

# Ivy Creek Elementary

# Volunteer Handbook

## The Mission of the PTA:

To support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children;  
To assist parents in developing the skills they need to raise and protect their children;  
To encourage parent and public involvement in the public schools of this nation.

## The Purposes of the PTA:

To promote the welfare of the children and youth in home, school, community, and place of worship.  
To raise the standards of home life.  
To secure adequate laws for the care and protection of children and youth.  
To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.  
To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education

## Core Beliefs of the Gwinnett County Board of Education:

Our core business is teaching and learning.  
All children can learn at or above grade level.  
All children should reach their learning potential.  
The school effect is important and has a profound impact on every child's life.  
A quality instructional program requires a rigorous curriculum, effective teaching, and ongoing assessment.  
All children should be taught in a safe and secure learning environment.

## The Mission of Ivy Creek Elementary School:

The mission of Ivy Creek Elementary School is to empower students to become academically sound, health conscious individuals who display exemplary character and are prepared to become successful, caring, contributing members of society.



Dear Volunteers,

**Welcome** to a new school year at Ivy Creek Elementary. You are an important part of a great school! As you know, a big reason for our success comes from the active participation of our families and our community. Volunteers have played—and will continue to play—an important and valuable role at Ivy Creek Elementary. Our school volunteers are valuable because they:

- Provide more individualized attention to students
- Enrich the students' curriculum and, in turn, broaden their awareness and experience
- Provide reinforcements for lesson skills
- Relieve the school staff of some non-classroom tasks and duties
- Provide an opportunity for interested community members to become directly involved with education
- Bring the resources of the community into the school.

Students, teachers, staff, parents and the community benefit from the work of individuals like you who freely share their talents and resources. One hour a week, one day a week, one day on a special project -- your efforts make a difference for students We also know that as a volunteer, you, too, will be rewarded not only with the gratitude of the students and staff, but also with the pride in knowing that you have helped to better the life of a child by strengthening our school and uniting our community.

This handbook is directed to all our volunteers—to anyone wishing to devote a portion of her or his time to one of the most important systems in any community, public schools. Because we want you to get the most out of your volunteer experience, we want to make sure you are an informed volunteer.

We thank you for your commitment to excellence in education for every child at Ivy Creek Elementary...and look forward to working with you!

With Great Appreciation,

Tammy Clark, PTA Volunteer Coordinator

“To volunteer one’s time and effort to help others is a basic human impulse. Volunteering plays a vital role in preserving the stability and cohesion of societies and makes a significant, but largely overlooked, economic contribution.”

--**United Nations**, *Support for Volunteering*, 2001



## **Volunteer Information:**

The Ivy Creek teachers and staff are extremely dedicated to their students' emotional, intellectual, and physical well being. It is with great trust that they welcome you into the school and classrooms.

They trust that you will help ensure the well being of their students by following these guidelines:

### **Safety/Legal Guidelines:**

**Sign in for security:** Volunteers are required to sign in at the office. Signing in each time you volunteer allows the school personnel to maintain a safe school environment *and* to locate you immediately in case of an emergency. After signing in, please assure that you are given a volunteer sticker and that you wear it in a visible spot. For everyone's safety, it's important for staff to know who you are and why you are at the school.

**Supervision:** Volunteers perform under the direction/supervision of school personnel. If a volunteer assists a student or students outside the classroom, they should not be taken to any area except that specified by the teacher or principal.

**Confidentiality:** What you hear or observe about students or staff while volunteering in a school is confidential. Even a seemingly harmless comment repeated to another can be misunderstood and cause harm to the school team. Please avoid entering the teacher's lounge/mailbox area. This will ensure confidentiality by avoiding volunteer contact with information sensitive materials. If you are asked put information in a teacher's mailbox, please take the information to the sign in desk or front office for distribution instead.

