



2018-2019 McKnight PFA Volunteer Opportunities Form

Please print neatly and return to the McKnight Front Office.

| | | | | | | | |
|---|--|-------------------------|------------|------------|------------|------------|------------|
| Name: | | Preferred Phone: | | | | | |
| E-mail Address: | | Secondary Phone: | | | | | |
| Please circle 2018-2019 grade level(s) of student(s): | | K | 1st | 2nd | 3rd | 4th | 5th |
| ***Please assign me to no more than _____ committees.*** | | | | | | | |

Please rank your choices, with #1 as the committee/position in which you are most interested.

| McKnight PFA Executive Officers | | | |
|--|--|---------------------|--|
| President | | Treasurer | |
| Vice President | | Assistant Treasurer | |
| Secretary | | | |

| District Committee Representatives | Rep | Alt |
|--|------------|------------|
| Elementary Advisory Committee (EAC) | | |
| School Board Meeting Representative | | |
| Superintendent Parent Liaison Comm. (SPLC) | | |

| PFA Administrative | Chair | Committee Member |
|--|--------------|-------------------------|
| Hospitality | | N/A |
| Lobby Display/Bulletin Board | | N/A |
| McKnight Messages | | N/A |
| Membership/Directory | | N/A |
| Money Counting Crew (Previously known as "Finance Team.") | | |

| Community Event Committees | Chair | Committee Member |
|-----------------------------------|--------------|-------------------------|
| Basket Night | | |
| Breakfast Buddy Mornings | | |
| Family Fun Bingo | | |
| Family Picnic | | |
| Father/Daughter Dance | | |
| Holiday Shop | | |
| Ice Cream Social | | |
| McKnight's Got Talent | | |
| Mother/Son X-Games | | |
| Science Night | | |

| Fundraising | Chair | Committee Member |
|--------------------------------|--------------|-------------------------|
| Donation Drive | | |
| Fall Fundraiser | | |
| Sarris Candies/Chocolates Sale | | |
| Square 1 Art Fundraiser | | |

| Staff/Curriculum Support Committees | Chair | Committee Member |
|--|--------------|-------------------------|
| Art Curriculum Show | | |
| Book Fair | | |
| Party Staffing Coordinators | | |
| Shoebox Science | | N/A |
| Staff Appreciation | | |
| Summer Bridge Books | | N/A |

| Student Activity Committees | Chair | Committee Member |
|------------------------------------|--------------|-------------------------|
| After School Program | | N/A |
| Dr. Seuss Day | | |
| Field Day | | |
| Fifth Grade Picnic | | |
| Kids in the Woods | | |
| Shining Knights | | |
| Traveling Art Gallery (TAG) | | |
| Tiger Shop | | |
| Yearbook | | |

| Community Support Committees | Chair | Committee Member |
|-------------------------------------|--------------|-------------------------|
| Box Tops | | |
| Calling Crew | | |
| Gardening Group | | |
| Picture Day | | |
| Spirit Wear Sale | | |
| Welcome Team | | |

Thank you for volunteering your time!

Please feel free to contact Tennille Bunger at mckpfasecretary@gmail.com with any questions.



2018-2019 McKnight Elementary PFA Volunteer Descriptions

Executive Officers

President

Presides at all monthly PFA meetings, maintains contact with committee chairpersons, and attends joint president meetings. The President is responsible for the website, for following the year's budget, and promotes the association. Attends both monthly executive board meetings and monthly PFA meetings. (Executive board meetings average three hours in length and PFA meetings average one and a half to two hours in length.) Attends other irregularly scheduled meetings as they become necessary. Remains in close contact with other executive officers via email, as the executive board works as a team to support the PFA's committees and the mission of the organization.

Vice President

Schedules assemblies, acts as an aide to the president, performs duties of the president in his/her absence, and organizes end of year luncheon. In the event that the President is unable to complete his/her term in office, the Vice President shall assume the Presidency for the remainder of the school year. Attends both monthly executive board meetings and monthly PFA meetings. (Executive board meetings average three hours in length and PFA meetings average one and a half to two hours in length.) Attends other irregularly scheduled meetings as they become necessary. Remains in close contact with other executive officers via email, as the executive board works as a team to support the PFA's committees and the mission of the organization.

