



How Do You Get Involved?

ONE

Read The Volunteer Handbook.

TWO

Decide How You Want To Get Involved.

THREE

Sign-up at Back to School Night or Send In Your Volunteer Form.

FOUR

Call Any Committee Chairperson, Volunteer Coordinator, or PTO Board Member at Any Time During the Year to Volunteer, Share a New Idea or Ask a Question.

AS A VOLUNTEER,
YOU MAKE A DIFFERENCE
IN THE LIVES OF OUR STUDENTS

AS AN INVOLVED PARENT,
YOU DEMONSTRATE YOUR
COMMITMENT TO EDUCATION.

Please take the time to read this Volunteer Handbook and decide how you may want to get involved in furthering the success of Oak Hill Elementary. We encourage you to sign-up to volunteer your time during our Back to School Night or send in your volunteer form. Please call any Committee Chairperson, Volunteer Coordinator or PTO Board Member at any time during the year to get involved or share your ideas.

Any time that you can give is greatly appreciated and helps to make a difference in the lives of our students and our school as a whole. And you help to show your child the important emphasis that your family places on education.



Administrative

PTO Executive Board
(Descriptions from bylaws)

President

Commitment: 10-15 hrs per month for two years

Time Frame: school year

The President's responsibilities are to plan and run the monthly PTO meetings, oversee the PTO newsletter, coordinate the work of the officers and the committees to ensure the success of all PTO related activities. The President also works closely with the Principal to make Oak Hill the best educational experience for everyone involved. The president will be the liaison between the executive board and the committees related to communications, school support, hospitality and volunteer coordination.

1st Vice President

Commitment: 10 hrs per month for two year

Time Frame: school year

The 1st Vice President is responsible for the revenue-producing committees, and will serve as the contact person for those committee co-chairs. He/she will be the liaison between the Executive Board, and to the respective fundraising committees. This person will serve as the parliamentarian at PTO meetings, and will be the primary co-signer with the Treasurer on PTO checks. Additionally, as 1st Vice President he/ she will perform the duties of the President in the absence or inability of that officer to serve and will assist the President as needed.

2nd Vice President

Commitment: 10 hours per month for 2 years

Time Frame: school year

The 2nd Vice President is responsible for all PTO sponsored committees that are related to social, enrichment, environmental, and service programs or events. These diverse offerings enhance the experience of the students, families and entire school community at Oak Hill Elementary. The 2nd Vice President will serve as the contact person for those committee co-chairs. He/she will be the liaison between the Executive Board and the respective committees, as well as assist the President as needed.

Secretary

Commitment: 10 hours per month for two years

Time Frame: school year

The secretary will record the minutes of all PTO meetings, and maintain records of current bylaws and the membership list. He/she will be responsible for overseeing a Master PTO calendar and for publicizing PTO meetings and any other duties as needed.

Treasurer

Commitment: 10 hours per month for two years

Time Frame: school year

The Treasurer will have custody of all funds and maintain accurate accounts of all receipts and expenditures. He/she needs to make disbursements, reimbursements, provide monthly financial statements, and submit books for an annual review. The Treasurer is responsible for establishing and managing the PTO budget and co-signing all checks.



Parent Leaders

Volunteer Coordinators

Commitment: ongoing, mostly in Sept. / Oct.

Time Frame: school year

Volunteer Coordinators sign parents up for volunteer positions on Back-to-School Night and recruit for any vacant positions, when and as needed. The Volunteer Coordinators will generate a master list of all committee chairs, grade level contacts and room parents and provide them with lists of volunteer contacts. In addition, volunteer names will be given to the teachers, staff volunteer liaison and principal as appropriate. They are responsible for contacting volunteers whenever necessary throughout the year with emails, phone calls, etc. The coordinators are also responsible for maintaining the volunteer database, keeping the volunteer hours updated on the sign-in volunteer computer software program, writing a monthly newsletter column and for helping the staff liaison with the annual volunteer report for the county. The coordinators will also review and revise the Volunteer Directory, as needed. This position is the busiest in September and October. It is beneficial for at least one Volunteer Coordinator to attend the monthly PTO meetings.

Membership/Phone Directory Contacts

Commitment: several hours per week

Time Frame: September-October

This team will run the Fall PTO Membership drive. The Membership Chair will create and distribute flyers to be sent home, track returned forms, and deposit checks. This person needs to work closely with the Phone Directory Coordinator. This position requires some experience with publishing software and the person should enjoy inputting computer data and have the ability to handle pressure during the first few months of school. They are also responsible for copying, assembling and distributing the directory.

