

Make A Difference – Be A Volunteer

Name _____ Phone _____ E-mail _____

Please check the positions that interest you. The brief descriptions are to help you determine possible interest. Checking a position allows us to follow up with you on availability and to provide you with more information regarding the position. **BRING THIS COMPLETED FORM TO WELCOME BACK DAY to sign up for a job and make a difference!**

FUNDRAISING

- Auction For Education – Be a member of the Auction Team!**
 - Event Coordination** – Work with events team to plan theme and decoration. Coordinate with venue. Includes set-up and take down.
 - Donations** – Involves sending out letters and personally soliciting businesses and Murwood families for donations to the Auction. Works with the Database Coordinator and Marketing Coordinator to organize donations for the Auction. Organizes delivery of purchases the day after the auction.
 - Marketing** – Involves marketing/advertising to the Murwood community through eNews, flyers, posters and the Murwood marquee.
 - Auction Party Event Coordination** – Recruit party hosts and assist with party planning.
 - Database** – Use the Ready, Set, Auction program to track donations, guests, bids, and funds. Database experience is helpful but not necessary.
- Book Fair** – (Oct. 17-22) Work a 2 hour shift at the book fair, either during the school day or during the Halloween Carnival. Help set up or take down.
- eScrip** – Help families register Safeway cards and credit and debit cards to maximize eScrip contributions to the PTA.
- Grant Writing Assistance** – (your availability) Work with PTA and teachers to write grants to fund various programs. Research available grants and how to secure them.

SCHOOL NEEDS

- Cafeteria Help** – Assist students the first week of school during lunch with PIN numbers and teaching lunchroom procedures. One volunteer needed per day.
- Earthquake/Community Preparedness** – Help update emergency backpacks in classrooms, and replenish Murwood's emergency supplies.
- ELL/ESP** – (your availability) Provide assistance to English learners. Do you speak a non-English Language? What language? _____
- E-News** – Assist E News Coordinator with weekly e-News to Murwood families.
- Hearing and Vision Testing** – Usher kids to and from testing. Fall and spring dates TBD.
- Picture Day Ushers** – Usher kids through the picture-taking process. Fall and spring dates TBD.
- Pumpkin Contest Committee** – Organize the pumpkin contest and hand out prizes.
- Student Directory** – Work with Sharon Murphy to collect, organize, input and edit information for the 2011-2012 Murwood school directory.
- Yearbook** – Work with Yearbook Chair and Room Parents to collect photos for the yearbook and assist with distribution.

COMMUNITY OUTREACH

- **Family Fun Nights** – Work with Garnet Shah to coordinate community building events such as movie night, bingo night, and dinners.
- **Halloween Carnival Committee** – (Oct. 22) Work with Garnet Shah on Murwood’s carnival, including coordination of booths, games, events, set up and clean up.

STUDENT ENRICHMENT

- **After School Enrichment** – Assist the program coordinators in arranging classes and enrolling students.
- **Book Club Facilitator** – Organize afterschool book clubs for 2nd-5th grade students, details at your discretion.
- **Eco Club Garden** – (1-2 hours each month) Help maintain the school-learning garden.
- **Murwood Walking Club** – (lunch hour) Help track students’ miles at school lunch hour and distribute awards. *The more volunteers, the more days this program will be offered.*
- **Noon League Activities** – (lunch hour) Set-up team sports tournaments, music or board game activities to be played at lunch recess. *Volunteers work the days they are available or alternate with a friend. The more volunteers, the more days activities will be offered.*
- **Reflections Committee** – (Sept./Oct.) Gather and coordinate entries for this National PTA competition. Competition categories include art, music, photography, videography, choreography and literature.
- **Science Fair** – Work with the Science Specialist to set up and take down student projects at the Science Fair.
- **Talent Show Volunteers** – (Spring) Work with teacher coordinators to plan this event.
- **Track and Field Volunteers** – (Spring; 1 or 2 day event) Work with event coordinator to organize our annual track and field event, including field set up/take down, coordinating volunteers, running of events, timing of events, etc.

PTA MISC.

- **Baking Brigade** – Bake a batch of goodies when requested for a few school events.
- **Hospitality Committee** – Coordinator required along with additional volunteers to set up for special PTA meetings, coffee with the principal, etc. Approximately 4 events.
- **Legislative Rep** – Work with the California State PTA to provide Murwood families with information about PTA positions on current legislation and issues.
- **Volunteer Coordinator – new position!** – Coordinate volunteers who sign up at Welcome Back Day and communicate with the Committee Chairs. Act as the initial contact for the Murwood community when interest in volunteering arises.
- **Wastebusters** – Keep our school “green” and continue implementation of our recycling and composting program; work with eco-club and the Contra Costa Solid Waste Authority to implement their programs and receive funding.
- **WCEF** – Assist the liaisons between Murwood and Walnut Creek Education Foundation (supporting Art, Music and PE at Murwood). Help with donations and visibility on campus.
- **Welcome Committee** – Serve as a liaison for new families to Murwood at the start of the school year as well as throughout the year as needed.
- **Wellness Committee** – Increase the students’ and community’s knowledge of nutrition and physical fitness through activities, parent education nights, and implementation of the wellness policy at school.