

PTA

Volunteer Handbook

2016-2017



New Providence Elementary School
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Principal

Debbie Poole
(803) 821-3300

Assistance Principal

Jason Black
(803) 821-3306

Assistant Administrator

Rebecca Matthews
(803) 821-3300

PTA President

Melanie Dewar
(803) 553-8458

PTA Vice President

Rosalind Thompson
(980) 428-0220

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Welcome to New Providence Elementary, and for our returning volunteers, welcome back!! We are looking forward to another wonderful year at NPE and are excited to have you on board. Many of the programs and opportunities our children enjoy at NPE are made possible by our volunteers.

As your PTA President, I am on a mission to increase our active volunteer base and to ensure that everyone who wants to be included is given a job. There are many opportunities to volunteer whether you work inside or outside of your home. We also love seeing grandparents get involved as well! Depending on your schedule, we have flexible volunteer times either before school, during school, or after school. Even an hour of your time is most appreciated, as there are so many areas that the PTA needs volunteers.

If you are interested in becoming a part of our volunteer community, please be sure to fill out a PTA questionnaire so we can learn more about your interests and availability. We will send emails throughout the year as the primary source of communication and utilize SignUpGenius.com for most of our PTA events. I encourage you to join committees that interest you as our chair members are always looking for extra hands to help.

Please remember that volunteering for NPE is not restricted to PTA events. Communicate with your child's teacher or with the main office and ask "how may I help?" Better yet, call, text, or email me or Rosalind and we will be more than happy to help you find your place at NPE.

We are looking forward to working with you!

All the best,
Melanie Dewar
PTA President



PTA Committees

Please see the School Calendar for Specific Dates
(* Working Parents Volunteer Opportunities)

Boosterthon (September):

This committee works on our fall Boosterthon fundraiser. Committee members are involved in all aspects of the event including planning, promotions, sponsorships, counting funds, and working the event. We will need many volunteers during Boosterthon week and during the Boosterthon Fun Run on Friday, September 16th.

Fall Festival (October):*

This committee is responsible for organizing the Fall Festival. Fall Festival is a carnival-type event for NPE families as well as the community. There are inflatables, games, food, vendors, and more. The committee works on all aspects of the event including sponsors, organizing the games, the layout of the event, vendor tables, entertainment, and food. Fall Festival will be Friday, October 28rd in the evening and we will need many volunteers to help during this event. We work in shifts so you still are able to enjoy the festival with your family.

Silent Auction (February):*

This committee works on our spring Silent Auction fundraiser. Committee members are involved in all aspects of the event including planning, promotions, sponsorships, counting funds, and working the event. The Silent Auction is scheduled for Friday, February 24th and will be in the evening at the school.

Movie Night (Spring):*

This committee works on planning our spring Movie Night. The committee will be responsible for planning the event, as well as setting up and cleaning up the night of the event. Movie Night will be held in the spring.

Box Tops and Tyson Labels* (Year Round):

This committee collects and counts labels, announces winning classrooms, distributes awards, ships labels to the sponsoring companies, and hosts the end of the year awards party. Each classroom is responsible for providing one representative to help count Box Tops several times each year.

Business Partnerships* (Year Round):

This committee is responsible for promoting and securing NPE business sponsors. Specifically, volunteers will compile and print the PTA Discount Card, Restaurant Night, collect donated prizes for fundraisers, maintain the "Business Partners" bulletin board, and send thank you notes to sponsors. The Business Partnerships Chair will coordinate these volunteers, serve as the primary contact for businesses, and maintain a database of contact information.

Class Parents (Year Round):

Every classroom has a "Class Parent" representative on the PTA Board. This volunteer will work closely with the classroom teacher to provide volunteers for both teacher and PTA projects throughout the school year. Class Parents are asked to attend monthly PTA Board meetings. If you are interested in being a class parent, please speak to your child's teacher.

Hospitality* (Year Round):

The Hospitality Chair will assign each grade level one month to host a teacher appreciation event for the teachers/staff. Class Parents will be responsible for coordinating this effort among volunteers. Typically, parents provide anything from small treats and baked goods to a simple meal. Themes are sometimes used to add to the fun. This is a great opportunity for working parents because food/treats can be dropped off or sent in with your child. The Hospitality Committee is also responsible for coordinating the back-to-school and end-of-year staff luncheons and recognizing support staff.

