

Volunteering is the Key to the Success of Ogden's PTC!

Ogden Avenue School's rich history of volunteers has helped make it an outstanding school. Your kids love to have you volunteer, you meet other parents, and Ogden benefits from your donation of time. Everyone wins!



Attached you will find a listing of all the volunteer opportunities available at Ogden Avenue School followed by a form. Please indicate your interest by placing a check mark next to any of the opportunities in which you are interested and either mail the form in with your registration materials or return it at the *Welcome Back Coffee* on the first day of school, **August 25, 2009**. The appropriate committee chairperson will then contact you as the school year gets underway.

If you have any general questions about volunteering at Ogden, please contact our volunteer coordinator.

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Thank you for your time and effort!

Ogden Avenue School 2009 - 2010 Volunteer Opportunities

ART ENRICHMENT – The Art Enrichment program is a supplement to the art curriculum which exposes students to a variety of artists, artistic styles and media. Two to four parent volunteers are needed in each classroom to visit once per month to lead an art appreciation discussion and an age appropriate art project. A curriculum with monthly topics for each grade is supplied at the beginning of the year along with posters of the art works. Folders with information on the artists, project ideas and materials for planning the activities are provided for the volunteers as well. Anyone can volunteer, as long as they have a genuine interest in art, a willingness to spend time preparing for each lesson, and, *MOST IMPORTANTLY*, are not afraid to get messy, experiment and have fun! A background in art or art history is not necessary. Art Enrichment is a fantastic way to share your artistic talent and use your creativity!

BIKE TEST - Parent volunteers are needed to help register and test children in grades 3-6 who wish to ride their bikes to school. This early fall event, sponsored by the Health and Safety Committee, will take place during the morning portion of the school day. Representatives from the LaGrange and LaGrange Park Police Departments are also on hand to assist with the registration process.

BOOK FAIR - Numerous parent volunteers help in a variety of ways at this twice a year event. Parents are needed for 1.5 to 2 hour shifts to help set-up, break down, cashier, run the donation table, and roam the room assisting others. Book fairs are held in the fall and again in the spring in conjunction with the Ice Cream Social. Family friendly!

CHORUS VOLUNTEERS - Ms. Johnson needs chaperones for the Chorus trip to Yorktown in December and help with the Chorus pizza party in May.

Also, Ms. Johnson is in need of someone willing to videotape each of the evening concerts. The evening concerts are in December (grades 2,4,6) in the Spring (grades 1,3,5).

FIELD DAYS - Parent volunteers are needed to help with the events and games planned for this day of fun! This event will take place in early June at Stone-Monroe Park, with no rain date. Grades 1-3 will be held in the morning. Grades 4-6 will be held in the afternoon.

FUN FAIR - Parent volunteers are needed to set up, run and take down games, distribute prizes, and help where needed. This event takes place on a Saturday in February every other year and runs opposite years of the Variety Show.

GENERAL OFFICE HELP - Our secretaries are occasionally in need of photocopying help in the school office. If you are interested in helping out one morning or afternoon a week or filling in when needed, please consider this volunteer opportunity. Volunteers will be notified by the office as to when they are needed.

GOLF OUTING- An annual "Best Ball Tournament" is scheduled during the fall. The Golf Outing volunteers plan menus, organize foursomes for play and compile raffles and prizes for our winning teams.

HOT LUNCH - Several parent volunteers are needed during each lunch period for grades 1-6 to help with the distribution of preordered lunches to the children *and* supervise at recess. Hot Lunch will occur 1 - 2 times per year and is served in the Multi-Purpose Room. Grades 1, 3, 5 have lunch from 11:20 - 11:50. Grades 2, 4, 6 have lunch from 11:50 - 12:15.

ICE CREAM SOCIAL – The ice cream social is held in conjunction with the Spring Book Fair. Volunteers are needed to help scoop ice cream &/or clean up afterwards.

LRC VOLUNTEERS - Parent volunteers are needed to work one half day either once a week or every two weeks in the LRC (library) on the day of their child's library time. Volunteers help students locate books, file books being returned and assist the LRC staff in many other ways.

Also, parent volunteers (maximum of 4) are needed to run the laminating machine on Tuesday and Friday mornings in the LRC. Items to be covered are at the request of teachers. Training will be provided. This opportunity may be for each week, or for every other week.