**Discipline or behavior problems:** As a school volunteer you may notice students disobeying school or classroom rules. Your responsibility is to call such matters to the attention of the teacher or other supervising school personnel. Never take corrective measures into your own hands

**Child neglect and abuse reporting:** School volunteers are considered mandatory reporters of suspected child neglect and abuse. If a student discloses that they are in a dangerous situation or if you have reason to suspect neglect/abuse, please report this immediately and privately to your supervisor at school.

**Parking:** Volunteers are encouraged to use the side parking lot. If you feel compelled to use the front parking lot, please remember these important safety rules: Vehicle traffic is **not permitted** in the bus lanes from: 7:45 am to 8:30 am, 2:25 pm to 3:15 pm, and (on Early Release days) 12:00 pm to 12:45 pm. Also, vehicles **will not be permitted to exit** the parking lot until all buses and daycares have been dismissed. Finally, if there is the slightest chance that your car will block the buses in the



afternoon, please do not leave your car in the bus lanes...**please unload your supplies and promptly move your vehicle.** Thank you for helping to keep student safety our highest priority!

**Volunteer hours:** According to Gwinnett County policy: “No students or unauthorized visitors may remain the school building after regular school hours without supervision.” If volunteering after school, the school office must be accessible or school personnel who have access to it must be present. It is essential that there is access to the first aid kit, a phone, and emergency contact information.

**Fire drills:** For safety, it is important that you follow the school procedure during fire drills. When the fire alarm sounds, you should exit the building with the staff supervising the area that you are in, follow them to the designated safety zone, and remain with them until permission to reenter the building is given. If you have students that are in an area other than their classroom, it is vital that you alert the area’s supervising staff and tell him/her the names of the students and the class to which they belong—all students must be accounted for before the “all clear” can be given.

### **Behavioral Guidelines:**

**Commitment:** Whether you are volunteering on a regular basis or for a one-time project or event, arrive a little early so there is time for communication and direction. Also, be sure to let the teacher, librarian, or whoever is supervising your work as a volunteer know when your schedule changes or if you can't make it when you are expected.

**Dependability:** If you are working in a classroom, please remember that the teacher is counting on your dependability. Please arrive on your scheduled day. The students will be anticipating your help, and the teacher will be relying on it. If you are unable to volunteer on a scheduled day, please let the teacher know as soon as possible. If you are notifying the teacher several days in advance, you may e-mail the teacher (teacher e-mail links can be found on the Ivy Creek website <http://www.ivycreekes.com> under the “staff” tab). If it is the day of your commitment, please call the school office at (678) 714-3655. Also, please arrive at your scheduled time. In a condensed school day, even a ten minute delay can result in a much anticipated event being cancelled. Arriving on time saves the students from disappointment and the teacher from scheduling difficulties. If you think that you will be late, please call the school office as soon as possible. Of course, everyone understands that illnesses, emergencies, and other unexpected events may occur. The teacher simply needs as much time as possible to alter her plans and prepare her students.

**Professionalism:** As a school volunteer, you are a role model for students. Please behave toward students and school staff in a respectful manner that sets an example of professionalism and good citizenship. Please refrain from using inappropriate language while at school. Keep in mind that what is a harmless slang term to you may be offensive to another adult or student. Please use standard (and respectful) language when working



with or around students. Wearing appropriate, practical, and comfortable clothing when you volunteer is one more way you can be a role model. If you have a question, feel free to ask for a copy of the school's dress code or ask the supervising teacher or staff member.

### **Communication Guidelines:**

**Don't hesitate to ask for help:** As a school volunteer, it is crucial that the lines of communication stay open and clear. If you are unsure about what's expected of you, or how to use certain office equipment, please ask someone. If you are volunteering in a classroom, make sure you understand and are comfortable with your role. Having a firm grasp on your duties will help make your volunteer experience safe and pleasant both for you and for the staff and students.

**Consideration:** Please be considerate towards the time constraints of teachers and staff. Please discuss school problems (or personal concerns about your child's progress) at appropriate times. Teachers and staff do share your concern for the school and students, but in most cases they will need to arrange to contact you at a later *non-instructional* time.

