

Coolidge Elementary Volunteer Opportunities 2016-2017

PTA/Program Event	Responsibilities	Time Commitment
Audit Committee	Review records to satisfy annual report accuracy	Approximately 2 hours/1 time-July
Book Fair	Set up, run, tear down, assist students with purchases	Varies based on job, event held in March
Coolidge Chronicle	Photos, articles, proofreading, layout	Ongoing, varies
Fundraising & Family Fun:		
Box Tops	Verify, count, submit, promote via class contests	Ongoing, some can be done at home
Campbell Labels	Verify, count, submit, promote via class contests	Ongoing, can be done at home
Carnivals/Celebrations	Plan, promote, execute	Varies based on job
Community Rewards: Target, Kroger, Meijer	Promote	Approximately 1 hour as needed
Holiday Shoppe	Set up, purchase & restock items, run, tear down, assist students with shopping	Varies based on job held
Ice Cream Social	Purchase & distribute/sell ice cream at event	2-4 hours, event held in May
Main Fundraiser(s)	Promote, tally, distribute products	Varies based on fundraiser
Movie Night	Schedule, promote & run (set up, sell concessions)	3-4 hours/ designated month(s)
Pancake Breakfast	Purchase supplies, set up, prepare, staff/serve, clean up	Varies based on job, event held in March
Recycling	Promote	1 hour per designated month(s)
Restaurant, Skate & Bowling Nights	Schedule & Promote	Approximately 1 hour as needed
Spree Vouchers	Sell during month of May & at Ice Cream Social	2-4 hours
Leveled Library	Managing book inventory	1-2 hours per month
Student Directory	Collect interest participants, develop directory	Beginning of year
Reading Month	Work with principal to plan activities	Varies based on job, March
Safe Routes to School	Work with principal, have posts staffed for child safety	1 hour per day/1 time week during season
Spirit Wear	Promote/ coordinate ordering of clothing	1-2 times per year
Staff Appreciation:		
Custodian Thank You Lunch	Order lunch/deliver to custodian lounge	1-2 hours/2 times per year-mid & end of year
Teacher Appreciation Week	Solicit donations, organize week of activities and meals	2-4 hours, event held in May
Yearbook	Take photos, work with Lifetouch to assemble	Varies, ongoing