ORIGINAL WORKS MAGNET PROGRAM - Volunteers are needed in the spring to help with the organization, processing and distribution of Original Works Magnets to students along with any additional merchandise orders.

PARENT SOCIAL- This fundraising social event is for mom & dad to have a little fun with school parents of all ages and grades. Basic planning and organizing are needed along with a few parents to help with set-up and clean-up on the night of the event.

PTC/SCHOOL BOARD LIAISON - Numerous parent volunteers are needed to attend, on a rotating basis, School Board meetings and then report back to the PTC. Reports may be either written or presented in person at PTC meetings. School Board Meetings generally take place on the 2nd and 4th Thursday nights at schools throughout the district, the majority of which are held at Park Junior High. Some meetings may be rescheduled due to holidays.

QUIZ NIGHT – Quiz Nights are held in the fall and spring of each school year. Volunteers are needed to set up, clean up and assemble prize baskets for these exciting events. Adults come together off campus to enjoy an evening of trivia, friendship and fun!

RED SLED - This is Ogden Avenue School's major fundraiser of the year, set for November 7, 2009. Volunteers are needed to decorate the night before, work at the bake table, work in the Café, sell raffle tickets, assist with publicity, be parking monitors in the early morning when crafters are arriving, take pictures with Santa, work a shift as security patrol and clean up after the event.

Calling Dads! Looking for a chance to volunteer at school? We especially need Dads willing to help out as parking monitors, set up and take down tables before and after the event, and work as security patrol indoors during the Red Sled on Saturday Nov. 7th.

RETIREMENT PARTY- Parent volunteers are needed to assist the Staff Appreciation Committee at an after school party honoring retiring Ogden staff, if any. Duties include decorating, serving and clean up.

ROOM PARENT - Parent volunteers are needed to plan and run 3-4 class parties a year. In the primary grades (K-3) parties are held at Halloween, Winter Break, Valentine's Day and at the End of the Year. In upper grades (4-6) parties are held twice a year, at the discretion of the classroom teacher, with one of the parties being held at the End of the Year. There is a general meeting in the early fall for all Room Parents to receive information and meet other Room Parents. Room parents are also responsible for executing the emergency calling tree in the event of a school closing or emergency.

SCHOOL SPIRIT – Parent volunteers are needed to help with the distribution of Green Bagels on or near St. Patrick's Day. Also, volunteers are needed to help with the processing, organizing and distribution of clothing orders in the fall

SCHOOL SUPPLIES- Volunteers are needed to sort the pre-packed school supply boxes by grade level and help distribute on the last day of school to those families who have ordered them.

SCHOOL PICTURES - School pictures are taken once a year, in the fall, with one retake day. Parent volunteers are needed to help coordinate getting the students from their classrooms to the room where the photographer is set up. Timing requirements include one full day and a few hours on re-take days.

Consider helping make our students look their best.

SCIENCE CENTER - If you're interested in helping out at the District Science Center located at the Forest Road East Building, sign-up here and our Science Center Representative will contact you with details on the opportunities available.

SPONSOR FAMILY PROGRAM – Volunteers are needed to reach out to incoming Ogden families, answer questions and invite them to the Sponsor Family Picnic held in August. Those indicating interest will be contacted in May.

STAFF APPRECIATION – Volunteers are needed in May at the Annual Staff Appreciation Day Luncheon with set-up, serving and clean up. **Parent volunteers are especially needed to supervise the children in the lunchroom & at recess (indoors or out).** Please consider helping! Bakers are also needed to provide dessert items throughout the year for events such as this luncheon and Parent Teacher Conferences.

VARIETY SHOW – Volunteers are needed to assist in previewing and organizing the acts, producing the show and helping backstage during performances. This exciting event occurs every other year in the spring (opposite years of the Fun Fair).

WELCOME BACK PARTY - Volunteers are needed in September in the afternoon to set up and run various games and activities and distribute and sell snacks. The party runs from 4:00 – 6:00 p.m. Shifts are broken up so that volunteers can still enjoy the party with their families. Family friendly!

WRAPPING PAPER SALE - Parent volunteers are needed to help unload and distribute orders one day in the fall. Unloading usually takes place in the morning, but could be a full day, and distribution is usually after school for about 30 minutes.

