

Deer Creek Prairie Vale

Parent Teacher Organization Volunteer Handbook 2006 - 2007

At Prairie Vale, the Parent Teacher Organization is made up of every parent/guardian and every teacher and staff member of the school. We all work toward the same goal of ensuring our students have the best educational experience possible.

With our continued growth we are always challenged to think outside of the box!

This handbook is meant to serve as a tool for you in your volunteer efforts. It includes helpful information for organizing events, policies and procedures for handling money and distributing information, etc.

We thank you in advance for all that you will do this year!

Your PTO officers,
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Monthly Parent Meetings

Our Parent Meetings are held monthly either on Friday morning following Antler Alert or on a Tuesday or Thursday evening at 7:00. Reference the school calendar and website for the schedule. All parents/guardians are encouraged to join the PTO officers to discuss PTO business, and share information about upcoming events and any other school related news/business. Mrs. Anderson, our school principal; Mrs. Wilkinson, our district superintendent; and one of our school board members attend every meeting.

Volunteer Efforts

Volunteer efforts range from organizing classroom events to organizing school-wide functions to behind-the-scenes efforts to support our school.

Classroom volunteer needs are posted on Meet the Teacher Day in the individual classrooms and again on Parent Night.

Event and Support area volunteer needs are distributed at the end of the school year for the upcoming year and again when the new year gets underway.

Each of these volunteer areas is designated to one of the four PTO officers for guidance and support.

If you would like to get involved in any of the volunteer areas you can look for the contact person of an event or support area online at prairievale.org under *Parents and Volunteers* or contact one of the PTO officers for help.

In volunteering our time, we must realize that we may be exposed to private and confidential matters. With this in mind we ask that you review the following *Confidentiality Statement*.

Confidentiality Statement

As volunteers of Deer Creek Public Schools it is our duty to protect the privacy and confidentiality of each student. As we work to support the efforts of the children's education we know that we may be exposed to grades, various behavior, and various learning abilities of individual students; and agree that these are personal and confidential matters. It is our responsibility to refrain from sharing such information with other parties for the benefit of, or at the expense of, any student.

Classroom Volunteers

You will receive a copy of the Classroom Volunteer Sign-Up Sheet for your child's class which shows the dates of the classroom activities and who has signed up to assist the homeroom parent with each one.

Those who have signed-up to organize an activity will be responsible for coordinating the details of the activity with the teacher, the homeroom parent, and the other parents who have signed-up to help. Here a few helpful suggestions....

Class parties:

1. Confirm party time and ideas with the teacher a few weeks beforehand.
Sometimes a teacher will need to vary the party time due to a scheduling conflict like specials classes or enrichment classes.
2. Meet with other homeroom moms/volunteers for party ideas.
3. Contact all helpers to confirm their participation and establish who is responsible for what.
4. Confirm party time and details with the teacher and all helpers a few days prior to the party.
5. Party planning resources:
 - a. Ideas for games, crafts, snacks, etc – familyfun.com
search by theme/holiday; they have links to other sites
 - b. Resources for party favors, crafts, and games:

Oriental Trading	orientaltrading.com	800-875-8480
Party Galaxy	the best location is NW Express & Rockwell	
Wal-Mart	inexpensive seasonal paper goods	
Target	\$1.00 items for party favors/games	
Dollar General	variety of inexpensive items	

Auction project for the classroom:

As we work to eliminate our school spring auction due to its toll on our community businesses, we are unsure if and where we may utilize our classroom projects this year. We may have only a silent auction in conjunction with our Open House in December. Watch for more information.

1. Meet with all of your classroom parent volunteers to decide what auction project you would like to make. Then discuss your plans with your classroom teacher.
2. Contact the committee coordinator to let her know what your classroom project is going to be.
3. Assign individual responsibilities and establish a timeline.
4. All classroom projects will be due – TBA.

*If you choose to ask your homeroom families for monetary donations to cover auction project supplies please use the Classroom Receipts form and follow the procedures outlined for collecting money.

*Also be sure to have any notes/flyers approved by the principal, Michelle Anderson at andersonm@deercreek.k12.ok.us before sending them home with students.

*The school will pay for up to \$25.00 in supplies for your classroom auction project. If you would like to take advantage of this, you need to get a purchase order from the office to make your purchase then return the receipt to the office for accounting purposes. Please note that PV purchase orders can only be used at stores where the school has established an account to do so.

Adopted teacher or staff member:

All the teachers and staff members in our school work together to make Prairie Vale a wonderful school. Since many of them do not have a regular classroom we choose to have them “adopted” by another classroom.

These “adopted” teachers and staff members include every single employee of our school, for example our art, music, and p.e. teachers and our cafeteria and office support.

Just as we show our appreciation to our homeroom teachers for their birthday, during some of the holidays, and during teacher appreciation week - we want to be sure that our “adopted” teachers/staff members feel the same sense of support and appreciation.

Please take the time to inform your homeroom families who your adopted teacher/staff member is and the things that they like. Let the families know of your plans to recognize these teachers and that they are free to do so individually.

Event and Support Area Coordinators

Parents who volunteer to be the Coordinator of an event or support area help to spread the weight of so many events making the volunteer effort manageable.

