



Norfeldt PTO

2018-2019



VOLUNTEER FORM

Norfeldt PTO invites you to be an active partner in creating a welcoming and inclusive school community where our children can receive the best educational experience possible! The PTO coordinates volunteers for PTO and school activities, and raises funds to support programs and purchase of resources that further enrich the experience of all students. Let's make 2018-2019 a more rewarding experience for all our children! Thank you!

BENEFITS OF VOLUNTEERING:

<p><u>CHILDREN BENEFIT!</u></p> <p>Studies show that when families are engaged with education at home and school, students perform better! Your child will see first hand the importance you place on education by being involved.</p>	<p><u>SCHOOL BENEFITS!</u></p> <p>The PTO provides support to the administrators, teachers, and staff to create a school environment that is equitable through financial support as well as advocating for issues that impact various aspects of our children's education.</p>
<p><u>Make connections!</u></p> <p>By volunteering, you can meet a diverse range of families and people in our Norfeldt community. It also helps you stay connected with the school and their initiatives, so that you can understand how to support the school, raise concerns, and impact change.</p>	<p><u>YOU BENEFIT TOO!</u></p> <p>Sign up with friends to work an event for some added fun, and make even more friends! You get to share your knowledge and talents with the school and students and have a hand in enhancing their education.</p>

Please fill out and return to school the following information for your household and indicate which committees you are interested in chairing or becoming a member of.

You can also fill this information out online at: <https://tinyurl.com/ycyl6ojw>

	Volunteer 1	Volunteer 2
Name		
Email		
Phone		
	<input type="checkbox"/> I am interested in becoming a room parent. Grade for 2018-19 school year _____ Teacher _____	<input type="checkbox"/> I am interested in becoming a room parent. Grade for 2018-19 school year _____ Teacher _____

*****Room parent (day or evening):** Serve as the liaison between the PTO, teacher, and the classroom families. Attend to teacher specific needs/projects. Organize teacher gifts twice a year.***

Child's name	Grade ('18-'19)	Teacher ('18-'19)

Please look through the list below of PTO committees, representative positions, and school events/initiatives that the PTO supports, and check if you would like to be a Committee Chair (CC) or a Committee Member (CM) for the events you are interested in. There's a wide range of activities to choose from where your skills, talents, and help will be greatly appreciated!

Committee Chair (CC): The chair volunteers to lead a particular event/activity from start to finish following the budget and event description provided. Time will be spent planning, organizing, and executing the event with committee members, with some time spent afterward updating the event description. Some events only require a Committee Chair.

Committee Member (CM): The chair will be communicating with the committee members and convening meetings as necessary. The committee will assist the chair with any duties to execute the event.

Feel free to contact the **PTO Volunteer Coordinator**, Yukiyo Iida (yukiyoidea@gmail.com) if you have any questions, would like to volunteer for additional things during the year, or have an idea for a new committee.

Volunteer 1			Volunteer 2		
CC	CM	PTO COMMITTEES ***FALL/WINTER***		CC	CM
		Back to School Educator Lunch (Late August/day): Organize a lunch for the educators to kick off the new school year.			
		Fall Family Picnic (Early September/evening): Organize a community get together to celebrate the beginning of the new school year to catch up with friends and make new connections.			
		Fall Photos (October/day): Assist photographers with school photo sessions.			
		Bingo & Ice Cream Night (November/evening): Organize a family social event that includes playing Bingo, prizes, and treats.			
		Dolphin Dash (November, weekend/day): Organize a fun run fundraiser with a DJ and prizes.			
		Thanksgiving Lunch (November/day): Volunteers serve Thanksgiving lunch prepared by the cafeteria staff to students and teachers in the cafeteria.			
		Family Fitness Fun Night (December/evening): Organize a night of fun fitness activities for the whole family.			
		Celebrate Norfeldt (Winter/evening): Organize an event celebrating the multiculturalism and diversity of the Norfeldt family community through informational booths, presentations, and food.			
		Hug-a-Teacher (February/day): Sell and prepare messages from the students to the teachers.			
		Art Fundraiser (March/day): Assist the art teacher (Mrs. Kaminski) organize the artwork created by students that is then professionally reproduced for families to purchase to raise funds for the PTO.			
PTO COMMITTEES ***SPRING***					
		Auction (Spring, weekend/evening): Biggest fundraiser of the year with live and silent auctions at an off-site venue with entertainment and food. Event is in the spring, but meetings and preparations begin in September.			