CAC Representatives

Commitment: 2-3 hours per month

Time Frame: year round

The Citizen Advisory Committee (CAC) is an organized body of parents, teachers, students and other citizens mandated by the State of Maryland to advise the Board of Education on decisions affecting education. All schools in the county must have an active CAC. This allows the citizens of Anne Arundel County, along with each of the local schools, to take part in examining and directing the education of children. The Oak Hill CAC has a chair, a vice-chair and a secretary as well as a PTO representative. The CAC Representative attends monthly evening countywide CAC meetings in Annapolis. These meetings usually run two hours. The CAC Representative reports to the Oak Hill community on the issues discussed at the meeting through the CAC meetings, the school newsletter and by e-mail to those who wish to receive such information. Any community feedback is relayed back to the County CAC. The CAC Representative also attends CAC Cluster meetings. (Severna Park High School and the feeder Schools)

School Improvement Team Parent Representatives

Commitment: 1-2 hours per month

Time Frame: monthly meetings, 2 yrs

Parents are asked to apply to serve on a school-wide team with teacher representatives from each grade level, cultural arts and special education, as well as the reading specialist and school counselor. The primary function of the SIT is to use school data to develop, monitor, and achieve academic safety, and community goals. Parent representatives must be available to attend an after-school meeting once a month. Interested parties must submit a short paragraph to the SIT team stating interest and related experience that will be of benefit to the school improvement process. Parent reps are selected by a vote of the staff members of SIT.

Many Hands Make A Difference.

Volunteer Today!



Communications

Parent Information Bulletin Board

Commitment: 1-2 hours per month

Time Frame: school year

This position requires that the backgrounds and borders of the Parent Information bulletin board in the main lobby be prepared each month. A creative touch could make these boards eye-catching to help ensure that material is noticed and read. This person needs to coordinate with school personnel, and the PTO/CAC, to keep current information posted on the bulletin board on a monthly basis. This can be done any day during school hours one day per month.

PTO Newsletter

Commitment: 4-6 hours per month

Time Frame: year round

The PTO newsletter is published each month during the school year. It is comprised of information from the various PTO officers and committees. Information must be collected, typed, copied and submitted to office staff for distribution with the school newsletter. This job is done primarily at home and the hours are non-school dependent.

Public Relations

Commitment: 2 hours per month

Time Frame: year round

This volunteer works in partnership with the school's public relations committee to share the various PTO and school sponsored events with the local media. This includes contacting local newspapers and either arranging for newspaper staff to cover events or supplying the newspapers with articles for publication. This Volunteer will also maintain a record of all Oak Hill news clippings.

Website

Commitment: 2 hours per month

Time Frame: year round

The goal of the Oak Hill PTO/CAC website is to enhance communication between the PTO, parents and the school. The website should inform parents of meetings, events, and volunteer opportunities. It can also communicate CAC activities and links to parenting resources. This committee requires technical/computer knowledge, website development, and marketing knowledge to maintain a full service website. Will work with the technology staff member to provide up-to-date information.



Classroom Support

Art Room / Art Work Volunteers

Commitment: mostly during school hours

Time Frame: school year

Volunteers are needed to work with the art teacher to help prep for and clean up art projects, distribute art materials, and assist students during art class. People are also needed to work with the art teacher to arrange student artwork and seasonal decorations in the lobby, hallways and media center walls throughout the school. Co-chairs are needed to help art teacher recruit and schedule art volunteers and arrange for artwork to be hung.

Physical Education Volunteers

Commitment: 1-2 hours per event

Time Frame: school year

Phys Ed (PE) volunteers will commit to helping out the teacher during special events which require additional volunteers such as fitness testing, the PE fund-raiser (i.e. Jump Rope for Heart), as well as the end-of-year Field Day. The coordinator for PE volunteers is responsible for contacting and scheduling parent volunteers during fitness testing which occurs for a week in the fall and in the spring with 3rd, 4th and 5th grade students. In addition, this person will help coordinate volunteers for the PE fundraiser and Field Day.

Music Volunteers

Commitment: 1-2 hours per event

Time Frame: winter and spring

Volunteers will assist the music/instrument teacher with the school- wide musical concerts and student performances, such as the winter concert, the holiday program, or 5th grade program. These persons will help on an as needed basis as requested by the teachers.

