



Ridge Elementary PTA

Dear Parents & Guardians,

Being involved in your child's elementary school can be one of the most rewarding experiences for both you and your child. Children gain a real sense of community and belonging when they see the adults in their life get involved in their school.

The Ridge Elementary PTA hosts many events and activities throughout the year which provides parents/guardians the opportunity to get involved in a variety of different ways. The PTA hosts daytime events like the book fair, picture days, the holiday fair, etc... The PTA also hosts nighttime events like Family Fun Nights, Movie Nights, PARP kick-off, etc... There are even opportunities which can mainly be done in your home like Box Tops, Newsletter, Webmaster, and School Store support. Regardless of your schedule, if you'd like to get involved, we can find the opportunity that works for you.

Attached are two forms to help you get involved; the Ridge Elementary PTA 2014-2015 volunteer guide and the volunteer form. The volunteer guide lists information about the committees, events and activities and is for your reference to help you understand all of the volunteer opportunities available throughout the year. If you would like to volunteer for any of these committees, events or activities please complete and submit the volunteer form to indicate your preferences and interests.

Volunteer forms can be sent into school with your child in an envelope marked "Ridge PTA" or handed in at an upcoming PTA meeting. Although there is no deadline and volunteers are always welcomed, signing up in advance allows us to get many of our programs in place before their start date. Therefore, it would be greatly appreciated if forms could be submitted as soon as possible as committees and volunteer lists will start being assembled the week of September 29th.

Again, volunteers are always welcomed so if you cannot make a decision right now we understand and send it in when you can. Volunteers will be contacted as soon as each committee gets organized and underway.

Parent involvement is key to our ability to bring the various educational and enrichment programs to all of the children of Ridge Elementary. Together we can make a difference and enrich lives of our children and the entire school community through positive, educational and fun experiences.

We are very excited for the 2014-2015 school year and look forward to working with you!

Thank you for your continued support,

Stacey Buonconsiglio & Jamie Noll
Ridge Elementary PTA, Co-Presidents

The heart of a volunteer is not measured in size, but by the depth of the commitment to make a difference in the lives of others. – DeAnn Hollis

Volunteer Guide 2014 - 2015

There are many volunteer opportunities enabling you to get involved in your child's elementary school experience. Please review the information in this volunteer guide to help you decide what volunteer opportunities may be of interest to you. Then complete the separate volunteer form indicating your interests.

If you have any questions about what is involved or concerns about commitment or timing, please don't hesitate to contact Stacey Buonconsiglio (631) 806-7842 / StaceyRidgePTA@gmail.com or Jamie Noll at (631) 345-3702 / jnoll918@yahoo.com so we can answer any questions you may have.

Event/Activity	Chairperson Assigned	Description	Time Involved
<u>September:</u>			
Assist Kindergarten children off busses	N/A	Welcome Kindergarten children off the busses and assist in locating their teachers	Sept 3 rd & 4 th – approx. 1 hr. at 9:15am on the 1 st and 2 nd day of classes
Welcome Back Breakfast for Teachers and Staff	Yes	A couple volunteers needed to set-up breakfast for teachers in the IC Café	Sept. 12 th – approx. 1 hr. to set up beginning at 7:30am
Welcome Back Movie Night	Yes	<u>Prior to the Movie:</u> - One to two volunteers needed to assist with set-up <u>During the Movie:</u> - Two volunteers needed to sell snacks & tally trivia - Two volunteers needed to sell glow items	Sept. 19 th – set up to start at 6:30pm movie starts at 7pm and will runs approx. 1 ½ to 2 hrs.
<u>October:</u>			
Fall Picture Days	Yes	5-6 of parents needed to help guide the classes and to help the children look their best	Oct. 7 th & 8 th - volunteers are needed throughout the day; as much time as you can spare would be appreciated
PARP Kick-off	Yes	<u>Prior to the Event:</u> - Approx. two-three volunteers to assist with set-up (signs / snacks / reading stations) <u>During the Event:</u> (Various needed) - Greeters to pass out information / Hallway guides to help students/parents find their way / Reading station ushers and time keepers / Servers for cookies & milk	Oct. 17 th – 6pm for set-up &/or at set timeslots during the event 7pm – 9pm (<i>the amount of time depends on role; please indicate your preference in the notes section</i>)
Book Fair ** CLASS PARENTS REQUIRED**	Yes	- Various needed to assist with set-up and clean up - Help students select books for purchase during the book fair **Please Note – This is an event that class parents are required to assist with	Oct. 20 th , 21 st & 22 nd – volunteers are needed throughout the day; as much time as you can spare would be appreciated
<u>November:</u>			
Applebee's Flapjack Fundraiser	Yes	No volunteers needed – teacher volunteers will support this event this year	Nov 8 th – approx. 3 hrs. beginning at 7:15am
Fun Filled Family Function: Show TBD	Yes	No volunteers needed	Nov 21 st

