

Make A Difference – Be A Volunteer

Name _____ Phone _____ E-mail _____

The PTA is committed to continuing to provide these important programs which build a stronger community at Murwood. With your support, these programs provide more opportunities for our children and families to learn, grow, and have fun!

Please check the positions that interest you. The brief descriptions are to help you determine possible interest. Checking a position allows us to follow up with you about your availability and to provide you with more information regarding the position. Questions about volunteering? Contact Cortny Christensen at cmezzetta@yahoo.com.

FUNDRAISING

- Auction For Education** – (March 9) Be a member of one of our most important teams: The Auction Team!
 - _____ **Event Coordination** – Work with the events team to plan theme and decoration. Coordinate with venue. Includes set-up and take down.
 - _____ **Donations** – Mail donation letters and personally solicit businesses and Murwood families for donations to the Auction. Work with the Database Coordinator and Marketing Coordinator to organize donations for the Auction. Arrange delivery of purchases the day after the auction.
 - _____ **Marketing** – Advertise/market to the Murwood community through eNews, flyers, posters and the Murwood marquee.
 - _____ **Auction Party Coordination** – Recruit party hosts and assist with party planning.
 - _____ **Database** – Use the Ready, Set, Auction program to track donations, guests, bids, and funds. Database experience is helpful but not necessary.
- eScrip** – Help families register Safeway cards and credit and debit cards to maximize eScrip contributions to the PTA.
- Grant Writing Assistance** – (year round; your availability) Work with the PTA and teachers to write grants to fund various programs. Research available grants and how to secure them.
- Holiday Boutique & Gingerbread Shoppe** – (Dec. 1) Be a member of the Event Coordinator's team. Help is needed with event planning and marketing, and as an event volunteer.
- Gift Wrap Sales** – (Aug. 29- Sept. 19) Assist coordinators.
- Raffle Coordinator** – Help with ticket sales and marketing for event.
- Murwood Miles of Fun Walk-a-Thon** – (Apr. 26) Event coordination, marketing and volunteering.

SCHOOL NEEDS

- Cafeteria Help** – Assist students the first week of school during lunch with PIN numbers and teaching lunchroom procedures. One volunteer needed per day.
- Earthquake/Community Preparedness** – Help update classroom emergency backpacks, and replenish Murwood's emergency supplies.
- ELL/ESP** – (your availability) Provide assistance to English learners. Do you speak a non-English language? What language? _____
- eNews** – Edit weekly eNews to Murwood families using Constant Contact.
- Hearing and Vision Testing** – Usher kids to and from testing. Fall and spring dates TBD.
- Marquee Updates** – (Approx. ½ hour per week.) Assist office staff in updating school marquee.
- Picture Day Ushers** – (Sept. 5 & spring) Usher kids through the picture-taking process. Spring date TBD.

- **Student Directory** – Be a part of the team that collects, organizes, inputs and edits information for the 2012/13 directory.
- **Yearbook** – Work with Yearbook Chair and Room Parents to collect photos for the yearbook and assist with distribution.

COMMUNITY OUTREACH

- **Family Fun Nights** – Work with Garnet Herndon-Shah to coordinate community building events such as movie night and bingo night. Looking for folks to apprentice to learn the ropes and take over in 2013/2014.
- **Halloween Carnival Committee** – (Oct. 27) Work with Garnet Herndon-Shah on Murwood’s carnival, including coordination of booths, games, events, set up and clean up.
- **Pumpkin Contest Committee** – (Oct. 31) Organize the pumpkin contest and hand out prizes.

STUDENT ENRICHMENT

- **Afterschool Enrichment Classes** – Assistant needed to help organize and implement afterschool enrichment program.
- **Book Club Facilitator** – Organize afterschool book clubs for 2nd-5th grade students, details at your discretion.
- **Eco Club Garden** – (1-2 hours each month) Help maintain the school-learning garden.
- **Wellness Committee** – Increase the students’ and community’s knowledge of nutrition and physical fitness through activities, parent education nights, and implementation of the wellness policy at school.
- **Murwood Walking Club** – (lunch hour) Help keep our kids moving! Track students’ miles at school lunch hour and distribute awards. This is a fantastic program the kids love! *The more volunteers, the more days this program will be offered.*
- **Reflections Committee** – (Sept./Oct.) Gather and coordinate entries for this National PTA competition. Competition categories include art, music, photography, videography, choreography and literature.
- **Science Fair** – Work with the Science Specialist to set up and take down student projects at the Science Fair.
- **Talent Show Volunteers** – (Spring) Work with teacher coordinators to plan this fun event!
- **Track and Field Volunteers** – (Spring; one all-day event) Work with event coordinator to organize our annual Track and Field event, including field set up/take down, coordinating volunteers, running of events, timing of events, etc.

PTA MISC.

- **Baking Brigade** – Easy way to contribute and show off your baking skills! Bake a batch of goodies when needed.
- **Book Fair** – (Oct. 22-27) Work a shift at the book fair, either before or after school or during the Halloween Carnival. Help set up or take down.
- **Hospitality Committee** – Coordinator required along with additional volunteers to set up for special PTA meetings, coffee with the principal, etc. Approximately four (4) events.
- **Online Communications** – Work with the Lead Administrator to update the Murwood PTA Facebook page, as well as provide update reminders for the PTA website.
- **Teacher Appreciation Week** – (May 6-10) Help coordinate and run a week of recognition for our beloved staff.
- **Wastebusters** – Keep our school “green”! Work with Eco Club and the Contra Costa Solid Waste Authority to implement their programs and receive funding. Inject new life into recycling and composting programs.
- **WCEF** – Assist the liaisons between Murwood and Walnut Creek Education Foundation (supporting Art, Music and PE at Murwood). Help with donations and visibility on campus.
- **Welcome Committee** – Serve as a liaison for new families at Murwood at the start of the school year as well as throughout the year as needed.