Grade Level Contact

Commitment: varies

Time Frame: school year

The Grade Contact acts as the liaison between the room parents and the lead teacher for that grade and works closely with both the PTO and the Volunteer Coordinators. This entails phone calls and emails to contact and organize room parents on behalf of the teacher and/or PTO for activities like field day, parties, service projects, teacher appreciation week, and other grade-level or school-wide programs. For grades K-2 this person will also contact room parents to organize the assembly of the student reading booklets and math worksheets by parents.

Room Parent

Commitment: 1-2 hours per month

Time Frame: school year

This person serves as the primary point of contact for the teacher in communicating with and organizing class parents for activities such as parties, service projects, teacher appreciation week, field day, guest readers or to help in the computer lab or with other projects as needed by the teacher. He/she must be willing to make phone calls and emails to include all parents in the class and organize an emergency phone tree for their class at the beginning of the year and activate it as necessary.

Media Volunteers

Commitment: 4-6 hours per month

Time Frame: school year

Media volunteers work with the media specialist in the media center. On a regular basis duties will include shelving books, checking student books in and out, helping students find books. Periodically help is needed with the Spring Book Fair and year-end book inventory. The time commitment is flexible. Some volunteers work a few hours every week, others every other week or once a month. Book Fair volunteers commit to a morning, afternoon or evening time slot.

Tutors

Commitment: varies

Time Frame: school year

Tutors are periodically needed to work with individuals or small groups of students to provide academic support under the direction of the teacher. Tutors may or may not be assigned to their own child's class. These volunteers should be comfortable working directly with students in the areas of math or reading. Persons should be dependable and committed to the task they are given. Tutors must maintain confidentiality and will take direction directly from the teacher.

Clerical Support

Commitment: 1-2 hours per month

Time Frame: school year

These volunteers provide very valuable support to teachers by coming in to copy, collate and/or laminate instructional materials for students. This allows teachers more time for planning and less time at the copy machine. Clerical activities are coordinated through the Room Parents.

Guest Readers

Commitment: 1/2 hour

Time Frame: 1-2 times per year

Volunteers are used to read aloud children's books in the classroom and/or in the media center. Students really enjoy having this special time with parent guests. Schedule varies by grade level and teacher.



School Wide Support

Cultural Arts Representative

Commitment: 2 hours/month

Time Frame: school year

The Cultural Arts Representative serves as a liaison between Oak Hill staff, the PTO and the performers who bring cultural arts programs to Oak Hill every year. At the beginning of each school year, the Representative attends the Anne Arundel County cultural arts showcase in order to preview the available programs. With the input of the principal and other staff, the Cultural Arts Rep sets the dates and selects appropriate programs for school assemblies, usually about 3-4 programs per school year. This person also makes the necessary arrangements with staff for facility set-up on the day of each performance and is present at the performance to ensure success.

Yearbook

Commitment: 2-3 hours per month

Time Frame: all year

The responsibility of the yearbook committee is to take pictures throughout the school year of students and teachers in the classroom and during school events. The coordinators will also work with a yearbook representative to create a timeline for the yearbook. The committee will create layout pages, collect pictures from school activities and proof all class pictures. The yearbook must be completed and submitted for printing by the end of April. Yearbook volunteers will take yearbook orders in the spring and distribute them at the end of the school year. The yearbook committee is a great committee for anyone who likes photography and has an interest in creating a memorable yearbook keepsake for the students!

School Store Coordinator

Commitment: 4-6 hours per month

Time Frame: November – May

The school store coordinator is responsible for ordering and stocking all needed school supplies, and will maintain and price inventory. In addition, this person will arrange for any additional volunteers to work in the store.

Vision and Hearing Screening

Commitment: 1-2 hours

Time Frame: 1 day during the year

Volunteers will assist school nurses with Vision and Hearing screenings at the school. Involves a few days once each year where classes of children are organized and taken to and from their classrooms. A coordinator is also needed to organize the volunteers to help the school nurses with the screenings.

Picture Day (x2)

Commitment: 2 days a year

Time Frame: 1 day in Fall & Spring

This person will be in the building, on the two designated picture days, to help organize students as they go to and from the photographer. Will also need to contact other volunteers.

School Grounds Beautification

Commitment: 2-3 hours per month

Time Frame: year round

The committee is responsible for maintaining all of the gardens around the school. This would entail weeding, planting, watering and additional tasks to enhance the look of our school grounds. The chair of this committee will organize other volunteers to help, such as the Oak Hill's Girl Scouts and/or Boy Scout groups.