“America is losing sight of its children. In decisions made every day we are placing them at the bottom of the agenda, with grave consequences for the future of the nation.”  
–**Ernest Boyer**

“Just as war is too important to be left to the generals, education is too important to be left to the educators.” -**Paul Woodring**



## Volunteer Support:

While there are certain expectations from volunteers to help things run smoothly, we realize you also have expectations from the school staff and the PTA.

**Volunteer orientation:** A handbook like this is useful in covering information in a general manner. Volunteers need specific information about their duties. For example, volunteers need to know how to perform the task expected of them, where supplies are located, how to use certain office equipment, as well as specific school practices. This can be accomplished by attending an orientation/training with other potential volunteers or by meeting individually with the member of the school staff who will be supervising you. Once you've become an experienced volunteer, you may be asked to help with the orientation of new volunteers.

**Communication:** We will attempt to provide clear and concise directions and regular feedback. We will also periodically survey our volunteers and actively seek their feedback.

**Courtesy:** All volunteers will be treated with courtesy and respect by teachers, staff, and students.

**Efficiency:** We respect your time commitment and will make every effort to utilize your time efficiently. If you have any questions or suggestions to help us, please share them.

**Interests and talents:** We want to make the best match we can between volunteer opportunities and your interests and talents. Let school personnel or the volunteer coordinator know how you can best contribute. Your input may lead to the development of additional volunteer opportunities.

**Assistance:** So that our volunteers may feel supported, there are several people you may contact with questions, suggestions, or concerns:

Role	Name	Phone	E-mail
Volunteer Coordinator	Tammy Clark	(678) 570-3267	clarkbar1@bellsouth.net
Room Parent Coordinator	Sonya Vaverek	(678) 714-8204	cvsenderprise@yahoo.com
PTA Vice President	Sheri Lawton	(770) 945-0129	slawton@cwtsk.com
PTA President	Keith Garanyi	(770) 831-0644	kgaranyi@holdenassoc.com
PTA President	Julie Garanyi		jgaranyi@hotmail.com
Assistant Principal	Tammy Glausier	(678) 714-3655	tammy_glausier@gwinnett.k12.ga.us



