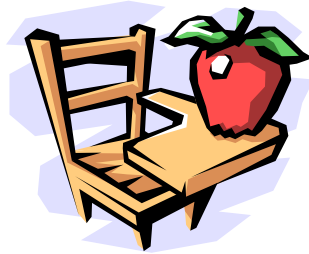


Paradise Canyon Elementary School

A California Distinguished School



PTA Volunteer Handbook

2011-2012

Mission Statement

The staff, students and parents of Paradise Canyon Elementary School are committed to working together to ensure that each student reaches his or her intellectual, social, ethical, emotional and physical potential.

Volunteer Health Testing Requirements

The La Canada School District requires that all volunteers who work directly with students must have a tuberculosis test (Mantoux Skin Test) every four years. Please contact your personal physician or Verdugo Hills Hospital for a screening. Once the test is complete please file your results with our Health Clerk, Mrs. Dunlop.

Visitor/Volunteer Check-In

All visitors and volunteers are required to sign-in and out and wear a "Visitor" or "Volunteer" sticker while on campus. The logbook is kept in the school office next to the stickers. This book will assist the office staff in locating you on campus should the need arise. We also use the information to report the number of volunteer hours to the National PTA.

Dear Parents,

I want to welcome new and returning families to the 2011-2012 school year. As Paradise Canyon PTA President, I encourage all of you to become an active part of the wonderful educational community we have here at PCY. Our school is strengthened by the ongoing support of parents dedicated to making the learning environment the best it can be.

We are fortunate at PCY to have many opportunities to get involved. This handbook is your guide to the programs and events sponsored by the PTA. Please read through this handbook, and find out how you can get involved. Depending on your time, availability, and interests, you will find the perfect volunteer opportunity. Working with the teachers, staff, parents, and students develops a real sense of unity. You will get to know the school better, as well as the fantastic families here at PCY. I can tell you from personal experience, the more involved I became, the more I got to know and appreciate the education my children receive here at PCY.

Our teachers and staff are committed to providing the best possible education for our students. PTA supports these efforts, and over the years, has built a strong partnership with the common goal of providing our children with an outstanding education and allowing all students to reach their full potential. We are able to keep these enriching programs and events going because of the dedication of our PCY families.

Your chance to get involved begins the first day of school. Sign-up sheets will be in the outdoor lunch area beginning at 7:45 AM. Representatives from the various programs will be available to answer questions, and you will have the chance to sign up at that time. The sign-up sheets will be out until the end of the PTA meeting. I invite all of you to attend our first PTA meeting of the school year which takes place in the cafeteria at 8:15 AM. If you are unable to sign up on the first day, please find the contact person listed in this handbook, and let them know you would like to help out. Additionally, teachers will present volunteer opportunities directly related to their classrooms on Back-to-School Night.

An hour, a day, a school year - any level of commitment you are able to make will strengthen our school. Our learning community gains so much from **every** family who volunteers. Please feel free to contact Lisa Simone, VP of Volunteers, or me if you have any questions. I look forward to working with you and anticipate another amazing year at PCY.

Lisa Fungo
PCY PTA President 2011-2012

Volunteer Committee Chairs

Activity Center	Tracey Welk	952-0360
Art Docent	Rebecca Niederlander	323-254-2562
Back-to-School Picnic	Kristie Goodstein	952-7185
Book Fair	Kris Mueller	952-5227
	Chrissie Arnold	952-5559
Computer Lab	Christine Chant	790-0655
PCY Beautiful	Michelle Urata	952-7230
	Michelle SooHoo	790-1144
Gift Wrap	Melissa Corrente	952-2793
	Sandi Smith	793-6784
Harvest Festival	Camilla Hartman	248-1027
Jr. Great Books	Billie Melillo	952-0988
	Michelle Chandler	952-9106
	Julie Lee	790-7768
	Christa Evans	790-0056
Library Volunteers	Chris Lee	790-9997
Passive Fundraising	Lori Moody (Haxton)	952-5645
PE Volunteers	Jenna Gausman	679-4544
Pizza Night	Serena Tu	952-2086
Room Representatives	Sharon Grey	790-2878
School Site Council	Lisa Fungo	952-0201
VP Volunteers	Lisa Simone	790-2752

WAYS TO SIGN UP...

- **1st day of school PTA Meeting**
- **Contact the Committee Chair**
- **Contact Lisa Simone, VP of Volunteers**

PTA Sponsored Classroom Volunteer Opportunities

Room Representative

Room representatives are an important link between the classroom teachers and parents. The room rep will have a special opportunity to aid the teacher and promote communication between school and home. While each teacher's needs are unique, each class will require the room rep's assistance in coordinating their "Back-To-School Night," ensuring that all PTA volunteers' slots are filled and that all of the volunteers are reminded throughout the year of any upcoming responsibilities (i.e. Field Trips, Medieval Faire Booth Chair, Silent Auction Class Baskets Coordinator, etc.). **Contact: Sharon Grey, VP Room Reps 790-2878 swgrey@hotmail.com**

