



Mantua Elementary School

PTA[®]
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Volunteering for the PTA

Nothing is more special to your child than seeing his/her parent participate at school. What a powerful message you are sending when you volunteer your time! You are demonstrating that your child's education is important to you. Not only that, volunteering provides you with the opportunity to become more familiar with Mantua ES, its staff and teachers, and to meet other parents and develop friendships.

How can you become a volunteer? Please see the Volunteer Job Descriptions at <http://www.mantuapta.org/documents/VolunteerJobDesc2009-10.pdf>.

You can **SIGN UP ONLINE** at

<http://www.mantuapta.org/about/membership/parentdb.php> by finding your name, and clicking the <Volunteer!> button, OR you can print & complete the form below and return via the Tuesday Folder as soon as possible.

During the year, new volunteer opportunities will also arise. You can add your email to receive notice of these opportunities by contacting our Volunteer Coordinator (see bottom of page). The Alert News email and fliers sent to you via the Tuesday folder will also inform you of new projects. Whenever you volunteer, the individual running a particular activity will contact you. Don't be shy, however, if you haven't heard from anyone. Always feel free to pick up the phone and give any of the PTA board members or committee chairs a call.

Direct Classroom Involvement: Room Parent, Party Coordinators, Spring Carnival Booth Coordinator (March), Carnival Basket Coordinator (March), Teacher Appreciation Luncheon Class Coverage (May), Field Day Helper (June), Art Room Assistance and/or Computer Lab Assistance (with class 1x every other week), and Take Home Reading Parent for grades K-2, and more.

School-Wide Volunteers: Book Fair (November), Cafeteria Assistance (Sept/Oct during lunch periods), Clinic Aide, Library Assistance, Office Assistance, Secretaries Day Coverage (April), Community Spirit Activities (family fun nights) and Hospitality (teacher luncheon, etc), Spring Carnival Planning and School Spirit Display Committees.

Once you come in to volunteer, please do not forget to sign in/out in the Volunteer Log in the main office and get a volunteer nametag. FCPS regulations, as well as common sense safety precautions, require volunteers at the school to sign in and wear an identifying tag. The county also requires the PTA to compile records of volunteer hours, so it's important that we have that data. Finally, FCPS also requires all non-family volunteers to submit to a background check, which the school will facilitate.

Still not sure how you can help? Feel free to contact the Volunteer Coordinator, Teresa Willebeek-LeMair at 703-862-8702 or teresalemair@aol.com.

Volunteering at Mantua Elementary School – Supporting Our Children and Their School!

Volunteers make many special things possible for Mantua school children. In addition, volunteering gives you the chance to know your children’s school, teachers, community and other parents better. Please support Mantua Elementary and your children by becoming a volunteer!

**Please see the Volunteer Job Descriptions online at www.MantuaPTA.org.
You can SIGN UP ONLINE by using the “Parent Directory” tab, finding your name, and clicking the <Volunteer!> button.
OR You can print & complete this form and return via the Tuesday Folder as soon as possible.**

Your Name: _____ **Child/ren’s Name/s:** _____
Home Phone: _____ **Work/Cell Phone:** _____ Please circle preference
E-Mail Address: _____ Is e-mail an effective way to reach you? _____

School-Wide Opportunities:

- | | |
|---|--|
| <input type="checkbox"/> Auction Committee
<input type="checkbox"/> Book Fair (November)
<input type="checkbox"/> Cafeteria Assistance (Sept/Oct during lunch)
<input type="checkbox"/> Clinic Aide (training in Fall)
<input type="checkbox"/> Hospitality Committee
<input type="checkbox"/> Library Shelving Help (days/times flexible) | <input type="checkbox"/> Lunch Time Book Club Volunteer
<input type="checkbox"/> New Family Sponsor Program
<input type="checkbox"/> Office Assistance
<input type="checkbox"/> Secretaries’ Day
<input type="checkbox"/> Spring Carnival Committee
<input type="checkbox"/> Yearbook Committee |
|---|--|

Direct Classroom Involvement (please fill in the Teachers’ Names for each of your children and check off the jobs you want to do for each classroom in the corresponding column):

<u>Job Title</u>	<u>Teacher Name:</u>	<u>Teacher Name:</u>	<u>Teacher Name:</u>
Room Parent	_____	_____	_____
Fall Party Coordinator (end Oct)	_____	_____	_____
Winter Party Coordinator (Dec)	_____	_____	_____
Valentine’s Party Coordinator (mid Feb)	_____	_____	_____
End-of-Year-Party Coordinator (June)	_____	_____	_____
Tuesday Folder Stuffers	_____	_____	_____
Scholastic Book Order Coordinator	_____	_____	_____
Carnival Booth Coordinator (March)	_____	_____	_____
Carnival Class Basket Coordinator (March)	_____	_____	_____
Teacher Appreciation Luncheon (May)	_____	_____	_____
Field Day Helper (early June)	_____	_____	_____
Class Yearbook Representative	_____	_____	_____
Take Home Reading Coordinator (K-2)	_____	_____	_____
Take Home Reading Volunteer (K-2)	_____	_____	_____
Computer Lab Aide (every other week, K-2)	_____	_____	_____
Art Class Aide (every other week, K-2)	_____	_____	_____
Ancient Cultures Day Coord. (3 rd & 5 th grades)	_____	_____	_____
Colonial Days Coordinator (4 th grade)	_____	_____	_____
Sixth Grade Party Coordinator (6 th grade)	_____	_____	_____

If you have questions, please contact the Mantua Volunteer Coordinator, Teresa LeMair, at teresalemair@aol.com or 703-862-8702.