

# PTC Programs & Volunteer Opportunities

Kristi Nelson

# Cedar Mill PTC Objectives

- A. Promote parental support for and cooperation with the teachers and administrators of Cedar Mill School in the education of children and youth enrolled in the school.
- B. Promote education, communication, and understanding among the students, parents, faculty, administration and community of Cedar Mill School ("School").
- C. Enhance and augment the basic curriculum through volunteerism and student enrichment programs.
- D. Supply and facilitate parental and community aid to Cedar Mill School.
- E. Aid the School in projects and public information.

# How can you support Cedar Mill ES?

1

## Financial Support

- Fun Run donations
- Company matching
- PTC Dine-out events

**Donate to the PTC**

2

## “Planning” Volunteer

- Board members
- Program chairs
- Volunteers who can help plan the programs and events

**Send email to [president@cedarmillptc.org](mailto:president@cedarmillptc.org)**

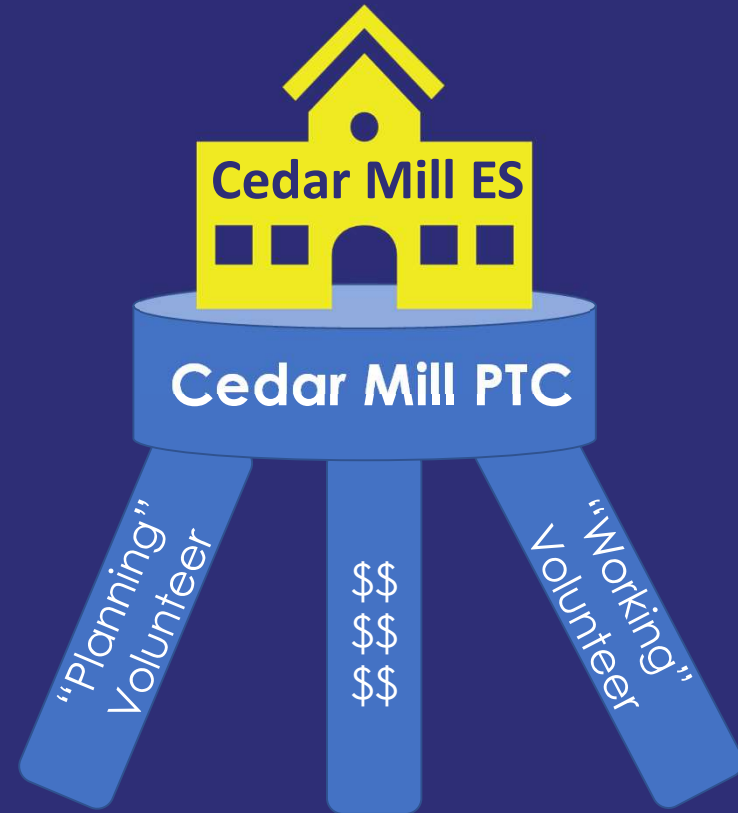
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## “Working” Volunteer

- Volunteers for the actual events and programs at school

**Sign up through MyImpact**

**We need equal support for all three areas, or the PTC won't be able to support Cedar Mill Elementary**



# PTC Board Positions

- Voted to the board during June PTC meeting
- Positions that will be available include:
  - President
  - Vice President (currently vacant)
- Prefer to identify candidates early to ensure smooth transition into next year
- Some work can be done from home, but regular attendance at PTC meetings is required

# Program Chairs

- Does not have to be one person
- A team of “planner volunteers” helps lighten the load
- Time commitments vary depending on the program or event
- Some work can be done from home, but attendance by one of the co-chairs for the event/program you’re planning is required

# Cedar Mill PTC Programs

Year-long Student Programs	Programs w/ Main Events	Behind the Scenes
Art Literacy	Science Fair	Office Work Party
Lapping Lumberjacks	Oregon Battle of the Books (OBOB)	School Supplies
Chess & Game Night	Fun Run	Staff Appreciation
	Social Events	Green Team
	5 <sup>th</sup> Grade Send-off	Garden Team
	Carnival	Lost & Found

