

INFORMATION ABOUT VOLUNTEER SIGN-UPS

Most teachers, some of our educational specialists, and a few PTO committees will ask the Room Parents to post volunteer signup sheets at Back to School Night (BTSN) to help get parents involved with important student activities at Oak Knoll.

In the initial meeting between the Room Parent Team and the teacher, be sure to discuss the subject of volunteer signups and agree on the best way to proceed. You should talk with the teacher about how he/she would like to manage volunteer confirmations and cancellations so that you can inform parents whether or not they are responsible for finding their own substitutes if they cannot make a shift for which they have signed up.

Please note: Please post the volunteer sign up forms no earlier or later than thirty (30) minutes prior to the start of Back to School Night. Room Parents should not sign up before this time. By posting them at the same time for all classrooms, all parents have an equal chance of getting the volunteer shifts they most desire. Volunteer signups should be physically posted outside the classroom door where parents can easily find and access them. Please be sure to have pens/pencils on hand.

It may be helpful to have one Room Parent representative outside the classroom during the signup period (each room parent can take a “shift”) to answer questions and encourage parents to signup for some of the harder-to-fill classroom volunteer positions.

Classroom Volunteer Sign Ups (Parties, Field Trips, In-Class Support)

The classroom volunteer signup sheets are being provided today to each Room Parent Team. Please do NOT alter the Library signup form as it already has specific times listed for each class. Please write on any signup forms with blank spaces the specific dates and times of each event or trip. For the in-class signup form, please also indicate the subject that the parent will be helping with (e.g., math, reading, etc.). Please feel free to make additional copies of the “In-Class Volunteers” form and write different subjects on each.

After parents sign up, there is usually some amount of coordination required to create a final volunteer schedule. Be sure to talk with the teacher before BTSN about how (and who) he/she would like to handle this aspect of the process. It is also important to share with parents the final schedule so that there is no confusion about what they have signed up to do. Send an email to the class that summarizes and confirms the classroom volunteer schedule, including the name(s), date, time, and any necessary information for each volunteer shift. This is also a good mechanism for confirming how parent volunteers should handle cancellations.

Volunteer Sign Ups for Special Classroom Projects and Opportunities Outside the Classroom

The volunteer signup sheets for Library, Noteworthy Art, Yearbook, Carline, Hot Lunch, Native American Day, and Science Olympiad, have been developed in cooperation with

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our educational specialists and the various PTO committees in charge of these activities.

All signup sheets should be copied or photographed immediately following BTSN for future reference. Each Room Parent Team and the teacher should have a copy. Please turn all the signups for activities or committees outside the classroom to the gray PTO box in the school office by the date indicated on the bottom of the sign-up.