

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 sign-up sheets at Back to School Night (BTSN) to help get parents involved in 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 classroom volunteer sign-ups and agree on the best way to proceed. You should also 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 than 5:30pm the night 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 sign-ups 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.

To encourage parents to sign up for a wide variety of different volunteer activities, we will be sending home a description of the various classroom volunteer opportunities with their invitation to BTSN. It also may be helpful to have one Room Parent representative outside the classroom during the sign-up period (each room parent can take a 5-10 minute "shift") to answer questions and encourage parents to sign-up for some of the harder-to-fill classroom volunteer positions.

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

The classroom volunteer sign-up sheets are being provided today to each Lead Room Parent. Please do NOT alter the Library sign-up form as it already has specific times listed for each class. Please write on the sign up form in the blank spaces the specific dates and times of each event or trip and for the in-class sign up form, 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. Also, it is 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.

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More about Volunteer Sign-Ups for Special Classroom Projects and Opportunities Outside the Classroom

The volunteer sign-up sheets for Library, Noteworthy Art, and Art have been developed in cooperation with our educational specialists and the various PTO committees in charge of these activities.

All sign-up sheets should be copied immediately following BTSN. Each Room Parent and the teacher should have a copy. Please turn all the sign-ups for activities or committees outside the classroom in to the grey PTO box in the school office by the Friday following BTSN.

Please note that art room volunteers are coordinated by the Room Parents even though the activity occurs outside the classroom.