- All volunteers must have an account and be approved in MyImpact

# Art Literacy

- Art Literacy is an art education program developed by BSD and run by volunteers
- Six times throughout the school year, volunteers attend a training session and learn how to teach that month's art literacy lesson
- No art knowledge or skill required as all the materials and instructions are provided!
- We need several volunteers for each classroom to attend the ~monthly training and lead the lesson for their child's class
- Art lesson date/times are coordinated directly with each teacher
- Please send an email to [artliteracy@cedarmillptc.org](mailto:artliteracy@cedarmillptc.org) to get on their list
- First training is on **Friday September 29 @ 1:30 pm**



# Lapping Lumberjacks

- This is also known as Running Club
- Happens every Tuesday and Thursday, 7:45-8:20 am in the Fall and Spring, rain or shine!
- Students can be dropped off starting at 7:45 am at the paved trail by the lower parking lot. (Please do not drop your student off unsupervised before 7:45 am.)
- Volunteers are needed for student check in, running route patrol, running card tallies, charm distribution and cheerleaders!
- You can find the volunteer opportunity under Lapping Lumberjacks in the volunteer system

# Chess & Game Night

- **Looking for a program leader for this!**
- Evening event is held ~once per month at Godfather's Pizza (or other location TBD)
- Opportunity for families to play chess and other games with other Cedar Mill families
- These events require supervision by parents/guardians (no drop offs)
- Only volunteer needed is the program chair:
  - Coordinates with the restaurant for the day/time
  - Develops flyers to distribute
  - Coordinates with social media chair and president to distribute flyers & information
  - Brings the games and chess sets to/from the location (chess sets are provided by PTC)

# Science Fair

- Opportunity for Cedar Mill students to showcase fun and exciting science projects
- Currently scheduled for March 7 at 6:30 pm
- Need many volunteers for this event:
  - Volunteers to help staff the check-in tables during project check in (the day before) and volunteer check in (on the day of the event)
  - Volunteers to serve as Project Reviewers to ask students questions about their projects (you'll review ~5-10 projects for 5 minutes each)
  - No science experience necessary, training will be provided
- Look for opportunities to sign up in MyImpact
- If you want to help plan the event, please email [sciencefair@cedarmillptc.org](mailto:sciencefair@cedarmillptc.org)

## Oregon Battle of the Books (OBOB)

- Statewide reading competition for 3<sup>rd</sup> – 5<sup>th</sup> grades
- Teams of 4 students read the OBOB books and then answer trivia questions during our school's OBOB tournament
  - Held in early February after school
  - Winner from Cedar Mill advances to Regional Tournament
- OBOB teams are typically coached by one of the parents of the team members
  - OBOB is not sponsored by teachers or staff at CMES
  - OBOB team practices are not held during class instructional time

## Oregon Battle of the Books (OBOB)

- Team formation at Cedar Mill usually happens in October
- The Cedar Mill & Bethany Community Libraries have additional information for parents
- <https://library.cedarmill.org/kids/obob/>

## Oregon Battle of the Books (OBOB)

- We need many volunteers for OBOB!
  - Scorekeepers/Timekeepers
  - Moderators
- Training will be provided for volunteers prior to the event
- If you want to help with OBOB, please email our chairs at [OBOB@cedarmillptc.org](mailto:OBOB@cedarmillptc.org)

## Fun Run

- Our main fundraiser for our school
- Volunteers are needed to serve as tally markers (4 per class)
- Spectators will be allowed to cheer students on from the spectator area
- Opportunities will be posted to MyImpact when the schedule has been finalized (soon!)

