



ENATAI ELEMENTARY

PTSA 2019

Volunteering 101



Agenda

- Welcome
- Overview of PTSA supported programs
- What's coming up?
- Meet our current Chairs
- Volunteer opportunities
- Event Chair checklist
- Getting the word out
- Resources



What does Enatai PTSA help organize and fund?



Community Events

- Multicultural Week
- Back to School Coffee
- Ice Cream Social
- Fall Festival
- Movie Night
- Field Day
- Carnival
- Parent Education



Academic Enrichment

- Field Trips & Assemblies (CE)
- Classroom grants
- Academic Adventure
- Art Docent
- Passport Club
- Reflections
- Science Fair



Staff Appreciation

- Appreciation Week
- Back to school lunch
- Curriculum night dinner
- Monthly staff lunches



General Assistants



Fundraising

- Read-a-thon
- Toast of Enatai
- Run / Walk / Roll
- Amazon Smile
- Corporate Partners Program

What's coming up?



Volunteering 101

September 24

10:00 am -12:00 pm

STEM Room



Passport Club Check

September 26 & 27



Egg Drop Challenge

September 27

Recess



Book Fair

September 30 - Oct 4



Fall Festival & Haunted House

October 25

6:00 - 8:00 pm



Reflections Art

November 1

Entries Due

Read-a-Thon



Read-a-Thon

Thanksgiving

Week

What can I do?

Working With Students

- Coordinate a class party as a room parent
- Help with Passport Club check
- Assist students in finding a book at Book Fair
- Chaperone a field trip
- Coordinate an Art Docent project
- Coach a team at Math Adventure

Behind-the-scenes

- Count Read-a-thon entries & organize prizes
- Set-up or teardown Book Fair
- Chair an event
- Submit photos to the yearbook
- Pick up copies at Fed-ex
- Create an online sign-up sheet
- Refresh the PTSA bulletin board
- Coordinate a table at Multicultural night
- Attend a PTSA Board meeting
- Join a committee that sounds interesting

Fundraising

- Procure an item(s) for a fundraiser
- Reach out to a business to support our school
- Check in guests at Toast of Enatai
- Search Pinterest for creative promotion ideas
- Organize online auction
- Data entry in auction software
- Write thank you notes for donations received

Day-of-Event/Activity

- Attend a PTSA sponsored activity
- Help run the Movie Night concessions
- Take tickets at Haunted House or Carnival
- Load eggs into containers at Egg Drop
- Hand out Academic Adventure stickers at Science Fair
- Make a salad or main dish for a staff lunch
- Sign up to oversee a game at Fall Festival
- Set-up or clean up at any PTSA event



Google Drive: Chair Resources Folder

The screenshot displays the Google Drive interface. At the top left is the Drive logo. A search bar at the top right contains the text "Search Drive". Below the logo is a "New" button with a plus sign. The left sidebar shows a list of folders, with "PTSA Event Managem..." and "Chair Resources" circled in red. The "Chair Resources" folder is highlighted in blue. The main area shows the contents of the "PTSA Event Management" folder, with a breadcrumb path "PTSA Event Management > Chair Resources". A list of files is shown, including "2018-2019 Chair Year End Report", "2019 Budget Increase Request-Book Fair example", "2019-20 Budget Increase Request", "2019-20 Chair Planning Report for Board", "2019-20 Standing Rules Change Request", "COPY CENTER WORK REQUEST.pdf", "Create Your Amazon List.docx", "How to - Banners", "How to - GOOGLE CALENDAR", "How to - QR Codes", "How to - Website Reports", and "New Event Chair Guide DRAFT v3".

Drive

Search Drive

PTSA Event Management > Chair Resources

Name ↑

- 2018-2019 Chair Year End Report
- 2019 Budget Increase Request-Book Fair example
- 2019-20 Budget Increase Request
- 2019-20 Chair Planning Report for Board
- 2019-20 Standing Rules Change Request
- COPY CENTER WORK REQUEST.pdf
- Create Your Amazon List.docx
- How to - Banners
- How to - GOOGLE CALENDAR
- How to - QR Codes
- How to - Website Reports
- New Event Chair Guide DRAFT v3

Storage

135 MB of 30 GB used

PTSA Event Chair Checklist

- ✓ Log into your Google account
- ✓ Review last year's event binder/recap
- ✓ Confirm budget with Treasurer
- ✓ Complete event planning doc & present plan to the Board
- ✓ Create an online signup for volunteers @ signup.com
- ✓ Contact Rae with details for your event webpage
- ✓ Contact Tami, Jason, Mary with any facility & AV requests
- ✓ Complete reimbursement forms including receipts & submit
- ✓ Submit invoices that you want the Treasurer to pay directly
- ✓ Promote your event
- ✓ Complete the post-event recap form & clean up Gmail/Google Drive





WE HAVE SOME SHOES TO FILL!

2019-2020

Shadow Opportunities

- Science Fair
- Book Fair
- Academic Adventure
- Corporate Partners
- Run / Walk / Roll
- Carnival
- Multicultural Week
- Movie Night

2019-2020

Chair Opportunities

- Field Day
- Variety Show

2020-2021

Chair Opportunities

- Academic Adventure
- Haunted House
- Fall Festival
- Multicultural Week
- Field Day
- Movie Night
- GeoBee

Resources

Contact	Description	Email & Process
Jennifer Strophy	Volunteer coordinator: Chairs/Committees/process/advice	vc@enataiptsa.org
Rae Okamoto	Communications: website /newsletter/Google drive/Gmail	communications@enataiptsa.org
Marilyn Gupta	Treasurer: manages budget/reimbursements	treasurer@enataiptsa.org
Jessi Alva	Secretary: coordinates Board meeting agenda	secretary@enataiptsa.org
Susan Goeben	Vice President: program support	vicepresident@enataiptsa.org
Tami Kozimor	Office Manager: master calendar, buses, printing, PTSA key	kozimort@bsd405.org
Jason Gaskins	Head Custodian: daytime & after-hours set-up/clean-up	gaskinsja@bsd405.org
Printing:	Fed-Ex (Main Street) or District printing through Tami	Add Enatai PTSA in notes field for online orders
Supplies:	PTSA room (Tami has key)	e.g. blue tape, banner stands, tables
Reimbursement Form	Click Here	Complete & submit to Treasurer
Chair Planning Doc	Click Here	Complete & submit to Volunteer Coordinator & VP
Event Chair Checklist	Click Here	3-page doc with details
Committee Year-End Report	Click Here	Complete & submit to Volunteer Coordinator & VP



Extra slides

Enatai PTSA 2019-2020

Budget Summary