Activity Center

The PTA created this program as an alternative for children who "don't like recess"---for whatever reason. Volunteers 'hang' at the Activity Center with the kids (3rd - 6th graders) and provide activities like board games, Lego's, dry erase boards, etc. during noon recess (12:15 p.m. - 1:15 p.m.). Every Friday is "Craft Friday"! As a volunteer, you will supervise this area for (1) hour, either one day a week or every other week, and attend an orientation at the beginning of the school year. This is a perfect fit if you have signed up for other volunteer jobs that 'piggyback' onto noon recess and/or you have someone you would like to partner up with. The kids love this program and you will find it an enriching experience that is well worth your while. **Contact: Tracey Welk 952-0360 twelk@me.com**

Art Docent Program

You can help to make the arts thrive at PCY! If you have an appreciation for the visual arts and want to pass that along to our children, then volunteer to be an Art Docent. The goal of the program is to have children observe well known works of art, think about what they see and be able to freely express their opinions based on their observations. Then, the children are directed in the creation of a "masterpiece" of their own, reinforcing what they have learned. Information files on each artist, reproductions of their work and suggestions for related art lessons are available for reference. Working with the teacher, the docents coordinate lessons throughout the year.

Contact: Rebecca Niederlander 323-254-2562 celeste@becster.org

Computer Lab Volunteer

Help prepare children for the future: volunteer in the computer lab! Assist the children with their computer assignments and printing projects. NO COMPUTER EXPERIENCE IS REQUIRED-you can learn with your children. Time commitment is approximately 30-45 minutes per week during your child's computer lab time. You may alternate weeks with other volunteers.

Contact: Christine Chant 790-0655 christinechant@aol.com

Library Volunteer

Our library volunteers assist the librarian, Mrs. Knight, by checking books in and out, shelving books, and helping students locate books and other materials. Occasionally the volunteers will type labels and cards, mend books and collect resource books to fill teacher requests. Many parents elect to work during the time their child's classroom visits the library. Time commitment averages 30-45 minutes per week, but could also be done alternating weeks with other volunteers. **Contact: Chris Lee 790-9997 lee_family@charter.net**

P.E. Volunteer

P.E. classes are held daily for each grade level. During this time, three to four instructors are responsible for supervising many children. Parents can improve this ratio by volunteering and supervising a group of children in an activity or by helping the P.E. teacher do one-on-one testing of skills.

Contact: Jenna Gausman 679-4544 jgausman@hr-connections.net

Junior Great Books Program-"The Idea Exchange"

Folk tales and fables from diverse cultures, classic short stories and science fiction are among the literary nuggets that we read and discuss the students from kindergarten to 6th grade. Parent volunteers ask "interpretive questions" to lead a discussion and encourage students to share their ideas with fellow students. The JGB discussion model, entitled "shared inquiry," stimulates students' love of authentic literature and offers them new ways to think about what they read. A training course for interested volunteers is offered annually. JGB volunteers are asked to lead four one-hour sessions during the school year. A small commitment with a life-long reward! **Contact: Billie Melillo 952.0988 billiemelillo@sbcglobal.net - Michelle Chandler 952-9196 michelle_chandler@hotmail.com - Julie Lee 790-7768 juliehlee@sbcglobal.net Christa Evans 790-0056 Christa0318@sbcglobal.net**

Fundraising Volunteer Opportunities

Gift Wrap – September

Our annual Gift-wrap fundraiser is certainly a favorite and PCY receives 40-50% of the sales. Last year we made more than \$20,000. For Your School offers many gifts and delicious treats, as well as beautiful designs to wrap it in. There are great prizes and every child who participates has a chance to win! Volunteers are needed for preparing the student packets in September, money counting in October and distributing gift wrap and cookie orders in November.

Contact: Melissa Corrente 952-2793 mjcorrente@gmail.com or Sandi Smith 793-6784 tsmkc@aol.com

Harvest Festival - October

Every fall the PTA sponsors a Pumpkin Patch and Harvest Festival. Kids enjoy crafts, face painting, hair painting, games, picking out pumpkins and dancing. Volunteers are needed to help coordinate crafts, oversee the food booth, assist with activities during the event and make posters and scarecrows.

Contact: Camilla Hartman 248-1027 cbhartman@sbcglobal.net

Book Fair – December

Get a jump on your holiday shopping at *Mrs. Nelson's Book Faire*. You will find books for kids of all ages. Lend a hand by staffing the store, re-stocking or cashiering. You can even purchase books from your teacher's "wish list", all conveniently located in our own cafeteria. Volunteers are needed for staffing throughout the day.