## Committee Chair Contact List

Committee	Chairperson	Email
Bingo Nights	Denise Wilson	<a href="mailto:d.wilson@ivycreekpta.org">d.wilson@ivycreekpta.org</a>
Cub Social Coordinator	Ashli Rodriguez	<a href="mailto:a.rodriguez@ivycreekpta.org">a.rodriguez@ivycreekpta.org</a>
Cultural Arts	Liz Koenig	<a href="mailto:l.koenig@ivycreekpta.org">l.koenig@ivycreekpta.org</a>
Donations	Sonja Flockhart	<a href="mailto:s.flockhart@ivycreekpta.org">s.flockhart@ivycreekpta.org</a>
Environmental/Recycling		
5th Grade Celebration	Kristine Butler	<a href="mailto:k.butler@ivycreekpta.org">k.butler@ivycreekpta.org</a>
Hospitality	Sonya Vaverek	<a href="mailto:s.vaverek@ivycreekpta.org">s.vaverek@ivycreekpta.org</a>
Labels		
Membership	Mary Kerpics	<a href="mailto:m.kerpics@ivycreekpta.org">m.kerpics@ivycreekpta.org</a>
Newsletter	Ivonne Kitzrow	<a href="mailto:i.kitzrow@ivycreekpta.org">i.kitzrow@ivycreekpta.org</a>
PTA Fundraiser	Kris Beauregard	<a href="mailto:k.beauregard@ivycreekpta.org">k.beauregard@ivycreekpta.org</a>
Cub Run	Sheri Lawton	<a href="mailto:s.lawton@ivycreekpta.org">s.lawton@ivycreekpta.org</a>
Reflections		
Room Parents	Sonya Vaverek	<a href="mailto:s.vaverek@ivycreekpta.org">s.vaverek@ivycreekpta.org</a>
School Beautification		
Spirit Wear	Sonya Vaverek	<a href="mailto:s.vaverek@ivycreekpta.org">s.vaverek@ivycreekpta.org</a>
Spring Fling co-chairs	Lisa Richardson	<a href="mailto:l.richardson@ivycreekpta.org">l.richardson@ivycreekpta.org</a>
	Sheri Lawton	<a href="mailto:s.lawton@ivycreekpta.org">s.lawton@ivycreekpta.org</a>
	Sara Norris	<a href="mailto:s.norris@ivycreekpta.org">s.norris@ivycreekpta.org</a>
Volunteer Coordinator	Tammy Clark	<a href="mailto:t.clark@ivycreekpta.org">t.clark@ivycreekpta.org</a>
Website	Ivonne Kitzrow	<a href="mailto:i.kitzrow@ivycreekpta.org">i.kitzrow@ivycreekpta.org</a>
Wellness and Safety	Sara Norris	<a href="mailto:s.norris@ivycreekpta.org">s.norris@ivycreekpta.org</a>
Yearbook Chair	Jodi Monaghan	<a href="mailto:j.monaghan@ivycreekpta.org">j.monaghan@ivycreekpta.org</a>
Yearbook administration	Fran Ledogar	<a href="mailto:f.ledogar@ivycreekpta.org">f.ledogar@ivycreekpta.org</a>
Yearbook designer	Holly Basteyns	<a href="mailto:h.basteyns@ivycreekpta.org">h.basteyns@ivycreekpta.org</a>
Yearbook designer	Ivonne Kitzrow	<a href="mailto:i.kitzrow@ivycreekpta.org">i.kitzrow@ivycreekpta.org</a>
Talent Show	Lisa Richardson	<a href="mailto:l.richardson@ivycreekpta.org">l.richardson@ivycreekpta.org</a>
Communication	Sonja Flockhart	<a href="mailto:s.flockhart@ivycreekpta.org">s.flockhart@ivycreekpta.org</a>
Officers		
President	Keith Garanyi	<a href="mailto:k.garanyi@ivycreekpta.org">k.garanyi@ivycreekpta.org</a>
President	Julie Garanyi	<a href="mailto:j.garanyi@ivycreekpta.org">j.garanyi@ivycreekpta.org</a>
Vice President	Sheri Lawton	<a href="mailto:s.lawton@ivycreekpta.org">s.lawton@ivycreekpta.org</a>
Secretary	Debora Poage-Queen	<a href="mailto:d.poage@ivycreekpta.org">d.poage@ivycreekpta.org</a>
Treasurer	Sara Norris	<a href="mailto:saranorris@bellsouth.net">saranorris@bellsouth.net</a>



## **Descriptions of Volunteer Opportunities:**

*(Alphabetized for your convenience)*

**5<sup>th</sup> Grade Celebration Committee:** Starting in January, Committee Chair Kristine Butler ([k.butler@ivycreekpta.org](mailto:k.butler@ivycreekpta.org)) will need a few dedicated volunteers to help coordinate and plan the 5<sup>th</sup> grade celebration.

**Assist with Art/Music/Physical Education/Computer Lab:** Supports the teacher in chosen special area. No experience necessary, but it would be helpful to have a strong interest or a love of the subject.

**Baking for Events:** Sends in baked goods for special events like Bake Sales and Spring Fling.

**Basic Skills Reinforcement:** Works with individual students or small groups of students to reinforce classroom lessons by utilizing flashcards, coins, games, and other materials provided by the teacher. No experience needed—you will be given detailed instructions from your supervising teacher.

**Bingo Night:** This committee will promote and plan Bingo Night. Volunteers help set up, serve pizza and clean up at each event (1 per year). The Committee Chair is Denise Wilson ([d.wilson@ivycreekpta.org](mailto:d.wilson@ivycreekpta.org)).

**Blooming Readers Literacy Program Volunteer:** Mrs. Burkett ([lisa\\_burkett@gwinnett.k12.ga.us](mailto:lisa_burkett@gwinnett.k12.ga.us)), our dedicated Literacy Program Reading Coach, has found a very special need at Ivy Creek, and she is asking for **your** help! She is asking all Ivy Creek parents, grandparents, big brothers and sisters, friends, and neighbors: “Do you want to make a difference in a child’s life? Do you love to read? Are you willing to commit 30 minutes a week to read with a child?” If you answered yes to any of these questions, she could use your love of reading and a few minutes of your time to change a child’s life forever!

