

2011-2012 Volunteer Committee Description List

Ongoing Programs During The Year:

Committee	Chairperson/people	Phone #	Description
Bi Lingual Classroom Volunteers	Open		Volunteer to help out in one of our four bilingual classrooms- reading, activities, field trips, etc.
Community Service	Leslie Bernie Elise Kipness	253-1794 569-9117	Help put together Thanksgiving food baskets, organize and distribute gifts for the Holiday Gift Drive, and be involved with other community outreach programs during the year.
Cultural Events	Teresa Fritz	322-1524	Organize and schedule special event programming for educational enrichment.
Email List	Karen Pritchard	322-4982	Compile email addresses and send school information via email.
Junior Achievement	Karen Pritchard	322-4982	Coordinate with and be liaison to Junior Achievement program, coordinate volunteers.
Learning to Look 2nd Grade	Anna Martignoni Open	595-9117	2 nd Grade art appreciation program. Volunteers trained to teach students about selected 19 th Century art. Accompany class to the MET in May.
Learning to Look 4th Grade	Open Open		4 th Grade art appreciation program. Volunteers trained to teach students about selected American Art from Colonial times to 1890.
Media Center Volunteers	Open		Come work in the Media Center on a regular basis. Training provided to help students with book check outs.
Recycling	Open	329-7477	Coordinate and maintain recycling program at school, plan recycling day events.
Room Parents	Sue Hegarty	968-1389	Responsibilities of room parents to be explained in a separate distribution in September.
School Nurse Volunteers	Sandra McDonald	595-9052	Coordinate volunteers to help nurse with filing.
Teachers' Supply Closet	Liz Pensiero Open	329-4095	Volunteers needed to order and distribute teacher's supplies the 2 nd Tuesday of each month.
Tutoring	Open Open	355-1826	Work on a regular basis with student(s) who need extra help. Instructional material provided by classroom teachers.
Yearbook	Gretchen Orr Open Jen Yamron – 5 th Grade Liz Pensiero - 5 th Grade	569-9850 329-3699 329-4095	Preparation of Northeast yearbook. Help design, assemble, collect photos and distribute yearbooks in the Spring. Help to coordinate 5 th grade photos for yearbook

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September:

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Directory	Sonja Glastzhofer	329-7465	Organize all information for the Northeast School Directory. Volunteers needed to assist with proofreading.
Spiritwear Sale (Sale in Feb as well)	Stacy Lesser Open	968-0365	Show your school spirit! Sale of Northeast t-shirts and other school clothing, etc. Help with distribution of orders.

October:

Committee	Chairperson/people	Phone #	Description
Fall Fundraiser	Gretchen Orr Open	569-9850	Support our major fundraiser – sell wrapping paper! Volunteers needed to deliver packets of catalogs and order forms to classrooms. Incoming orders need to be collected and tallied. Sorting of merchandise for pick-up.
Family Portraits	Hildi Todrin	329-0639	Support Northeast by signing up for a photo session.
Family Bingo Night	Nina Balestriere Sandy Ellis	609-0777 355-9522	Pizza, salad, dessert and games for Northeast Families! Volunteers needed to set up, serve and clean up.
School Photos	Sandy Ellis	355-9522	Group and individual school photos. Assist children and photographers during photo sessions.

November:

Committee	Chairperson/people	Phone #	Description
Lord and Taylor Benefit Bash Fundraiser	Open		Coordinate disbursement of coupons to parents; work a table the day of event.
Book Fair (Sale in April as well)	Christine Meek Kristen Van Dusen Alicia Unger	325-2952 329-0103 609-0860	Volunteers needed to set up and display books the day before the Fair and dismantle the whole set up afterwards. Work a shift to help children make book selections or help collect money.
Ice Cream Social	Open		Enjoy a sundae and buy some books! Volunteers needed to set up and serve ice cream during the one book fair evening.
Clothing Drive	Teresa Fritz	322-1524	Schedule and coordinate clothing/ toy drive for Northeast School

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January:

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Pizza Fundraiser	Open	329-7477	Volunteers needed to tally incoming orders and set up and distribute the products on delivery day.
4th Grade Battle of the Books January through April	Nina Balestriere Open	609-0777	Coordinate volunteers to read story maps, work with teachers to plan kick-off and actual battle in April.
Talent Show	Stacy Lesser Open Open	968-0365	3 rd - 5 th graders express their creative talents in an atmosphere that encourages their willingness to 'step out' and allows them to support each other with respect. Commitment starts in January. Volunteers needed in crowd control, administrative backup and artistic input (sound, lighting, stage set-up).

February:

Committee	Chairperson/people	Phone #	Description
Carnival	Christine Meek Open Open	325-2952	Our most popular event of the year! Carnival games, crafts, cotton candy and popcorn. Volunteers needed to work shifts running games and crafts, serving food, set-up and clean-up.

March:

Committee	Chairperson/people	Phone #	Description
Kids Night	Elise Kipness Open	569-9117	Beat the winter blues! Come enjoy a fun evening for kids & adults.
Original Art Works	Brenda Chandaraj	461-9150	Children's drawings are made into decorative plates, mugs, cards, t-shirts & more. Volunteers needed to make up packets for distribution and to distribute finished products.

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April:

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Art Show	Jessica Lawler Marion Hamilton	461-8990 322-0940	Assist the Art Teachers with setting up the school with a wonderful display of our students' artwork. Cookies and juice served at the opening.

May:

Committee	Chairperson/people	Phone #	Description
Plant Sale	Brenda Chandaraj Lara Winters Open	461-9150 322-1696	A plant sale just in time for Mother's Day and Teacher's Appreciation Week. Set up, sell plants, assist children, wrap plants, decorate pots and clean up after sales.
Teacher Appreciation Week	Open		Organize special treats for our faculty to let them know how much we appreciate them.
Spring Musical	Kim Schweber	461-9828	Spring Musical Performance by 5 th grade students. Parents needed for costumes, set painting, backstage help, etc.
Incoming Kindergarten Cook-Out	Sonja Glatzhofer Open	595-9411 329-7465	Spring cook-out and orientation for incoming kindergarten students and parents. Set up, serve and clean up after lunch and give tours of the school.

June:

Committee	Chairperson/people	Phone #	Description
Field Days	Teresa Fritz Sue Hegarty Open	322-1524 968-1389	End of year sporting events by grade level. Volunteer to assist the gym teachers with set up, games, clean up, etc.
Fifth Grade Moving Up Celebration	Christine Meek Karen Pritchard	325-2952	Moving-up celebration. Plan, set up, serve and clean up refreshments for families and friends of the 5 th grade class.
Fifth Grade Pizza Party	Teresa Fritz Liz Pensiero	322-1524 329-4095	Plan, set up, serve and clean up refreshments.
Staff End of Year Luncheon	PTO Board Members		End of the year party for the entire staff of Northeast. Sign up to prepare desserts to be dropped off at school the day of the luncheon.