Secretary

Keeps accurate records of monthly PFA meetings, including attendees and detailed minutes. Secretary will distribute completed minutes to be included in McKnight Messages and on McKnight PFA website. The minutes from one month must be prepared and distributed prior to the next month's PFA meeting. Secretary will also prepare the agenda for monthly PFA meetings and monthly executive board meetings and have as many copies available of both as necessary. Sends monthly reminders of PFA Meetings to committee chairs to encourage attendance and solicit agenda items. Creates beginning of the year newsletter and any other forms/documentation as necessary. The Secretary is responsible coordinating/recruiting volunteers and assisting with volunteer/committee communication. The Secretary shall be responsible for Nominating Committee which recruits volunteers to fill PFA committee slots for the following school year. After Nominating Committee, the Secretary prepares and presents the full Nominating Slate during the April PFA Meeting. Attends both monthly executive board meetings and monthly PFA meetings. (Executive board meetings average three hours in length and PFA meetings average one and a half to two hours in length.) Attends other irregularly scheduled meetings as they become necessary. Remains in close contact with other executive officers via email, as the executive board works as a team to support the PFA's committees and the mission of the organization.

Treasurer

Keeps an accurate record of receipts and expenditures, pays out funds as authorized by the association in a timely manner, files the organization's tax returns each year, presents a financial statement at each PFA meeting, tracks the budget throughout the year, and leads Budget Planning Committee in planning the budget for the following school year after soliciting budget requests from both the school and our committee chairpersons. Knowledge of QuickBooks software is needed. Attends both monthly executive board meetings and monthly PFA meetings. (Executive board meetings average three hours in length and PFA meetings average one and a half to two hours in length.) Attends other irregularly scheduled meetings as they become necessary. Remains in close contact with other executive officers via email, as the executive board works as a team to support the PFA's committees and the mission of the organization.

Assistant Treasurer

The Assistant Treasurer is responsible for receiving and depositing monies of the association in a timely fashion. This individual is also responsible for maintaining records of all checks received. The Assistant Treasurer should review financial statements monthly for deposit accuracy and handles the creation of tax receipts as necessary. Attends both monthly executive board meetings and monthly PFA meetings. (Executive board meetings average three hours in length and PFA meetings average one and a half to two hours in length.) Attends other irregularly scheduled meetings as they become necessary. Remains in close contact with other executive officers via email, as the executive board works as a team to support the PFA's committees and the mission of the organization.

PFA Administrative

Hospitality

Chair will be responsible for planning the PFA brunch in December. For the Art Curriculum Show in March, the Hospitality Chair will be responsible for soliciting cookie donations from the school community and organizing volunteers to keep the cookie display well-stocked through the duration of the evening.

Lobby Display Case/Bulletin Board

Decorate the display case in the lobby with seasonal items throughout the year. (ex: Back to School, Autumn, Winter, Valentines' Day, Spring, Summer Break) This individual will also maintain the bulletin board in the vestibule, helping to creatively communicate the PFA's ongoing efforts to the school through new monthly displays.

McKnight Messages

Prepare and send weekly PFA email to McKnight community, including posting on the McKnight website. “Special Messages” may also be needed on occasion, in addition to the scheduled weekly e-mail. Sends weekly reminders to all committee chairs to remind them of due dates for the coming week. Maintain an extensive database of McKnight family email addresses. Works heavily with the PFA President. Excellent communication skills and a tremendous attention to detail are a must to successfully fill this role, which requires steady work through each week of the school year and also during the month of August, before the school year begins.

Membership/Directory

Conduct membership drive, collect dues, and put together, publish, and distribute the student directory. The Directory must be subject to a robust proofing process before going to print. Heavy attention to detail is required to successfully complete the work of this committee. The goal each year is to provide the Directory to the school in late October or early November. The Membership Drive occurs in conjunction with our Donation Drive. The two committees must work closely together and most of their activity occurs in August, September, and October.

Money Counting Crew

Any funds received via cash or checks are counted three times. A representative from the committee counts, a member of the “Money Counting Crew” counts a second time, and then the Assistant Treasurer counts a third time before a deposit is made. The PFA’s “Money Counting Crew” used to be called our Finance Team, but the new name more accurately reflects the activity/function of this committee. We need people who can come over to the school on occasion to provide that second count, along with a committee member. The Money Counting Crew chair is responsible for setting up a schedule in conjunction with committee chairpersons to ensure that each event or activity has the necessary coverage to count funds in a timely manner. Assigned committee members then need to be able to come to the school to accurately count funds, complete deposit envelopes, and ensure completed envelopes are given to Front Office Staff to lock in the safe.