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Event/Activity	Chairperson Assigned	Description	Time Involved
<u>December:</u>			
Holiday Fair (Day) * CLASS PARENTS REQUIRED	Yes	- Various needed to assist with set-up and clean up - Help students select holiday items for purchase during the holiday fair **Please Note – This is an event that class parents are required to assist with	Dec 3 rd , 4 th & 5 th – volunteers are needed throughout the day; as much time as you can spare would be appreciated
Holiday Fair (Evening)	Yes	- Approx. four - five volunteers to assist with set-up , selling items during the event and packing up items after the event	Dec. 5 th - approx 3 hrs. set-up beginning at 5:30pm
<u>January:</u>			
Fun Filled Family Function: Pajama BINGO	Yes	<u>Prior to the Event:</u> - One person to assist with set-up (prizes / snack carts / BINGO equip) <u>During the Event:</u> (Various needed) - Ticket takers / number callers / number writers / snack cart monitoring / prize patrol	Jan. 30 th – 6pm for set-up & at set timeslots during the event 7pm – 8:30pm (usually structured with each role having a 20 min. shift; please indicate your preference in the notes)
<u>February:</u>			
Parents Night Out Event	Yes	Event will be determined based on interest. Volunteers needed will depend on event selected	Feb date TBD
<u>March:</u>			
Student Art Gallery ** Committee to be formed	Yes	<u>Prior to the Event:</u> (Various needed) - Various to assist with assembling and labeling students works of art - Various to assist with set-up of gallery <u>During the Event:</u> (Various needed) - "Tour" Guides / Snacks / Auction Sales / Greeters / more to be defined and communicated	Mar. 20 th – various roles and timing will be defined; a committee will be formed and will meet in Jan; please indicate if you are interested in being on the committee
<u>April:</u>			
Fun Filled Family Function: Someone Special Costume Dance	Yes	<u>Prior to the Event:</u> (Various needed) - Several people to assist with set-up <u>During the Event:</u> (Various needed) - Ticket takers / snack servers / Activity monitors	Apr. 24 th – approx 3 hrs. beginning at 6:15pm
Spring Picture Day	Yes	A few parents needed to help guide the classes and to help the children look their best	Apr 28 th – help needed for a small portion of the day
<u>May:</u>			
Plant Sale * CLASS PARENTS REQUIRED	Yes	- Various needed to assist with set-up and clean up - Help students select plants for purchase **Please Note – This is an event that class parents are required to assist with	May 6 th , 7 th & 8 th – volunteers are needed throughout the day; as much time as you can spare would be appreciated
Teacher & Staff Appreciation Lunch	Yes	A couple volunteers needed to set-up lunch for teachers and staff in both the IC & PC buildings	May TBD – approx. 1 ½ hrs. set up beginning at 10:30am

Event/Activity	Chairperson Assigned	Description	Time Involved
Kindergarten Orientation	Yes	- Assist teachers with incoming Kindergarten students with story time, craft and snacks	May 11 th – approx. 2 hrs. beginning around 9:30 am
Voting Booth	Yes	- Allow students to take part in a mock vote experience	After school during the School Board Budget vote
Longwood Day	Yes	- Approx. four – six volunteers to assist with set-up and selling items during the event to represent our PTA at this district-wide event	May 16 th –several shifts of volunteers for 1-2 hr. timeslots during the day

June:

4 th Grade Field Day * CLASS PARENTS REQUIRED	Yes	- Assist with events, food preparation and serving - Many volunteers are needed **Please Note – This is an event that class parents (K-3rd) are required to assist with	Jun. 10 th – work one of two shifts set of approx. 3 hrs. each (morning / afternoon)
Farewell Event	Yes	Event details still being determined – more to come	

Year-Round:

Fall/Spring Fundraiser	Yes	- Coordinate, assemble and handout orders	Time commitment depends on vendor selected & student participation
Spirit Wear	Yes	- Coordinate, assemble and handout orders	Time commitment depends on student participation
Hospitality	OPEN	-Volunteer(s) to purchase and set up snacks for the monthly PTA meetings	Set up ~ 20 min prior to each monthly PTA meeting (volunteers can split this role)
Box Tops	Yes	Help bundle box tops in the comfort of your home to submit to Box Tops for Education	A couple of hours two – three times during the year
Square One Art	Yes	No additional volunteers needed	
Reflections ** Committee to be formed	OPEN	Coordinate the NYS PTA Reflections program for work students submit to represent Ridge Elem.	Time commitment depends on student participation
School Store Support	Yes	Work with Ms. Columbia and school store staff to understand items needed and make the purchase on behalf of the PTA	Likely only one to two purchases during the year
4 th Grade Year Book ** Committee to be formed	OPEN	Work with committee members to assemble the pages within the 4 th grade yearbook	Actual time commitment depends
Webmaster	Yes	No additional volunteers needed -- Maintain the new Ridge PTA website and add documents and links as requested by the Exec. Committee	Approximately 1-2 hours a month
Class Parent Coordination / Class Parent Tea	Yes	No additional volunteers needed	
Beautification	OPEN	Volunteers needed to decorate outside the building entrances in the fall and spring	Approx. 1 hr in the fall and 2 hr in the spring
Membership	Yes	No additional volunteers needed	