMPIAD—Student Recruiting Coordinator: These volunteers will create ways to get students interested in the Science Olympiad. Responsible for flyers and advertising at events such as orientation and registration.

SCIENCE OLYMPIAD—Event Day Volunteers:

**COMMAND CENTER COORDINATOR
STAKE-OUT PARENT
SNACKS/DRINKS PARENT**

**LUNCH PARENT
GOODIE BAG PARENTS
EVENT VOLUNTEERS**