**Book Fair:** Twice a year the Media Center will need several volunteers to assist students with preview and purchase days. They will also require assistance with setting up and breaking down the Book Fair. The Book Fair promotes a lifelong love of reading and is an important fundraiser for the school. If you are interested in helping, please mark your form, so a Media Center Representative can contact you.

**Bookroom Volunteer:** helps to organize the Leveled Bookroom throughout the school year. Volunteers are needed for any day or time that they can come. Instructional Coach Lisa Burkett ([lisa\\_burkett@gwinnett.k12.ga.us](mailto:lisa_burkett@gwinnett.k12.ga.us)) would train and supervise volunteers.

**Cafeteria Assistant:** Monitors students for safety, assists with opening packages, and aids in smooth transitions between classes.

**Car Wash:** Assists with washing cars or promoting car wash. This is a fun fundraising opportunity.

**Career Fair:** Supports Third and Fifth grade by coordinating student flow. If you are interested in presenting during the event, please contact Laura Spencer ([laura\\_spencer@gwinnett.k12.ga.us](mailto:laura_spencer@gwinnett.k12.ga.us)).

**Classroom Assistant:** Works under the direction or in cooperation with the classroom teacher to perform non professional tasks so the teacher may devote full attention to the accomplishment of class objectives.

**Clerical Assistant:** Works under the direction or in cooperation with the school staff or teacher to provide clerical support.

**Club support:** Works with club sponsor to meet club objectives

**Community Resource:** Provides special programs on a wide variety of topics that enrich the classroom curriculum



Cub Run: Supports the Fall Fundraiser by passing out water, directing children, and recording laps. Sheri Lawton ([s.lawton@ivycreekpta.org](mailto:s.lawton@ivycreekpta.org)) is the Committee Chair for this event.

Cultural Arts: Supports Committee Chair Liz Koenig ([l.koenig@ivycreekpta.org](mailto:l.koenig@ivycreekpta.org)) with various cultural arts projects.

Cutting or Assembling Projects: assists with simple projects, a great time saver for teachers who can use the extra time to focus on students and meeting classroom objectives.

Donate Baked Goods: Sends in baked goods for special events like Bake Sales and Spring Fling. Hospitality Committee is also looking for a few great cooks who can send in delicious *homemade* treats for the general teachers' meetings.

Donate supplies/equipment: If you are interested in donating specific items, please contact your Volunteer Coordinator, Tammy Clark ([t.clark@ivycreekpta.org](mailto:t.clark@ivycreekpta.org)). If you would like to contribute but are not sure how to help, simply indicate this on the volunteer form and we will contact you periodically throughout the year as needs arise.

Environment/Recycling Committee: Encourages students to protect their environment at school and in the community through environmental education and recycling projects. Please contact Debora Poage-Queen ([d.poage@ivycreekpta.org](mailto:d.poage@ivycreekpta.org)). She is serving as our interim committee chair.

Family Bowling Night: Promotes, organizes, or assists at Family Bowling Night. If you know your way around a bowling alley, we could really use your help. Contact Julie Garanyi ([j.garanyi@ivycreekpta.org](mailto:j.garanyi@ivycreekpta.org))

Family Camp Night: Promotes, organizes, or assists at Family Camp Night. We need people who are experienced campers or have experience in organizing similar events. This might be a good opportunity for Boy Scout and Girl Scout families! Contact Julie Garanyi ([jgaranyi@hotmail.com](mailto:jgaranyi@hotmail.com))

Gift Wrapping Volunteer: Assists with wrapping presents at a local store. Ivy Creek PTA will set up a table and wrap presents as a fundraiser. Contact Sara Norris ([s.norris@ivycreekpta.org](mailto:s.norris@ivycreekpta.org))

Gwinnett Braves: We will need volunteers who are willing to work concessions at the Gwinnett Braves. This is a fun fundraising opportunity. Contact Sheri Lawton ([s.lawton@ivycreekpta.org](mailto:s.lawton@ivycreekpta.org))

Labels Chair: Promotes the Labels program at the school, counts labels, and completes paperwork.

