



2016-2017 Bedford PTG Volunteer Opportunity Descriptions

Memorial Elementary School

Bake r' Buy: This group will assist by baking (or buying) refreshments and/or paper products for PTG events such as: Ski & Skate Sale, Teacher Appreciation Week and Grandparent's/Senior Friend's Day. You may also be called upon by the PTG or your Volunteer Coordinators to provide support for other special events that pop up throughout the school year.

Barnes & Noble Days: This is a PTG fundraiser involving student events and performances at Barnes & Noble Booksellers on South Willow Street in Manchester. During the selected days in February, volunteers from each school help to coordinate student events, performances, advertise the event throughout the school, schedule volunteer shifts, volunteer at the event itself, and assist the event coordinator(s) as needed.

B.E.S.T & M&SIC: This is a wonderful program that delivers three specific science lessons (mass, volume and temperature) to all of the second grade classrooms in the district as well as math games in all elementary grade level classrooms based upon teacher request. Our volunteers are in place to help the in-class B.E.S.T. coordinators lead the children through the hands-on science exercises. A great in-class volunteering opportunity!

Book Fair Fundraisers: Memorial hosts two book fairs, one in November which is a Memorial-specific fundraiser and one in April which is a PTG fundraiser. These week long events generate a significant amount financially as well as new books for our school(s), not to mention it's an event the children really enjoy and look forward to throughout the year! Volunteers assist the coordinators in setting up and breaking down the fairs as well as staff the hours it is open. There are a variety of shifts available before school begins, during school hours and some after school/evening hours.

Clerical Work: Volunteers offer teacher assistance with work such as laminating, binding, copying, and so forth.

Gift Card Fundraiser: This is a fundraiser provided by Great Lakes Scrip Center to non-profit organizations like the Bedford PTG and offers a variety of gift cards for purchase (such as grocery stores, department stores and a large variety of retailers). Volunteers help to promote the event, distribute materials and collect and deliver orders.

Gift Wrap Fundraiser: This flourishing PTG fundraiser takes place during the month of September, offering high quality gift-wrap, foods and accessories. Volunteers assist by promoting the event, distributing materials and by processing and delivering orders.

Grandparents' Day: Funded by the PTG, Grandparents and seniors of the community are invited to a light breakfast, a special tour and entertainment at each school. Volunteers offer assistance with checking visitors in, setting up food items, and escorting our seniors to the respective classrooms.

It's a G.A.S.: The **Great Artist Series**, funded by the PTG, is an innovative and unique way for your children to learn about the great artists of our time. Volunteers visit a classroom each month to present the life and times of an artist to the class and lead a fun art project related to that artist's style or medium. All the research is prepared for the

volunteer and laid out in a binder and all materials are supplied. This is a great opportunity for in-class volunteering and the kids absolutely love it!

Library Helper: Volunteers assist the librarians by checking in books, shelving returned books and reorganizing the library's inventory as well as setting-up events held in the library such as our themed poetry café.

Lost & Found: Clothing, jackets, shoes, winter gear, have a way of becoming lost! Volunteers for lost & found are responsible for sorting and returning labeled items to student classrooms. Throughout the school year, with notice, unclaimed items are donated to local charities and/or organizations.

Lunch/Recess: Volunteers help to monitor students during faculty related events such as meetings, picture day, staff appreciation luncheon, etc. A great opportunity to interact with the children in school!

Math Superstars: Math Superstars is an extracurricular math enrichment program funded by the PTG which provides students with the opportunity to enhance their math skills. Each volunteer works with a classroom distributing the math sheets, collecting and returning them weekly for the time period that MMS is running, correcting them from the answer keys provided, and keeping track of participation. Another fun, in-class volunteering opportunity!

Nurse Helpers: Volunteers assist the school nurse with lice checks in the beginning of each school year, hearing and vision screenings in the second part of the year and filing as needed. No nursing skills required!

PE Helpers: Each year, fitness assessments are performed for each grade. Volunteers help the PE teacher by recording fitness results during these annual fitness assessments. Volunteers also assist by supervising activity centers and students during field day which is held at the end of the year.

Room Parent: Volunteers are selected by teachers to assist in a variety of duties such as; clerical needs for the teacher, organizing parties and help with in class or special projects, as liaison to organize parent volunteer and participation in the classroom and to fill general needs as requested by the teacher. The position is often shared by more than one parent. The PTG accesses room parents as needed to help contact class parents for special events and support.

School Community Nights: Assist and facilitate at family community nights such as game night, science night, BINGO night, or a parent/child dance. You do not have to assist at all of them, just what your schedule allows.

Ski & Skate Fundraiser: The Ski & Skate sale is a consignment-style sale of new and used ski equipment, skates and related clothing and also a very successful PTG driven fundraiser with the PTG collecting 20% of the sale prices. Various duties are assigned and many volunteers are needed for this busy event.

Spring Fling: This is Memorial's biggest fundraiser and one of the students' most beloved! The Spring Fling committee enlists volunteers to request basket donations from local businesses, to assemble, wrap and number baskets, sell tickets, and set-up and breakdown the event.

Teacher Appreciation Week: Help us say thank you to your child(rens) teacher(s) for a week of fun appreciation events! Coffee carts, door decorations, luncheon, donations, and more!

Confidentiality Agreement (for your records)

I acknowledge the confidential nature of my role as a volunteer, and agree to refrain from discussing the performance or actions of any student, positive or negative, with any person except the student's teacher, counselor or principal. This agreement includes the misuse of email and other contact information for anything other than PTG specific purposes. I also understand that volunteer opportunities will be discontinued should any issue arise.