Fundraising/Ways & Means

Fundraiser Coordinators (3 Positions)

Commitment: 10-20+ hours

Time Frame: Depends on event

Black & White Silent and Live Auction

Time Frame: November

The Black & White event is a time for parents, friends, teachers and staff to enjoy a fun night of great food, music, drinks and prizes, as well as a huge silent and live auction to benefit OHES. Volunteers are needed on many levels to ensure an entertaining and prosperous evening. From the silent auction, which is donations from local businesses, the live auction which includes fine art pieces made by the grade levels, decorations, helping set up and clean up, or helping at the event, many hands truly make this one of the most fun, successful events of the year. Whether you can donate an hour or two, or a specific talent, please consider helping with the Black & White.

Fall Fund-raiser Coordinator

The coordinator(s) are responsible for contacting the sales company in the spring to establish a date and plan for the school's Fall Fund-raiser. The coordinator will also prepare a kick-off presentation usually on Back to

School Night. The current fund-raiser is gifts and gift-wrap sales in the fall. Volunteers are needed to coordinate the distribution and collection of order forms as well as assisting with the distribution of the final orders to students.

Spring Fair Coordinators

Commitment: 15 hours

Time Frame: Spring

Co- chairs organize and plan this large and successful family event held in May. A committee of volunteers is formed and meets several times to plan, organize and implement this event which includes advertising the fair, the bake sale donation, tickets sales, coordinating volunteers to work the many booths, requests for items for the silent auction, equipment rental, food and plant sales, as well as many games and crafts. This also includes the set-up and breakdown of the fair.

Holiday Art Coordinator

Commitment: Varies

Time Frame: Spring

This person will contact Square One Art Company in the spring and arrange for a sale date at Oak Hill. They will coordinate the date and the completion of students' artwork with the art teacher to ensure that all deadlines are met. Volunteers are needed to coordinate the distribution and collection of order forms as well as assisting with the distribution of the final orders to students.

Spirit Wear

Commitment: 10-15 hours

Time Frame: Fall

Wear yourself Proud! The Spirit Wear Chair is responsible for selecting a vendor to produce clothing and other items with the Oak Hill logo imprinted on them. Once a vendor has been selected a flyer needs to be distributed to all Oak Hill families and staff with appropriate size and price and quantity information. The Chair will also take orders at November Parent Teacher conferences. The Chair is responsible for processing all money transactions associated with this order and forwarding it to the Treasurer. The Chair will recruit volunteers to help bag and distribute the orders. This is an annual event usually taking place early in the school year.

Book Fair

Commitment: 2-3 hours

Time Frame: March

For a week in March, the Media Center is turned into a book lovers' haven. Volunteers are needed on a daily basis to help the media specialist assist students with purchases and act as cashiers during the week of the book fair. In addition, volunteers will assist with the set-up and breakdown of the book fair inventory.



STUDENT ENRICHMENT

Enrichment Coordinator

Commitment: 2 hours per month

Time Frame: Throughout school year

This volunteer works with other parents to coordinate the enrichment classes offered to Oak Hill students before and after school. The Coordinator(s) serves as liaison between the school, the parent activity leaders, and the Department of Recreation and Parks who approve facility use. Coordination may include providing parents with information regarding enrichment opportunities, obtaining approval of school administration for programs, registration, room scheduling and working with parents/instructors to ensure a high-quality program. The coordinator will also provide a monthly column for the school newsletter. After-school enrichment programs may change from year to year. Each class is led or coordinated by a parent volunteer who works closely with the enrichment coordinator on scheduling dates, time and space as well as handling all correspondence to parents of children who have signed up for the program. Currently, parent activity leaders are used for each of the following programs:

24 GAME - 24 Game is a math-based program designed to enhance math skills in addition, subtraction, multiplication, and division through a competitive math game. The leader is responsible for assisting the Gifted and Talented teacher with scheduling and coordinating parent volunteers. This program is typically scheduled before school hours in the morning and runs throughout the year.

SCIENCE FAIR - The parent volunteers coordinate the timeline and establish dates with 4th, and 5th grade science teachers. Science Fair Information packets are compiled and distributed to parents. In addition, the coordinator will make arrangements for recruitment of judges for two dates; provide meals for judges; and assist with tallying the judge's scores. In addition, they will coordinate interviews for student finalists and recruit volunteers to oversee science fair projects as they arrive and arrange displays. This occurs during the months of February to April and the judging takes approximately one evening and 1/2 of a day with 3-5 hours total prep time.