Math/Science Night Volunteers: Please help Mrs. Kuehn ([susan\\_kuehn@gwinnett.k12.ga.us](mailto:susan_kuehn@gwinnett.k12.ga.us)), our Math/Science Coach, promote excitement for math and science by volunteering to support Math/Science Nights.

Media Center Volunteer: Assists with shelving, checking out books, and completing special projects in the Media Center. If you are available to volunteer, please contact Kimberly Sharp or Judy Parks ([Kimberly\\_sharp@gwinnett.k12.ga.us](mailto:Kimberly_sharp@gwinnett.k12.ga.us) or (678)714-3660).

PTA Ambassador: Helps keep non-English speaking families informed about PTA events. Contact Julie Garanyi ([j.garanyi@ivycreekpta.org](mailto:j.garanyi@ivycreekpta.org))

PTA Donations: Works with local businesses and other interested parties in the community to secure donations for various events. Contact Sonja Flockhart ([s.flockhart@ivycreekpta.com](mailto:s.flockhart@ivycreekpta.com))

PTA Fundraising: Fundraising is vitally important to support the many programs and projects advocated by the PTA. Please contact Kris Beauregard ([k.beauregard@ivycreekpta.com](mailto:k.beauregard@ivycreekpta.com))



**PTA Membership:** This committee is responsible for coordinating the PTA membership drive at fall registration, PTA meetings, and as new students enroll throughout the year. Mary Kerpics ([m.kerpics@ivycreekpta.org](mailto:m.kerpics@ivycreekpta.org)) is the Committee Chair.

**Reading Rally Volunteer:** Promotes excitement for reading by encouraging children to read chapter books and then quizzing them for reading comprehension. You would work with small groups of students who will read from a list of twenty books. You would be helping the children to prepare for the Reader's Rally, a county wide event. Miss Sharp ([Kimberly\\_Sharpe@gwinnett.k12.ga.us](mailto:Kimberly_Sharpe@gwinnett.k12.ga.us)), our Media Specialist, will sponsor this event. There is also a work at home opportunity. If you would like to read the books and make practice quizzes for the students, it would be very helpful.

**Reflections (art program):** Reflections is a fine arts competition sponsored by the National PTA. Our committee organizes and executes the program according to national guidelines, with assistance of our County and District PTAs. Julie Garanyi ([j.garanyi@ivycreekpta.org](mailto:j.garanyi@ivycreekpta.org)) will serve as interim chair person.

**Reindeer Lane Volunteer:** Assists students and families with gift purchases. *Contact Sheri Lawton* ([s.lawton@ivycreekpta.org](mailto:s.lawton@ivycreekpta.org))

**Room Parent:** Works with the classroom teacher to assist with classroom activities and serves as a liaison to parents for disseminating information, assists the teachers with classroom celebrations and with recruiting volunteers and obtaining donations for Spring Fling, and coordinates Teacher Appreciation Week activities. Sonya Vaverek ([s.vaverek@ivycreekpta.org](mailto:s.vaverek@ivycreekpta.org)) is the Room Parents' Coordinator. Please contact your teacher if you are interested in being a Room Parent. If your class already has a Room Parent, please consider being a Room Parent for a class that lacks one.

**School Beautification:** Coordinates indoor and outdoor "home improvements" to the school.

**Speech/Resource Volunteer:** gives individualized extra help to new Resource and Speech students.

**Spring Fling:** Committee chairs will organize this Spring event. Sub-committees are needed for games, attractions, food, tickets, sponsors, raffles and advertising. Work on this committee should start in January. Lisa Richardson ([l.richardson@ivycreekpta.org](mailto:l.richardson@ivycreekpta.org)) is the Committee Chair for this event.