## Social Events

- Include Movie Night and other school social events
- Volunteers are needed for both planning and on the day of the event(s)
- Volunteers on the day of the events include
  - Set-up
  - Hall monitors
  - Popcorn distribution
  - Clean-up
- Look for opportunities to sign up in MyImpact



## 5<sup>th</sup> Grade Send-off

- Need some 5<sup>th</sup> grade parents to help plan this event!
- Occurs on the last day of school
- Teachers provide significant guidance on the schedule of events
- Will also need 5<sup>th</sup> grade parents to volunteer on the day of the event

# Carnival

- End of year carnival is open to all Cedar Mill ES families (including incoming Kinder families)
- It's a super fun evening of games, bounce houses, shave ice and pizza
- We need lots of volunteers on the day of the event to help run all the carnival games and supervise the bounce houses
- Opportunities to volunteer for Carnival will be added to MyImpact closer to the event

## Office Work Parties

- Work Party is a program that supports your child's teachers
- Help by making copies, laminating, cut-outs, and other projects for the teachers as requested
- **We need a new chairperson to take over this role!**
- Currently work parties are scheduled for 1:30 – 3 on Tuesdays and Thursdays, but these times can change depending on the schedule of the chairperson
- Look for opportunities to sign up in MyImpact

# Staff Appreciation

- The PTC provides funds to show appreciation to Cedar Mill Staff:
  - Coffee Cart
  - Staff Luncheons during parent teacher conferences
  - Coffee and pastries
  - Door decorating
- Staff Appreciation Chair coordinates scheduling these events
- We will also send out requests to parents to help provide drinks, snacks and desserts for staff luncheons
- We need more volunteers to help with door decorating this year to ensure no teachers or staff feel left out

# School Supplies

- The PTC pays for the majority of the classroom supplies used by students
- Purchasing in bulk saves money and ensures quality materials are purchased
- Our school supplies chair is responsible for purchasing all of these supplies and ensuring our supply cabinet is well stocked
- Thank you Lisa B!

## Green Team

- Responsible for bringing sustainable practices to Cedar Mill
- Help Cedar Mill PTC start BlueBag Bottle drop program

## Garden Team

- Responsible for helping to maintain the garden
- Be a point of contact for the school garden project
- Help recruit volunteers as needed for school cleanup events

**Program chairs are needed for both!**

## Lost & Found

- Lost & Found volunteers sort through and wash all lost & found items (plus the donations in the donation bin)
- Recommended 2-3 times per year or when the donation bin is full
- All washed/sorted items are then donated to Clothes for Kids
- Need additional volunteers for this role
- Please reach out to [president@cedarmillptc.org](mailto:president@cedarmillptc.org)

# Cedar Mill ES Volunteer Needs

Year-long Volunteer Needs	Main Events	Behind the Scenes
Library Assistance	Classroom Field Trips	Picture Day
Lunchroom Assistance	Field Day	Vision & Hearing Screening
Classroom Assistance	School Musical	

- All volunteers must have an account and be approved in MyImpact



## Library Assistance

- Library volunteers assist in checking out books to students during their class library time
- Training is required for this job to learn the computer system and should take no more than 30 minutes
- Please limit sign ups to 1 time per month per class initially to allow more parents an opportunity to sign up
  - But if any shifts remain open within one week of the shift, please feel free to sign up for additional shifts
- Training sessions and library shifts are in MyImpact

## Lunchroom Assistance

- Historically, parents assisted staff in the lunchroom performing a variety of tasks
- The school is currently working on a cafeteria volunteer guideline to share with volunteers
- Once the guideline has been finalized, lunchroom volunteer shifts will be added

## Classroom Assistance

- Oftentimes, classroom teachers will coordinate with parents to volunteer in the classroom for specific tasks
- These opportunities are coordinated directly with the teacher
- All volunteers must be approved in the volunteer system
- When logging into the system, please use the general volunteer item “Classroom Volunteers” when starting the time clock

## Classroom Field Trip Chaperones

- Classroom field trips are one of the most popular volunteer activities
- Teachers will send out a message requesting chaperones once details of the field trip are known
- To ensure fairness, teachers will use a lottery system to determine which parents will volunteer for each field trip
- All field trip volunteers must be approved in MyImpact