Fundraising

Donation Drive

The Donation Drive is our first fundraiser of the year. This committee will work to coordinate the messaging to the school via McKnight Messages to promote this effort, and will handle collection and reporting of donated funds. As of fall of 2015, most of the collecting and reporting was greatly streamlined through the use of the PFA website. The Donation Drive occurs in conjunction with our Membership Drive. The two committees must work closely together and most of their activity occurs in August, September, and October.

Fall Fundraiser

Our fall fundraiser has not yet been solidified, but typically occurs in October with products arriving prior to the winter holidays. The committee will schedule the sale, create the messaging about the sale to our school community through the McKnight Messages, distribute order forms, collect & collate order forms and payments, and ensure that delivery and pick up of the ordered products proceeds smoothly.

Sarris Candies/Chocolates Sale

This sale is our late winter/early spring fundraiser. The committee will work with Sarris to coordinate the sale such that the orders will be received in the school one week prior to Spring Break. The committee will create the messaging about the sale to our school community through the McKnight Messages, distribute order forms, collect & collate order forms and payments, and ensure that delivery and pick up of the ordered products proceeds smoothly.

Square 1 Art Fundraiser

Work with the Art Department through the fall to coordinate the Square 1 Art project, through which families are able to purchase items produced using their student’s artwork. Some orders will be submitted online, others will be paper orders. Contact will need to be maintained with Square 1 to ensure everything is flowing smoothly. The committee will need to arrange a time and place for pick up of the ordered items, clearly communicate that information to our families, and ensure that item pick up proceeds smoothly.

Student Activities

After School Programs

Recruit teachers/instructors to hold classes through both Fall & Winter After School Program periods. Coordinate time and space requirements between school and instructors. Communicate courses to be offered to students and oversee registration through the PFA website. Create rosters for every class, as well as participant lists to be communicated to all McKnight Staff. Ensure students are properly accounted for each day in class and that every student is safely picked up at the end of the class sessions. Clear communication to the participating families, the instructors, and the school is an essential part of ensuring that these programs run smoothly. The After School Program Chair shall plan with/around the After School Basketball schedule and serve as a conduit between ASBB and the PFA. Successful After School Program coordination requires advance planning and follow through, attention to detail, and a tremendous degree of organization.

Dr. Seuss Day

Dr. Seuss Day is celebrated across the country every year on his birthday – March 2nd. The Dr. Seuss committee pulls together a celebration of reading and literacy that lasts for that March 2nd week every year. There are themed dress up days throughout the week, and typically a contest to promote reading across all of our classrooms. The committee also organizes a lunch celebration on Dr. Seuss’s

birthday, along with bringing in the Cat in the Hat and Thing 1 and Thing 2 to read to our younger students and raffle off prizes during the lunch celebration. Responsibilities also include decorating in both the lobby and the cafeteria to give everything a Dr. Seuss vibe.

Field Day

Coordinate with the Phys. Ed. Teachers to plan and execute the Field Day event, attended by students in grades K through 4. (Our fifth graders attend their Fifth Grade Picnic instead.) Recruit, organize, and instruct a large crew of volunteers to make this busy day possible for our students.

Fifth Grade Picnic

Assist fifth grade teachers in planning and running the Fifth Grade Picnic at Blueberry Hill Park and in the creation and distribution of the fifth grade t-shirt. Coordinate volunteers, decorate, and provide/serve lunch. Plan and run active games for the day and activities after the return to school.

Kids in the Woods Club

Kids in the Woods is an after school club run by Mrs. Berendowski and Mrs. Ferguson, two retired McKnight teachers. It is designed to help foster a love of and appreciation for nature in our students, as well as to educate them about the natural world around McKnight and in Western Pennsylvania. Open to students in grades 3 through 5, Kids in the Woods typically meets once a month after school. The chair of this committee needs to assist with the administrative pieces of the program, including registration and meeting RSVP's. Committee members are also needed as parent volunteers each month to assist during the meetings.

Shining Knights

The Shining Knights is an after school program that meets monthly. The goal of a community service group within McKnight is to inspire children become active in and strengthen their community through service. The emphasis of the committee is not on fundraising but rather on acts of kindness and support. The program is open to students in grades K through 5. The chairs set the meeting schedule for the year, coordinate monthly service projects by contacting local shelters and charitable organizations, and recruit Shining Knights members and meeting volunteers. As with all after school programs, rosters must be developed and shared with the school ahead of time and attendance and dismissal must be carefully tracked to ensure student safety. The committee members assist during the meetings by helping students complete projects, like making cards for service members and collecting items for individuals in need.