Contact: Chrissie Arnold 952-5559 cbarnold@charter.net or Kris Mueller 952-5227 kmtwo@live.com

Passive Fundraising - Continual

Every family is encouraged to participate in the PTA's passive fundraising programs, which last year raised over \$26,000. Register your **Ralphs** and **Vons** club cards, your **Target** credit and check cards, and your other credit and debit/ATM cards, so that a percentage of your purchases are paid to the PTA, at no cost to you. **Shop online** through either goodsearch.com, escrip.com or boxtops4education.com, so the PTA will receive a percentage of what you spend. Save **Box Tops for Education** coupons from General Mills products, and **Labels for Education** barcodes from Campbell's products, and PCY receives money, sports equipment and school supplies. Use **goodsearch.com** when searching the Internet and PCY gets a share of the advertising revenue. And when shopping at **Office Depot**, mention PCY when you check out and PCY will receive store credit as a percentage of your qualifying purchases. **Contact:**

Lori Moody (Haxton) 952-5645 lori.moody@ymail.com

Pizza Night – Quarterly

Take a night off from cooking and dine in or take out from Round Table Pizza. PCY gets 10% of all nightly sales, if you dine in or order take out. If you dine in your meal will be served by the featured grade level teachers. See “Cougar Tracks” for announcement of specific dates, paired grade levels and servers.

Contact: Serena Tu 952-2086 serenatu@medscape.com

Medieval Faire, Silent Auction - May

The Medieval Faire is the PTA’s single largest fundraiser held during the year. Every May, children from PCY and the community enjoy rides, booths, food and entertainment at this anticipated event. This event raises funds that directly benefit **ALL** of the students at PCY. In order for it to be a success we need for everyone to give a little bit of their time & energy to make this day **AMAZING!** We ask that each family participate in the following ways...

- Classes will be assigned to either a booth or station (i.e. Fun Run, Bake Sale, etc). Each class is responsible for setting up, staffing and tearing down their booth. A Booth Chairperson is needed from each class to oversee their class booth. If you are interested in this position you can sign up for it on the first day of school. **Each family is expected to volunteer their time for one shift per child manning their class booth or station.** You will be contacted for your availability as the faire draws near!
- In addition to all of the exciting activities for the kids, we also have a phenomenal Silent Auction. The Silent Auction committee needs your help and you don’t have to solicit a thing (unless you would like to!). They need help wrapping baskets, stuffing envelopes, picking-up items, writing press releases, cashiering and creating bid sheets.
- **In addition each class donates a theme basket (theme and dollar amount provided to you) to the event and all families are encouraged to participate by making a cash donation thru the One Check order form.** One Class Basket Coordinator is needed per class to purchase items with the cash donations and wrap everything up. You can also sign up for it on the first day of school

The Medieval Faire is a day not to be missed! Volunteers ensure its success. Any and all levels of participation are appreciated.

Contact: Chrissie Arnold 952-5559 cbarnold@charter.net

Other Volunteer Opportunities for the PTA

School Improvement/Site Council

School Improvement (S.I.) is a state-sponsored program that enables us to evaluate our school's strengths and weaknesses throughout the curriculum. The S.I. program is administered through our School Site Council. The Site Council is made up of parents, teachers and administrators who meet each month to review the curriculum and are responsible for allocating certain state funds. No background in education is needed. All you need is a natural curiosity and an interest in what your children are learning and why. If you only have a limited amount of time to volunteer, the few hours each month spent serving on Site Council would be a great use of your time and provide valuable insight into your child's education. Meetings are held the 4th Tuesday of every month after school.

Contact: Lisa Fungo 952-0201 lfungo@att.net

Back-to-School Picnic

What a great way to get involved immediately with the PTA! Shortly after school begins all of the families look forward to coming to our annual Back-to-School Picnic. The committee needs help buying items in advance of the event, decorating, helping serve food and cleaning up. This year's Picnic will feature a FREE movie at the first ever PCY Drive-In and an "Outdoor Marketplace", where PCY parents and local vendors will peddle their wares and donate a portion of their proceeds to PCY PTA. This event is a great way to meet lots of new friends and show your enthusiasm for Paradise Canyon.

**Contact: Kristie Goodstein 952-7185
good4all@sbcglobal.net**

Your child's teacher may have additional opportunities for volunteering in the classroom. Look for information at Back-to-School Night.

We hope you have found several volunteer opportunities that have inspired you to sign up at the first PTA meeting. The students, faculty and PTA are so grateful for all of the contributions our parents make to Paradise Canyon.

If you should have any questions about volunteering, please contact **Lisa Simone**,
5th VP of Volunteers
at (818)790-2752 or
lksimone@earthlink.net

www.pcypta.org

What Does PTA Do All Day? If you were a member you would know...

TOP TEN REASONS TO JOIN PCY PTA

10. Paradise Canyon PTA ROCKS, we have A LOT of fun while doing great work for OUR kids.
9. PCY PTA is as big as the sum of its parts; we grow stronger with every new member. Our goal is **two memberships per household!**
8. While we have great ideas, we are always looking for a better one! Do YOU have an idea to share?
7. As part of PTA I am an advocate for my child every day. Who is YOUR child's advocate?
6. You will hear it here first – PTA is the best way to know what is happening and what is being planned for your child's education.
5. Adding your voice makes us heard louder.
4. Joining is simple; there is no heavy lifting and no strings attached – be as active as your schedule allows.
3. The National PTA has been around for 100 years and is stronger than ever!
2. We're not your mother's PTA!
1. **If you don't speak for your child, someone else will.**

***If you would like to see how much PCY PTA does,
please come to one of our PTA monthly meetings.
We hope to see you there!***

Questions? Call Jenny Raulli 818-790-7712