## Field Day

- Field day is an event planned by Mr. Marino for students to play games and activities they've learned in class
- Field day takes place in June and is not open to spectators
- Volunteers will sign up based on grade level and be assigned to jobs by Mr. Marino
- Volunteer shifts will appear in MyImpact later in the year

# School Musical

- The school musical is a fun performance by the 5<sup>th</sup> graders in coordination with Ms. McGarrity and the 5<sup>th</sup> Grade teachers
- The musical is currently scheduled for **March 21, 2024**
- Ms. McGarrity will need volunteers to help with the following:
  - **Backstage monitors:** student support with entrances/ lines
  - **Costume Director:** student measurements, sewing, garment creation, sourcing
  - **Makeup Artist:** Stage makeup
  - **Hair Styling:** Knowledge on how to work with various hair types
- Please be on the lookout for an email later this year requesting volunteers for the musical

## Picture Day & Screening Volunteers

- The school will request volunteers for occasional single day activities. These include:
  - Picture Day Volunteers
  - Vision Screening
  - Hearing Screening
- Volunteer shifts will appear in MyImpact

# Volunteer System (MyImpact)

Kristi Nelson



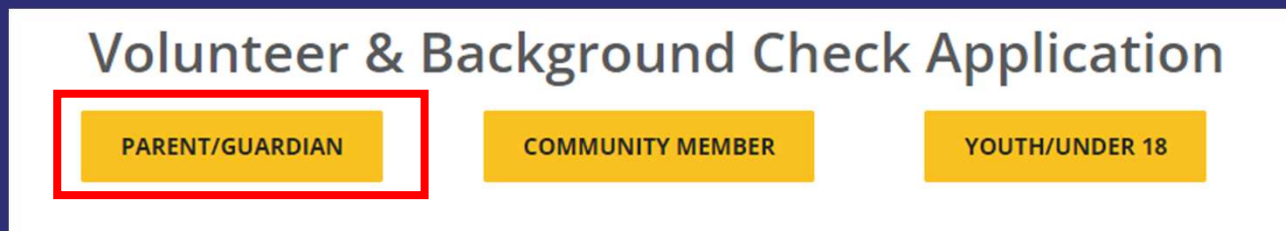
# Volunteer System

- All Volunteers must be approved in the Cedar Mill Volunteer System via MyImpact

The screenshot shows the login interface for MyImpactPage.com. At the top, there are two yellow banners: the left one features the Beaverton School District logo (a stylized 'B') and the text 'BEAVERTON SCHOOL DISTRICT', and the right one says 'CEDAR MILL ELEMENTARY SCHOOL'. Below these banners, the page title is 'MyImpactPage.com - Login'. The main login area has a dark grey header with the word 'Login' in white. Below this, there are two input fields: 'Username' with a text box and a small 'iM' icon, and 'Password' with a text box containing seven dots and a small 'iM' icon. To the right of the 'Username' field is the text 'Usernames are not case sensitive.' and to the right of the 'Password' field is 'Passwords are case sensitive.'. At the bottom of the login area, there is a link that says 'Forgot your username or password?' and a dark grey button labeled 'Login'.

## If you are new to the district . . .

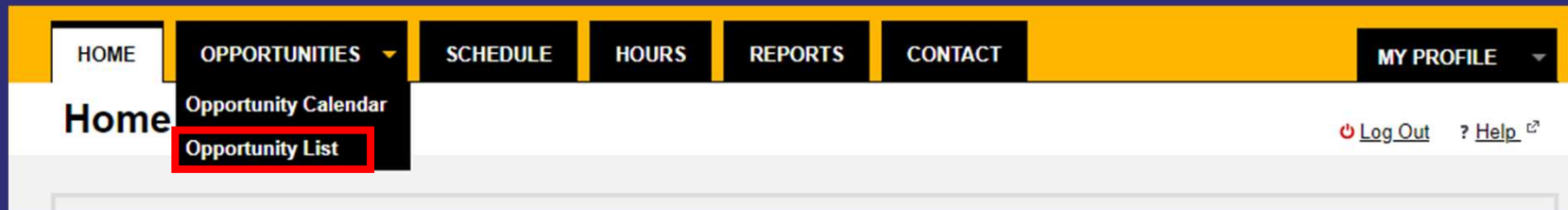
- You need to create an account so the district can perform a background check.
- Visit this link:  
<https://www.beaverton.k12.or.us/departments/communications-community-involvement/volunteer>



