

RP-E PTA Volunteer Opportunities

You can give a little bit of time (or a lot!) to make a difference at RP-E. Here are some of the things we do each year, with ways you can help out:

- **Membership.** Promote PTA membership. Educate parents about benefits of membership for our school and our kids. Prepare membership packets, collect dues, organize drives, distribute membership cards and submit data to state and national PTAs.
- **Room representative.** Work closely with your student's teacher and recruit parent volunteers for classroom activities and field trips. Coordinate class parties and help with teacher/staff appreciation week in May.
- **Classroom helper.** Help teachers by taking care of some time-consuming classroom tasks (photocopying, laminating, collating, etc.)
- **Fall Outdoor Movie Night.** Help coordinate this fun event by acquiring movie license, recruiting and organizing volunteers, or assisting with ticket sales, food sales, setup, decorations, advertising, cleanup and silent auction.
- **Scrip program.** Fundraise while you shop! Through the Scrip program, you can purchase gift cards; a portion of each sale goes to our school. Volunteers are needed to promote the program, create and distribute order forms, process orders and deliver cards.
- **Retail rewards.** Help promote, collect and submit General Mills Box Tops for Education and Campbell's Labels for Education.
- **PTA website.** Help the PTA throughout the year by gathering and maintaining information on our website, www.rpepta.com.
- **PTA e-newsletter.** Help compile articles from staff and PTA committees, and then lay out, proofread and distribute online at least monthly.
- **School family directory.** In the fall, lay out and publish an annual directory that lists RP-E staff members, PTA officers, committee chairpersons and class lists along with the name, street address, e-mail address and phone number for RP-E families who wish to participate.
- **Reading incentive program.** Help us encourage and motivate students to read. Work with the school's reading coordinator to reward students who reach their monthly reading goal.
- **Grandparents breakfast.** Help plan, organize and promote a breakfast for students and their grandparents during the annual Scholastic Book Fair.
- **Book Fair.** At our annual Scholastic fair, families can purchase popular books inexpensively. Volunteers are needed to promote the weeklong event, organize the book display and coordinate parent helpers.
- **Family spirit nights.** Help us set up periodic spirit nights at popular local restaurants. Enjoy a night off from cooking, and let your kids share a fun meal with their classmates, teachers and school staff away from school. At each event, RP-E receives from 10% to 25% of sales.
- **Hospitality.** Prepare meals or set up and serve at teacher/staff luncheons. Coordinate refreshments for various small events.

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- Educational evenings. Work with PTA and our teachers to provide a fun, safe evening of education for families. Events can include workshops and other programs that help parents understand and develop the skills that lead to strong parent-child relationships.
- Teacher/Staff Appreciation Week. Organize fun treats and rewards for teachers and staff; communicate with parents to provide items; collect and distribute donations.
- Entertainment Book fundraiser. Advertise this annual fundraiser, process order forms, and distribute orders and prizes.
- Otis Spunkmeyer cookie dough fundraiser. Advertise this fundraiser, process order forms, and help distribute product.
- Mother/daughter event. Organize or help coordinate an event to build stronger partnerships between RP-E moms and their daughters.
- Father/son event. Organize or help coordinate an event to create a great bonding experience for RP-E fathers and sons.
- Teacher grants/back-to-school bucks. Communicate with teachers and help distribute incentives.
- Holiday Shoppe. Help our students shop for affordable gifts for their family and friends. Work with vendor to set up displays and order supplies. Coordinate class schedules, organize volunteers and help students shop for and wrap their purchases.
- Fifth-grade celebration. Plan or help organize a reception for RP-E fifth graders and parents.
- Fifth-grade cookout. Plan or help organize an end-of-year cookout for fifth graders.
- Clothes Closet. Promote, collect, organize and sell gently used uniform clothes.
- Nominating committee. Recruit parents, educators and/or community members to serve as PTA officers.
- Spirit wear. Promote RP-E school spirit by selling spirit wear at events. Advertise the program, select vendors, process and place orders, and distribute merchandise.
- Reflections/Citizenship. Coordinate and promote this annual program that encourages original visual arts, photography, music, literature and video production. Submit entries to judges, forward winning entries to Indiana PTA, and coordinate annual recognition breakfast.
- Yearbook. Work with committee, administrative staff and yearbook vendor to coordinate and design annual memory book. Take pictures at school events, process orders, and deliver books at year end.
- Holiday breakfast. Organize and promote a fundraising breakfast at O'Charley's.
- Kindergarten orientation. Welcome incoming kindergarten students and parents, provide school tours and help families get acquainted with RP-E.
- Sponsorship. Seek out businesses to partner with RP-E. Communicate with current partners and inform them of school events, projects and programs. Work with principal/vice principal as a contact for present and new partners.

Do you have ideas to share? E-mail rpepta@yahoo.com!