Spirit Wear & School Supplies:

This committee is responsible for developing, pre-selling, and distributing spirit wear items. In addition, in the spring, members of this committee will collect school supply lists from teachers and work with our school supply vendor to set up school supply kits for the next academic year. Delivery of these pre-order kits will be over the summer and the Chair of this committee will be responsible for sorting the kits by grade level when they are delivered to the school.

Photography (Year Round):

This committee is responsible for taking pictures at major school events and providing them to the staff yearbook representative.

Art (Year Round):

Volunteers assist the art teacher as needed. Typical requests include preparing art materials (filling glue bottles, cutting paper) or displaying student art work in the halls.

Instructional Volunteers (Year Round):

Volunteers may work with a group or one-on-one assistance to students as directed by the classroom teacher. Tasks might include helping students with vocabulary words, math facts or listening to students read aloud. Teachers will have materials ready for you. It works well to have a planned time each week. Certified teachers are needed for on-call periods of time (approximately 1-2 hours) on a voluntary basis. Volunteers interested in working in the capacity should speak with the NPE office staff for placement.

Book Fair (Fall & Spring):

Volunteers help the Media Specialist during our Book Fair with set up and assist during busy selling times. In addition, volunteers will be needed to assist when our Kindergarten students attend the Book Fair.

Mentoring (Year Round):

Volunteers mentor NPE students as needed. Please inquire at the front office about specific needs.

**Volunteer Reminders:**

- All volunteers should park in front of the school, sign-in the front office using your driver's license and wear a name tag at all times. For the safety of all students, we must know who is in the building at all times.
- Please be on time and notify your teacher or Committee Chair in advance if you're going to be late or need to reschedule.
- Please consider offering your services to the school in general as well as to your child's teacher. Some teachers are fortunate to have many parent volunteers while others have few.
- Please do not disrupt classroom instruction to speak with a teacher. If you need to speak with a teacher, please wait until classroom instruction is over or phone/e-mail the teacher later. Should you want to discuss your child's education, please schedule a conference.
- There are many volunteer positions suitable for parents with small children. Some examples include counting Box Tops, setting up for events, handing out popsicles at field day, etc. The PTA Board will be happy to provide suggestions as to which positions are most child-friendly.

- Construction paper can ONLY be used in the duplicating machines...not in the copiers. If there are any copy/duplicate machine issues, please let the front office know.
- If you are using a copier and a teacher is waiting, please allow him/her to go ahead of you. Their time to make copies during the school day is very limited.
- Soft drinks and snacks can be purchased in the staff lounge on Mane Street. Lunch is served from 10:40am to 12:30 pm daily.
- If you are in the volunteer workroom during a fire drill, please walk out through the closest door to you.
- Please respect the confidentiality of anything learned in the school or classroom.
- Know and support all school regulations including the 1st Amendment Rights of Students:
 - ✓ Do not pray with the students and families or encourage them to pray during your volunteer session with them.
 - ✓ Do not preach about your faith to the children and their families while conducting your educational activity.
 - ✓ Do not prohibit or discourage speech or other activity simply because of its religious content or nature.
 - ✓ Do not infringe on the rights of students and their family members to speak about religion or to say a prayer or to read a Scripture, provided it is within the reasonable limits of rules for orderliness, talking, and congregating that are set for other speech and activities.

Finally, please share your enthusiasm with others! Should you have any issues or concerns, please discuss these with your teacher, Mrs. Poole, Mr. Black, PTA President Melanie Dewar, or PTA Vice President Rosalind Thompson. Thank you for making NPE the best!

NPE PTA Board

President*	Melanie Dewar	newprovidencepta@gmail.com 803-553-8458 cell
Vice President *	Rosalind Thompson	Rarah14@yahoo.com 980-428-0220 cell
VP Ways and Means*	Jennifer Fowler	jennfowler@sc.rr.com
Treasurer*	Greg Weigand	gmweigand@aol.com
Secretary*	Maria Melonas-Bates	mmelonas@sc.rr.com

Please use newprovidencepta@gmail.com for general questions.

PTA Workroom has been relocated to Lion Hall (2nd & 3rd Grade Hall) in Room 311. The Volunteer Workroom is still on Cubs Street, but in Room 214.