**Spirit Wear:** Sells Spirit Wear for the school to promote school spirit and raise money for the school. Sonya Vaverek ([s.vaverek@ivycreekpta.org](mailto:s.vaverek@ivycreekpta.org)) is the Committee Chair. She will need volunteers to set up, sell and then put up the Spirit Wear on Open house, both Curriculum nights and during Spring Fling. Volunteers will be required throughout the events and approximately 30 minutes before and after the events.

**Ivy Creek Talent Show:** Assists with event promotion, AV support, prop support, selling tickets, and crowd control. Lisa Richardson ([l.richardson@ivycreekpta.org](mailto:l.richardson@ivycreekpta.org)) is the Committee Chair for this event. .

**Volunteer Recruitment:** Works with the Volunteer Coordinator exploring creative ways to increase volunteer base and encouraging community involvement. Tammy Clark ([t.clark@ivycreekpta.org](mailto:t.clark@ivycreekpta.org)) is the Committee Chair.

**Wellness and Safety:** This committee assists in events to promote the health and well being of students, parents, and staff of Ivy Creek. *Contact Sara Norris* ([s.norris@ivycreekpta.org](mailto:s.norris@ivycreekpta.org))

**Yearbook Committee:** This committee is responsible for producing an annual yearbook to commemorate the school year. Jodi Monaghan ([j.monaghan@ivycreekpta.org](mailto:j.monaghan@ivycreekpta.org)) is the Committee Chair. She needs volunteers who can take pictures for the yearbook. She will also need volunteers to help sell and distribute the yearbooks. This project is ongoing from day 1 until approximately February, and then distribution will be one or two days in May



**Please Volunteer at Ivy Creek!**  
**2008-2009 PTA Volunteer Interest Form**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E- Mail: \_\_\_\_\_

Preferred way *and* time to be reached: \_\_\_\_\_

Age: \_\_\_19 and under, \_\_\_ 20-49, \_\_\_50 and over

Do you have children who attend/ will attend our school? \_\_\_yes \_\_\_no

Child's name \_\_\_\_\_ Grade \_\_\_ Teacher \_\_\_\_\_

Child's name \_\_\_\_\_ Grade \_\_\_ Teacher \_\_\_\_\_

Child's name \_\_\_\_\_ Grade \_\_\_ Teacher \_\_\_\_\_

How did you hear about our volunteer opportunities? \_\_\_\_\_

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**There are *many* volunteer opportunities, both on-going and short term, at Ivy Creek. Please complete this two page form to let us know the ways in which you are interested in helping. No experience is needed! If you want to help, but are not sure where, simply mark the times you're available and we'll contact you to discuss volunteer opportunities that might interest you. We realize the value of your time and appreciate any contribution—even 1 hour a semester can make a huge difference! Our staff and students thank you for your help in providing an excellent educational experience for *every* child at Ivy Creek!**

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Special skills, events, or talents you would like to share with students:

Would you or your company be willing to donate goods or services to Ivy Creek? If so, please list suggested donations and contact information: \_\_\_\_\_

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*Please note: This year, we are hoping to have a team of PTA ambassadors who can help our non-English speaking parents stay informed about PTA events. If you would like to help, please indicate your foreign language skills below. Thank you!*

**Foreign language skills:**

(speak): \_\_\_\_\_ (write): \_\_\_\_\_

**Please mark where appropriate so that we may understand your interests:**

**1. I would gladly:** Chair: \_\_\_ Reflections \_\_\_ Environmental and Recycling \_\_\_ Labels  
\_\_\_ Help on a committee, \_\_\_ Serve where needed

**2. I would like to volunteer:**

\_\_\_ Quarterly, \_\_\_ Monthly, \_\_\_ Twice a month, \_\_\_ Weekly, \_\_\_ More than Weekly,  
\_\_\_ Daily, \_\_\_ Special Event Only, \_\_\_ As needed



**3. I am available to serve (please mark any that apply):**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mornings						
Afternoons						
Evenings						
Work at home						
As needed						