		Educator Appreciation Week (May/day): Communicate with room parents and coordinate donations and volunteers for the mobile snack cart and Friday breakfast, as well as the special notes to educators from students, and other daily events to be determined. Work with chair from Educator Appreciation Week Luncheon committee.		
		Educator Appreciation Week Luncheon (May/day): Organize a fully catered lunch provided by the PTO for the educators.		
		Spring Fair (June/evening): Annual event with multiple booths, food, a dunk tank, raffle/prizes, bounce house, and a playground of fun.		
		Fifth Grade Reception (June/day) : Food/drink donations and volunteers organized by 4th GRADE PARENTS ONLY , for the reception for 5th grade graduation guests.		
		Fifth Grade Graduation Lunch (June/day): Special lunch for the 5th grade students after their graduation ceremony, coordinated by 5th GRADE PARENTS ONLY .		
PTO COMMITTEES ***YEAR-ROUND/RECURRING***				
		Equity, Diversity, and Inclusion: The committee works with the school, district, and families to create a culturally responsive and inclusive environment for all children, families, and teachers at Norfeldt.		
		Just Call: Support PTO events with food/drink donations, or additional volunteers as needed.		
		Fifth Grade Yearbook: Coordinate all aspects of the yearbook--fundraising, publication, and distribution. 5th GRADE FAMILIES ONLY		
		Box Top for Education: Organize collection of General Mills Box Top for Norfeldt as a fundraiser.		
		Farmer's Market (Fall/Spring): Coordinate with Growing Great Schools the fall and spring markets, and work with student volunteers to sell produce and goods after school.		
PTO REPRESENTATIVES @WHPS ORGANIZATIONS ***YEAR-ROUND/RECURRING***				
		WHPS Board of Education Advocate Group: Keep up to date with the BOE agenda and meeting notes, and serve as the liaison and advocate to the Board of Education our concerns, feedback, questions from the Norfeldt community as needed.		
		Foundation for West Hartford Public Schools: Act as the representative from Norfeldt to access and approve grants submitted by WHPS educators.		
		West Hartford Cultural Council: Serve as the liaison to coordinate fundraising and town wide cultural performances.		
		West Hartford Scholarship Fund: Represent Norfeldt for student scholarship application review and selection.		
		WHPS Health Advisory Committee: Attend 3 evening meetings per school year and report pertinent information back to the PTO executive board.		

Volunteer 1			Volunteer 2	
CC	CM	PTO SUPPORTING SCHOOL EVENTS AND INITIATIVES	CC	CM
		First Day Folders (Mid-August/day): Compile folders to be distributed on the first day of school.		
		Kindergarten Parent & Principal Coffee (First day of school, 8/29/18/morning): Organize coffee for a meet and greet for incoming K families on the first day of school.		
		Family Dance Night (February/evening): Coordinate the annual school wide dance night with they gym teacher (Mrs. Sweetland).		
		Kindergarten Orientation and Registration (May/day): Informal parent-to-parent orientation for incoming K families during the students' evaluation by Norfeldt staff.		
		Art Show (May/day & evening): Assist the art teacher (Mrs. Kaminski) in displaying student artwork throughout the school for a weeklong exhibit, including an opening night reception.		
		5th Grade Promotion Ceremony Ushers (June/day): Assist the school in organizing the tickets prior to the Promotion Ceremony, as well as collecting tickets and ushering the families to the seats on the day. Only open to volunteers from K to 4th grade.		
		Book Fair (Fall & Spring): Assist the librarian (Mrs. Andrada) in a twice yearly fundraising event for the school through Scholastic books.		
		Healthy School Pantry (Year-round): Purchase healthy communal snacks for the front office to distribute to any child who needs it.		
		Helping Hands (Year-round & December/day & evening): Assist in fulfilling the needs of Norfeldt families as identified by the school, as well as delivering the gifts collected from the Holiday Helping Hands gift drive.		
		Library Media Center (Year-round): Assist the librarian (Mrs. Andrada) with daily library tasks (reshelve and check in/out books).		
		Salad Bar (Year-round): Work with Nutrition Services to train and coordinate volunteers who help students at the salad bar during lunch period.		
		Norfeldt Garden Club: Support the school in their care and upkeep of the garden/outdoor classroom.		
		Fin's Fashion & Lost and Found (Year-round): Assist the school in organizing and maintaining the clothing exchange program and the lost and found bins.		