YEARBOOK - One to two parent volunteers are needed per class to take photographs on behalf of that classroom/grade for any events (plays, parties, classroom functions, etc.) involving that classroom/grade.

Reminder to Myself

Please make a note for yourself of the activities and events you signed up for! The appropriate committee chairperson will be given your name and will contact you prior to the event. Keep this form for your records:

EVENT/JOB _____ DATE/TIME _____

EVENT/JOB _____ DATE/TIME _____

EVENT/JOB _____ DATE/TIME _____

EVENT/JOB _____ DATE/TIME _____

Volunteer Registration

Please complete this form and either mail it in with your registration materials or return it at the *Welcome Back Coffee* on August 25th!!!!

Child's/Children's Name(s):

Parent Volunteer #1: _____

Phone number: _____ Alt. phone number: _____

E-mail address: _____

Preferred method of contact (circle): phone / e-mail

Parent Volunteer #2: _____

Phone number: _____ Alt. phone number: _____

E-mail address: _____

Preferred method of contact (circle): phone / e-mail

***Note:** If different parents are volunteering for different events, please identify which parent is volunteering for each event by indicating the **Parent #** next to the items marked below.*

Welcome Back Party – September 12, 2009

Set Up _____ Clean Up _____ Work a Game _____

Sell/Distribute Snacks _____ Anything _____

Red Sled Craft Bazaar - November 7, 2009

Raffle _____ Publicity _____ Set Up Night Before _____

Parking Monitor (Early morning, day of event) _____

Security Patrol (Shifts run throughout the day, indoors) _____

Greeter/Information Helper _____ Work at the Bake Table _____

Cafe _____ Workshop _____ Secret Santa _____

Raffle Table _____ Pictures with Santa _____

Floater Helper _____ Anything _____ Clean Up After (day of event) _____

Weekly/Biweekly Opportunities

- 1. LRC Volunteer: _____ Grade/Student(s): _____
- 2. LRC Laminating Volunteer: _____

On-Going Opportunities:

- 1. Art Enrichment: _____ Grade _____ Student: _____
Grade _____ Student: _____

I am willing to help in a classroom other than my own child's, if needed. _____

- 2. PTC/School Board Liaison (Meetings held every 2nd and 4th Thursday): _____
- 3. Science Center: _____
- 4. Yearbook: _____ Grade _____ Student: _____
Grade _____ Student: _____

Once a Year Opportunities:

- 1. Bike Test: (Sept. 4th with Sept. 19th rain date) _____
- 2. Book Fair: October 20, 3:30 – 8:00 _____
April 20, 6:00 – 8:00 _____
- 3. Chorus: Chaperone for Trip to Yorktown Mall in December _____
- 4. Chorus: Helper for May Pizza Party _____
- 5. Chorus: Videotape evening concert: _____ (Dec.) _____ (Spring)
- 6. Clothing Sale: _____
- 7. Field Days (6/1/10): Grades 1-3 (a.m. session) _____ 4-6 (p.m. session) _____
- 8. Golf Outing (9/19/09): _____
- 9. Green Bagel Day (3/17/10): _____
- 10. Hot lunch: 10/02/09 _____ grade(s): _____
- 11. Ice cream social (4/20/10) : _____ (in conjunction with the Spring Book Fair)
- 12. Original Works Magnet Program: _____
- 13. Parent Social (Spring): _____

14. Quiz Night: Fall: basket helpers _____ set up _____ clean up _____

Spring: basket helpers _____ set up _____ clean up _____

15. Retirement party (if needed): _____

16. School Pictures: Oct. 16th (& Dec. 14th retake date): _____

17. School Supplies: _____

18. Sponsor Family Program (Saturday August, 22): _____

19. Staff appreciation luncheon (May): bake _____ set up _____ serve _____

clean up _____ **lunchroom monitor** _____ **lunch recess monitor** _____

20. Variety Show: _____

21. Wrapping paper sale: (Fall) _____

Other opportunities:

1. General office assistance: _____

Days of week and times available _____

2. PTC: Call me for whatever you need:

Evenings _____ Mornings _____ Afternoons _____ Anytime _____

NOTE: As a PTC volunteer, your name, email address, and / or phone number may appear on the Ogden PTC website and on some flyers. If you do not wish your information to be posted, please indicate so here _____.