OTHER - Any parent who has a talent or skill or knows a person or a program that could be offered at our school, is encouraged to contact the Enrichment Coordinator and Principal to request that their club, class, or program be considered as an enrichment opportunity. In the past, we

have had other clubs, such as Stock Market, Lego Robotics, Chess, Spanish Class, Guitar, etc. depending upon parent volunteer leaders.

Reading Enrichment

Commitment: 1 hour

Time Frame: monthly or as needed

Nurture a love for reading in Oak Hill students!! This committee will work with the staff of the school and other committee chairs to ensure that there is a diversity of offerings, which make recreational reading fun for the students at Oak Hill. These include events such as guest readers, book club, Read Across America Week, and Book Fair. A chair is needed to coordinate the committee and follow through on putting ideas into events/programs. If you are a big supporter of reading and books, then bring us your ideas.

Black Eyed Susan Book Club

Commitment: varies throughout year

1-3 hrs per month, excluding September, May & June

Time Frame: First 1/2 hour of school

Interested 4th and 5th graders can participate in the school's Black Eyed Susan Book Club. The goal of the program is to promote literacy and lifelong reading habits by encouraging students to read quality, contemporary literature for pleasure. After reading a self-selected number of nominated books, students have an opportunity to discuss them and then cast their vote, usually in April, as part of the children's choice award for the state of Maryland. The "Black Eyed Susan Book Award" is given to authors of outstanding books chosen for the award by Maryland students. Volunteers are needed to help with book discussions/questions and the voting process. Co-chairs work closely with the media specialist and 4th and 5th grade teachers with this program as well as organizing the end of year celebration.



SPECIAL EVENTS & HOSPITALITY

Birthday Book Club

Commitment & Time Frame: Monthly

Birthday Book Club is a way to recognize a special person (student or staff) while giving back to our Media Center. Books are donated in honor of a special person and remain a permanent part of the Media Center for all to enjoy. Volunteers are needed once a month for an hour before school to help the kids pick their books and add their names to our Oak Tree in their honor.

Teacher/Staff Appreciation Events

Commitment: 15 + hours

Time Frame: 3 events throughout the school year

Several volunteers, preferably a Chairperson and committee members plan three events throughout the year to demonstrate parent appreciation for the hard work and dedication of Oak Hill teachers and staff. The committee will plan, organize and implement a Back to School luncheon, an evening dinner during parent conference week, and special events, including teacher gifts throughout Teacher Appreciation Week.

Grandparents/Senior Friends Day

Commitment: Varies

Time Frame: One time a year

A volunteer(s) is needed to coordinate this new event at Oak Hill. This person may need to explore options and work with the PTO executive board and principal to determine what will occur for this special day when grandparents can visit their grandchildren's school. Additional volunteers will be needed to be present on the actual day.

Hospitality

Commitment: Varies

Time frame: One day

Volunteers may be called upon to provide baked goods or food for PTO sponsored occasions such as teacher/staff appreciation week, as well as other special school-wide or classroom events. This is a great way to provide help without needing to be present during the school day.

Fall Family Dinner

Commitment: 2-3 hours

Time Frame: October

A committee of volunteers will assist with planning, decorating, serving and cleaning up for this fabulous event held in early October. A chairperson is needed to organize the fall family dinner, which includes entertainment.

Pastries For Parents

Commitment: 10+ hours

Time Frame: 4 times throughout the school year

A few volunteers are needed to organize these this popular event, which provides a light morning snack for parents and their students before school starts. It gives the students an opportunity to show their parent their classroom while visiting with other parents and their students. One or two persons can coordinate each event, which would involve purchasing and serving the food as well as set-up and clean- up in the cafeteria.

Read Across America

Commitment: 2-4 hrs.

Time Frame: February/March

In honor of Dr. Seuss' birthday in early March, Oak Hill celebrates reading by participating in Read Across America Week. This involves planning and running activities such as the storybook character parade, Bedtime Story Night, or inviting various members from the community to be guest readers. The chair of this event will work with the school's reading specialist to coordinate week-long activities which

Used Book Drive

In Conjunction with Read Across America Week

Commitment: 3-5 hours

Time Frame: February/March

Our book drive brings in hundreds of gently used hard and soft cover books, which we either add directly to Oak Hill's collection or sell for a minimal price during bedtime story night. All of the proceeds go directly toward new books for the media center. Volunteers are needed to collect books from classrooms during the drive, sort books and help set up, clean up and work the night of the book drive.

WHY VOLUNTEER?

Because one person

CAN

Make a difference.

Get Involved Today!