The coordinator is responsible for organizing all of the details with the appropriate parties (i.e. principal, volunteers, etc.) and for the ultimate execution of the event or support area.

A coordinator notebook is given to each Coordinator to use as a tool in the planning and execution of their respective event. The notebook includes a job description, school calendar of events, contact information for PTO officers and volunteers, financial procedures, and information from prior years for reference. This notebook is a record of the event that is updated and passed on each year to the new coordinator.

Event Volunteers

DCPV has many fun events throughout the year. Some of these events are held to raise money for the school while others are just for fun. These events include...

- Walk-a-thon, our fall fundraiser held in September
- Skate Night, held twice a year at the Rockin' Roller Rink (PTO fundraiser)
- Thanksgiving Luncheon, held in November for 4th grade families
- Winter Luncheon, held in December for our 5th grade families
- Open House, held in December for all families
- Creek Classic, a district-wide fundraiser held in March
- 3rd grade Dad's event, held in February.
- My Marvelous Mom breakfast, held in May for 2nd grade.
- Grandparents Day luncheon, held in September for 1st grade.
- Carnival, held in October (PTO fundraiser)
- Antler Day, a school-wide field day held in May

The Coordinator of each DCPV Event will receive a notebook with contact information and details from the event for the prior year. The event notebook serves as an organizational tool and record of the event that is passed on each year.

Each event coordinator will receive a list of volunteers who have volunteered to help organize and execute the event. The coordinator is responsible to organize the details of the event with the volunteers who signed-up to help, the respective PTO officer, and the principal/office where applicable.

Support Area Volunteers

DCPV also has many areas that support the education, administrative, and general maintenance of our school. Some of these support efforts also raise money for the school. The support areas include...

- Intramural Sports program, fall and spring sessions
- Beautification program, ongoing maintenance of lawn and flowerbeds
- Homeroom Mom/Parent program to support the classroom activities
- Deer Mom program to support the educators and staff
- Hospitality committee, provide meals to educators and staff during after-school events nights like parent/teacher conferences and parent night.
- Teacher Appreciation Week, held in May
- Historian, records events photographically
- Corporate Partnerships Coordinator handles relationships w/ corporate partners
- Volunteer Coordinator, handles communication of volunteer needs
- Pre-packaged School Supplies, have your supplies waiting for you at school
- Newsletter, edit/layout/copy/distribute monthly

Policy and Procedure

Volunteer/Visitor Sign In

For the safety of our students we ask that all volunteers/visitors sign in at the office upon entering the school. When you sign in please also get a yellow visitors stickers to wear on your shirt in a nametag position.

This will allow students and faculty to know that you have stopped in the office and that there is no reason to be concerned.

Please honor this policy even if you are in the school every day.

Information Notes and Flyers

Notes and flyers with information about upcoming school events can be sent home in a respective class or school wide.

All notes and flyers should be submitted to the school principal for approval. You can submit such forms via email to andersonm@deercreek.k12.ok.us.

You will be responsible for making the copies and distributing the information in the teachers' boxes to go home with students. Please note that the teachers check their boxes as their schedules permit so allow plenty of time for the information to make it home with students.

Requesting Volunteers

Many of our parents have joined the "Volunteer E-mail List" to be informed of opportunities to help on an as needed basis.

A list of volunteers is provided to each event/support coordinator at the beginning of the year. If you find that you need additional volunteers or if something new comes up please submit your request to the Volunteer Coordinator. –as follows...

1. Name of person/teacher requesting volunteers.
2. What needs to be done?
3. How many volunteers are needed?
4. Is this something to be done at school or home?
5. Time frame or approximate number of hours to complete?
6. Is this request for a specific grade or the entire school?
7. Any other information you feel will be helpful.
8. Contact information for questions, responses.

Collection of Money within a Classroom

It is allowable to collect money within the homeroom class for things like supplies for the classroom auction project, birthday/holiday gifts for the teacher or

adopted teacher/staff member and also during teacher appreciation week. This would typically be done by the homeroom parent or the person who has volunteered to organize the classroom event.

Please note: \$50.00 is the maximum amount that any one family can contribute per occasion.

The “Classroom Receipts” form is used as a record of money collected within a classroom for a particular use. Money given for uses as mentioned above is completely voluntary and the record is kept confidential. This is a measure taken to ensure that the money collected is used for the intended purpose.

When collecting money within a classroom:

1. Prepare a letter stating the intended use for the money you are collecting.
 - a. Communicate the specific use for the money that you are requesting.
 - b. Communicate that any donations for this event/occasion is voluntary and confidential.
 - c. Communicate the process that should be followed to ensure that the money gets to the proper person for collection. i.e. “return money to the teacher in a sealed envelope marked Attention: (name)” and ask that they include who the donation is from.
2. Submit the letter to the school principal for approval before distributing it to the classroom parents. You can do this via email at andersonm@deercreek.k12.ok.us
3. Record the amounts donated on the “Classroom Receipts” form.
4. Make the purchases that the donated money was collected for.
5. Submit the “Classroom Receipts” form with the receipts attached to the school principal.

Classroom Receipts