TAG - Traveling Art Gallery

The chair must coordinate TAG weeks with the principal. Solicit, coordinate, and assign parent volunteers to make fine art presentations to classrooms. Distribute prints and folders to volunteers. Distribute assignment charts to presenters and teachers. Collect and inventory prints and folders for storage and wrap prints for shipment after Fall presentations. Check prints for needed repairs. Busiest times: If Fall presentations, September and January. If Spring Presentations, January and May. (McKnight shares prints with Marshall Elementary. TAG presentations are either in the Fall or the Spring in a given school year.)

Tiger Shop

Coordinate sale of merchandise to students during recess twice monthly, including ordering and inventory of supplies. Organize volunteers to work on sale dates.

Yearbook

Negotiate and secure a yearbook publishing contract, price the yearbook, choose a cover, plan the publication layout. Publicity, process orders, issue confirmations, and determine appropriate quantity to order. Coordinate volunteers to act as photographers during the school year at various events and solicit pictures from photographers after the events. Chairing the Yearbook Committee requires work throughout the year. Excellent organizational and planning skills are a must, as is a tremendous level of attention to detail. The yearbook is a permanent keepsake for our students and we strive to make it the best record of the school year that it can possibly be.

District Committee Representatives

Elementary Advisory Committee (EAC)

Attend monthly meetings of the EAC and provide verbal reports at the monthly PFA meeting. This committee facilitates two-way communication between the District Administration and representatives from each of the North Allegheny elementary school buildings.

School Board

Attend monthly meetings of the School Board and report pertinent information at the PFA meetings. The School Board meetings are generally held on the third and fourth Wednesdays of each month, in the Board Room of the Central Administration Offices at 7pm.

Superintendent Parent Liaison Committee (SPLC)

Attend monthly meetings of the SPLC and provide verbal reports at the monthly PFA meeting. This committee provides two-way communication between the Superintendent and a board made up of representatives from each of the North Allegheny school buildings.

Community Events

Basket Night

Coordinate volunteers to plan and run event. Recruit parent volunteers from each class to solicit items from other families in their class and then organize classroom baskets to be raffled off. Coordinate extensive collection of items donated from local businesses, involving

letter creation, personal delivery of letters to almost one hundred area businesses, follow-up phone calls, and returning to pick up donations when they are available. Prepare a number of baskets and gift packages to be raffled off. Coordinate with the Money Counting Crew Committee to ensure a committee member is assigned to the event and planning to attend to ensure funds are counted in a timely, responsible manner. Handle the planning, publicity, and organization of this complex event, including extensive set-up, the raffle, distribution of baskets to winners, and clean-up.

Breakfast Buddy Mornings

These were new events for McKnight in the 2015-2016 school year. The events occur before school hours (8:00 – 8:45 AM) when students may bring a special grown-up to the school to share a breakfast treat before the school day begins. The committee will publicize the event, arrange all logistics, collect attendee info & payment in advance, procure food & drinks, and ensure the Breakfast Buddy Mornings run smoothly.

Family Fun Bingo

Handles the planning, publicity, and organization of this January evening family event. Activities include purchasing & selling Bingo cards, soliciting orders for pizza from the school community, and working with a local vendor to ensure the food arrives in a timely manner. Coordinate with the Money Counting Crew Committee to ensure a committee member is assigned to the event and planning to attend to ensure funds are counted in a timely, responsible manner. The committee also arranges for celebrity “Bingo Callers” from the McKnight Staff, and handles set up, logistics during the event, and clean up.

Family Picnic

Organize the family picnic held at the end of the school year at North Park. Book picnic site, notify sports leagues of date, contract caterer and vendors, plan activities, distribute flyers, coordinate volunteers, set up, and clean up on picnic day.

Father/Daughter Dance

The committee will plan theme, decorations and entertainment. Distribute and collect registration forms. Successfully execute the dance including set up, serving, and clean up.

Holiday Shop

Coordinate the December holiday shop where students purchase items for family members and friends and family members may shop at a separate vendor fair. Select Holiday Shop vendor and merchandise, recruit vendors for vendor/craft fair side of the event, coordinate volunteers, set up and clean up, collect money, and keep records. Coordinate with the Money Counting Crew Committee to ensure a committee member is assigned to the event and planning to attend as needed to ensure funds are counted in a timely, responsible manner.

Ice Cream Social

Plan the event that welcomes back the students and their families to McKnight. The committee will order ice cream, coordinate “celebrity” scoopers, and create “Guessing Jars,” as well as handling set up, clean up, and running to refill supplies during the event itself.