- It can take several weeks for this to be approved!
- Do this now so you are approved before the Fun Run!

## Once you have been approved . . .

- You can log in to MyImpact and see the volunteer opportunities



- After clicking on Opportunity List, available opportunities will be shown (here is an example)

Classroom Volunteers			
ACTIVITY	SHIFTS	START DATE	END DATE
Classroom Volunteers	1		

# If you can't find something, check your filters . . .

▼ **Filter Activities**

Looking to volunteer on a specific day? Try the new [Opportunity Calendar](#)! This new page lets you find opportunities on a calendar to easily find activities on the days you are available to help! ✕

**FILTERS**

- Only include activities that I am qualified for
- Only include activities that have openings available

Include activities for which I am currently

- Generally Available
- Signed Up
- Scheduled
- On the backup list

**ORGANIZATION** Show All ▼

**SORT** Activity Name ▼

**DISPLAY**

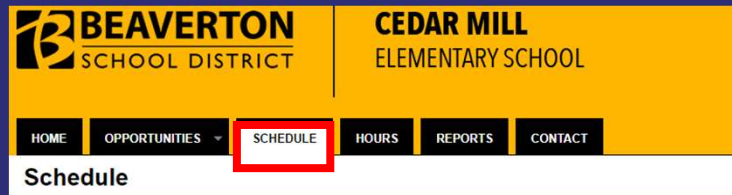
- Group by category
- Collapse categories by default

Make these my default filters  Filter Activities

## How will I know if new opportunities are available?

- Volunteers who are in our volunteer system will receive regular emails from our Volunteer Coordinator with links to volunteer opportunities
- Make sure our volunteer emails aren't ending up in your spam folder
- If you have volunteer questions, please email [volunteercoord@cedarmillptc.org](mailto:volunteercoord@cedarmillptc.org)

# How to remove yourself from a shift . .

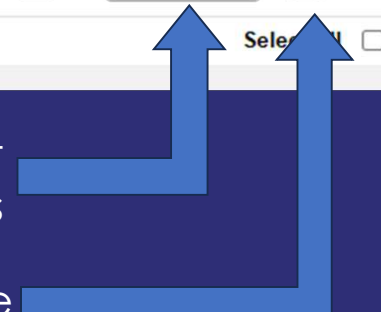


After Logging into MyImpact, Click on the SCHEDULE tab.

ORGANIZATION	ACTIVITY		DATE	START	END	WHO?	ACTIONS	
Cedar Mill Elementary School	Lapping Lumberjacks - Lapping Lumberjacks Volunteers		Thu 9/21/2023	7:30 AM	8:30 AM		<a href="#">Remove</a>	
Cedar Mill Elementary School	Lapping Lumberjacks - Lapping Lumberjacks Volunteers		Tue 9/26/2023	7:30 AM	8:30 AM		<a href="#">Remove</a>	

You can remove yourself from a shift up to 4 hours before it starts

You can add volunteer shifts to your personal calendar here



## When you come to school to volunteer . . .

- Please sign into the volunteer system on the computer to start the time clock (be sure to remember your username and password if you save it on your computer at home)
- There is also an App called “My Impact” that you can use to start the clock as well
- If you use the app to sign in, please still enter the school via the front office to ensure staff knows you are there volunteering
- Obtain a volunteer badge to wear while on school grounds (volunteers who logged time last year have badges with their names on them)
- If you would like a badge with your name, let Paula know