**4. I am interested in helping with the following needs:**

**Yearlong Opportunities-** *These are areas where we have an on-going need for volunteers. You are not obligated to volunteer for the entire year, but you are certainly welcome to! (please mark any that interest you):*

- PTA Donations
- Room Parent
- Donate Baked Goods
- Treasury Support
- PTA Fundraising
- Environmental/Recycling
- School Beautification
- Cultural Arts
- Assist with:  Art,  Music,  Physical Education,  Computer lab
- Clerical assistance:  Typing,  Filing,  Mailing,  Duplicating
- Yearbook:  Taking pictures  Sales  Distribution
- Community Resource Speeches/Demonstrations/Presentations on:
  - Computers/Math  Athletics  Public Speaking  Careers
  - Health & Safety  Travel  Creative Writing/Journalism
  - Law/Government  Clothes & Grooming  History
  - Cultural Backgrounds/Diversity  Other: \_\_\_\_\_
- Blooming Readers
- Donate Supplies/Equipment
- Cafeteria Assistant
- Volunteer Recruitment
- Math/Science Night Volunteer
- Spirit Wear
- Club Support
- Readers Rally
- Media Center Volunteer
- Speech/Resource Volunteer
- PTA Membership
- Wellness and Safety
- Bookroom Volunteer

**Fall Opportunities (please mark any that interest you):**

- Reflections (art program)
- Cub Run
- Family Camp Night
- Book Fair:  Set up,  Preview days,  Purchase days,  Breakdown

**Winter Opportunities (please mark any that interest you):**

- Ivy Creek Talent Show
- Bingo Night
- Family Bowling Night
- Gift Wrapping
- Reindeer Lane

**Spring Opportunities (please mark any that interest you):**

- Spring Fling
- Career Fair
- 5<sup>th</sup> grade celebration
- Gwinnett Braves
- Book Fair:  Set up,  Preview days,  Purchase days,  Breakdown
- Car wash

**Evening Opportunities (please mark any that interest you):**

- Bingo Night
- Spirit Wear
- Family Bowling Night
- Family Camp Night
- Gift wrapping
- Reindeer Lane

**At Home Opportunities (please mark any that interest you):**

- Baking for Events
- Cutting or Assembling Projects
- Clerical support
- Readers Rally

**Weekend Opportunities (please mark any that interest you):**

- Spring Fling
- Spirit Wear
- Car wash

**Thanks for making a difference at Ivy Creek. We look forward to working with you.**



**Ivy Creek Elementary School Volunteer Guidelines**  
**2009-2010**

Ivy Creek needs your time and talents! By choosing to volunteer you are demonstrating your commitment to education as well as making a positive impact in our school.

Please remember to sign in and wear a volunteer badge whenever present.

**Confidentiality**

As you work with our students and staff please remember that the abilities, problems, relationships, and confidences of students, their parents and staff must never be discussed with anyone other than a professional staff member of our school. If you have concerns, please discuss them with the teacher or an administrator. Educators are held to an unwavering Code of Ethics that applies to all substitutes and volunteers. Should confidentiality be breached, we must ask that the person not return to the volunteer position.

To help, here are some sample issues that can arise:

**“Wasn’t it cute when Johnny.....”**No matter how innocent, cute, funny or charming a classroom event may be, it is not appropriate to repeat stories about students. What happens in the classroom stays in the class room.

**When parents ask you questions.....**Many parents are tempted to ask you about how their children or others behave or achieve at school or how the teacher may interact with the class. It is inappropriate for parents to put you in this awkward position.

**When students tell you about their family, pet, vacation, etc.....**As students become comfortable working with you they may decide to share something personal. This information must be kept private even if you know the child and the family outside of school.

We appreciate your contributions to Ivy Creek and helping us to make it the best school possible!

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I have read and will adhere to the Ivy Creek Volunteer Guidelines, and understand a break in confidentiality may result in my not returning to Ivy Creek as a volunteer.

\*This includes any involvement with PTA activities\*

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Teacher’s Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_

