

Volunteer Opportunities at Northeast Elementary School

Program	Description	Time of Year
5th Grade Camera Club	One or two volunteers needed to supervise camera club. Work with 5 th graders to take pictures of NE and school events to be used in the yearbook. Teach students how to use a camera and work with digital photos.	Throughout year
Basketball	In partnership with the Ithaca Youth Bureau, Northeast fields basketball teams for boys and girls in grades 3-5. In addition to the basketball coordinator, the PTA needs coaches for each team. There are one evening practice and one weekend game.	December through February
Bike Safety Rodeo	Volunteers needed for 1-2 hour shifts to help students cycle through the course.	June
Bike Helmet Sales	One volunteer needed to coordinate sales.	Spring
Box Tops	One volunteer needed to coordinate the collection of <u>Box Tops</u> .	Throughout year
Business Donations	One volunteer needed to coordinate donation requests from PTA programs and local businesses.	
Carnival	Many volunteers are needed to sell tickets, run games, sell food in 1 ½ shifts. Committee volunteers needed to coordinate helpers, get donations, and organize food and games.	June
Enrichment	In addition to the co-organizers for enrichment, volunteers are needed to take attendance and make sure all students are picked up by their parents – about 1 hour/week for 6 weeks.	October to June
Fall FUNdraiser show	Two volunteers are needed to advertise and sell advance tickets for this event.	Fall
Family Portrait Night Fundraiser	One organizer needed to advertise and coordinate appointments. An additional one or two volunteers needed to coordinate picture taking.	Fall
Great Escape	Parents are needed to run the concession stands for that one evening.	February or March
Halloween Parade	Volunteers needed to supervise parade participants and organize refreshments and activities.	October
Ice Skating Club	Volunteers are needed to supervise the students at the rink.	October to April
International Night	Committee volunteers needed to coordinate helpers, get donations, and organize food and entertainment.	Early winter
Kindergarten meet your teacher day	One parent to needed to coordinate and advertise this event.	August
Kindergarten playdates	One parent needed to coordinate and advertise this event.	Summer
Membership	Promote membership into the PTA. Responsible for all PTA membership dues and applications.	Throughout year
Movie Night	Organizer plans movie nights at Northeast. Volunteers also needed to sell food.	Throughout year
NE Credit Union	One or two parents needed to collect deposits for 20 minutes/week before school starts. Need not be every week.	Throughout year
NE Link	Solicit items and publish the monthly Northeast newsletter	Throughout year
NE Site Council	Attend monthly meetings of the Shared Decision Making Council, which includes parent/guardians, teachers, paraprofessionals and school principal.	Throughout year
NE Yahoo Group (Listserv)	One parent needed to enroll new members and act as forum moderator.	All year
Nominating Committee	Identify volunteers for different PTA committees	Throughout year
Picture Day	One organizer oversees reminder notices and works with the front office to process orders. 6 helpers needed at Picture Day for 2 hour shifts to help the students get ready for their picture.	September and November
PTA Council Representatives	Attend monthly meetings of ICSD PTA Council; report back to NE PTA, disseminate relevant information to NE community.	4-5 meetings a year
PTA/Staff Liaison		Throughout year
PTA Website	One volunteer needed to maintain the Northeast PTA website.	Throughout year
Scholastic Book Fair Fundraiser	Parents can volunteer in 1 ½ or 2 ¾ hour shifts to help sell books. Committee members plan, set up, and staff the book fair in the fall and the spring.	Fall and Spring
School Directory	One volunteer needed to gather and publish contact information for all the students in the school as well as faculty and staff.	September/October
Send Your Staff Packing fundraiser	Volunteers needed to solicit donations and organize the sales of the tickets.	May or June
Silver Graphics Fundraiser	One organizer needed to collect orders and coordinate with Silver Graphics and the art teacher.	Fall
Staff Appreciation Week	Volunteers needed to coordinate events throughout the week.	May or June
Staff Luncheon	Helpers needed to set up, serve food, and clean up.	May or June
Yearbook	Three or four volunteers needed to take pictures, design the yearbook, and sell the yearbook.	Throughout year