McKnight’s Got Talent!

This talent showcase was new to McKnight in February of 2015. A variety of acts is welcomed and encouraged during this once a year event. There is no judging, as it is designed to be an event that allows all of the participants to shine. This committee will need to work heavily with the Music Department to arrange all of the A/V components of the evening. Solicitation of acts, publication of the event, and the creation of programs will all be a part of this committee’s duties. The committee will also need to oversee a mandatory rehearsal and the evening event itself.

Mother/Son X Games

Plan and organize a fun event where mother and son teams participate in silly games and contests. Help plan the games, publicize the event, and coordinate volunteers.

Science Night

Plan and organize this hands-on event for students and families that is paired with the Basket Night. Contact teachers, local businesses and other members of the community to participate in the event. Publicize event and coordinate volunteers.

Curriculum & Staff Support Activities

Art Curriculum Show

Assist the Art Department in February and March to prepare student works of art, and decorative elements for the annual Art Curriculum Show, held in mid-March. The chair will work with the Art teachers to maintain a volunteer schedule during the show preparation period.

Book Fair

Assist the Librarians in preparing for, setting up, and coordinating activities before and during the Fall and Spring Book Fairs. Through the use of Volunteer Spot, the chair will help to solicit and coordinate the other volunteers to ensure these events are properly staffed.

Party Staffing Coordinators

A couple of dedicated individuals, plus one overall chair, are needed to fill these important roles. These coordinators are responsible for taking the information submitted by parents and determining who will be assigned to each homeroom as that homeroom's party coordinator and party parents for each of the three yearly parties (Halloween, Winter, and Valentine's Day). ***PLEASE NOTE: This is NOT the same thing as signing up to help with a party in your child's classroom. These roles are critical, but they are administrative in nature. You are working behind the scenes to coordinate all of the party volunteers.***

Shoebox Science

Prepare new shoebox science kits for the library. Purchase supplies for the kits and replenish supplies and repair kits as needed.

Staff Appreciation

Coordinate the Staff Appreciation events throughout the year, which may include (but are not limited to!) birthday cards for staff throughout the year, a Fall Soup Luncheon, Christmas Cookie Distribution, donuts and coffee the morning after the Art Curriculum Show, and a Spring Staff Appreciation Luncheon.

Summer Bridge Books

Advertise and coordinate the sale of Summer Bridge books near the end of the year. Books may now be ordered on line and shipped directly to our families.

Community Support

Box Tops for Education

Collect Box Tops for Education, tally and forward to General Mills for rewards. Other than collecting the Box Tops from the school, most of the work for this committee is done from home.

Calling Crew

On a few occasions through the school year, reminder phone calls need to be made to our families of an impending fundraiser pickup, such as those for Yankee Candle and Sarris Candies. The Calling Crew is provided with a script and a list of families with contact information. Typically a caller has no more than ten calls to make. This can be done entirely from home during the school day or during early evening hours.

Gardening Group

The PFA is responsible for maintaining McKnight's "Wonder Gardens" originally installed by Nature Quest. The Wonder Gardens are designated Monarch Waystations that provide both a beautiful entrance to the school and educational opportunities to our students. No gardening experience is necessary! The group meets at least once a month during the growing season to ensure weeds are pulled, plants are maintained, and also to plant new flowers, shrubs, or bulbs on occasion. The work is not glamorous, but it is immediately rewarding. The more hands available, the faster it goes.

Picture Day

Coordinate volunteers and time schedule for both Fall and Spring student picture days plus make-up picture day. The dates are scheduled by the school with the photographer. The PFA's involvement is limited to working to recruit parent volunteers to help make the day run smoothly.

Spirit Wear Sale

Spirit Wear will be offered for sale one or two times throughout the year, as well as a grade level t-shirt at the beginning of every school year. The committee will work with the vendor to select the items to be sold, create the messaging about the sale to our school community through the McKnight Messages and the PFA website, and ensure that delivery and pick up of the ordered products proceeds smoothly.

Welcome Team

Help welcome students and families who are new to McKnight, whether at the beginning of the school year or mid-year. Assemble a 'Welcome Package' for each new student that transfers to McKnight during the school year.

Thank you for volunteering your time! Without our dedicated volunteers, none of the activities & events listed above would be possible.

If you have any questions, please contact Tennille Bunger, McKnight PFA Secretary, at mckpfasecretary@gmail.com