

Franconia “Hands Across the District” Volunteer Information 2018-2019

To All Franconia Parents:

Franconia’s Home and School Association (H&S) is made up of parents who give their time, skills and effort to help make the school a better community for our children. Please review the descriptions below to see if there is anything of interest that fits your schedule. Some items have very flexible time commitments, while others can be more involved. We encourage you to get involved in whatever way possible! **Please consider signing up for any and all events that may appeal to you. The chairperson will contact you closer to the event but you can always decline if your schedule or availability has changed.**

If you are interested in volunteering at Franconia Elementary in the 2018-2019 school year, you must fill out the attached Volunteer Sign Up Sheet. Please return the attached form to school by Friday, September 7th. In accordance with Souderton Area School District’s policy, ALL volunteers must be screened through the Raptor System (driver’s license check) at the Franconia School office and complete the SASD Community Volunteer Registration and Disclosure Statement (form available at website below) when arriving at school for your first volunteering event.

In addition, to ensure the safety and security of all students, the Board of School Directors adopted Board Policy #916, “Community Volunteers,” in June 2014. There are several safety measures that apply to volunteers. All forms are available at <http://www.soudertonsd.org/community/volunteers>

1. Act 34 Criminal History Report used to gather criminal history information
2. Act 151 Child Abuse Clearance Statement used to gather child abuse history information
3. PPD skin test for tuberculosis used to determine if an individual has developed immune response to bacterium that causes tuberculosis

Please review the policy for testing and clearance on the Souderton School District website - (<http://www.soudertonsd.org/community/relations>)

Information on the sign up form will be shared with the appropriate teachers and Home & School committee chairpersons, who will then contact you for volunteer needs.

Field trip chaperone opportunities will be sent home separately by teachers during the school year. Clearances are mandatory for chaperones and time should be allotted to receive clearance confirmations before the field trip.

VOLUNTEER DESCRIPTIONS 2018-2019

One-Day Opportunities

Book Fair - Book Fair will be held Wednesday, May 1st during Franconia’s Open House. Families can buy discounted books while helping our library earn credit towards books. Volunteers are needed to help set up, help with purchases and clean up.

Field Day - Assist students with a fun filled day of activities that promote athletics, teamwork, and sportsmanship on Friday, May 17th (rain date May 31st).

Fundraising Opportunities

Box Tops – Volunteers needed to bundle and count Box Tops we receive and send to General Mills. In return, our school receives money, which is used to fund Home and School programs.

Pretzel Day – Help is needed for a couple hours on the 1st Friday of select months starting October 5th to bag pretzels and organize them per class for pick up. We also need a volunteer to come in, count the money and confirm the pretzel order during the school day on Thursday, the day before the pretzels are distributed.

Charlestown Wrap –Volunteers are needed to help with processing orders after the fundraising deadline of October 8th as well as order distribution on November 16th.

Small Business Saturday – volunteers needed to form a planning committee that will meet in October as well as someone who can provide technical and web support for this fundraiser.

(turn over)

Events

Holiday Family Event – Held on Friday evening, December 7th from 6-8PM. We are planning a visit from Santa, Holiday Gift Shoppe for kids, crafts, a baked goods and some entertainment. Volunteers are needed to provide help with stations during the event, refreshment table, and help with set up/clean up.

Staff Appreciation Week – week-long celebration the during school day to show appreciation for Franconia staff featuring luncheon on Wednesday, January 23rd, and other assorted events like: snacks, breakfast, desserts, special displays and organized projects. Help is needed with preparing lunch items, donating food and non-food items, setup and cleanup.

Bingo Night – This popular and fun event will be held Friday evening, April 5th from 6:30 -8pm. Volunteers will be needed in different areas including set up, card checking, and clean up.

Dad's Night – Volunteers needed to help Friday evening, February 8th, at a special event for children and their dads with set-up, serving, and clean-up.

5th Grade Celebration– Parent volunteers work with 5th grade teachers in planning, organizing and preparing a meaningful, festive and memorable event for the graduation celebration on June 3rd.

4th Grade Parents' Service - Parents are needed to assist the night of the 5th grade celebration (June 3rd) with set up/clean up.

Mommy Market & Bake Sale – We will hold a Mommy Market & Bake Sale on March 23, 2019 where vendors sell gently used children's clothing, shoes, books, toys, and equipment. We need people who are interested in being a consignment vendor or helping with the bake sale (baking or taking a one hour shift at the table).

Mom's Night - Volunteers are needed to help Friday evening, May 17th at a special event for children and their moms with set-up, serving and clean-up.

Lip Sync – This fun event will be held January 11th at Indian Crest Middle School! Volunteers are needed to lead and create a 5th grade act, lead and participate in a parent event, help with props/acts the evening of the event and assist a committee with planning.

On-Going Opportunities

Homeroom Parent Volunteers (Class Socials) - Assist the classroom teacher with arrangements for class socials (Fall/Halloween, Winter/Holiday, Valentine's Day, End of Year Socials). Additional role of a homeroom parent may vary.

Lead Homeroom Parent Volunteer - Will contact other parents for volunteer opportunities in the class and act as a liaison with H&S and other class parents. Assistance with coordination of class photos for yearbook will also be needed of this position.

Sundae Bar – Several times per year, students create their own sundaes during lunchtime. On Sundae Bar days, volunteers are needed from 10:45AM to 1:00 PM to help set up, serve and clean up.

On Call Volunteer – Willing to be contacted if any event is in need of additional volunteers. Please note you can always decline if your schedule does not allow.

At Home Opportunities

Hospitality - Volunteers provide baked goods, foods, and refreshments for H&S events including the Staff Appreciation Lunch and the Mommy Market Bake Sale. Volunteers may also be needed to set up, attend to a refreshment table, or clean up after an event.

Yearbook Layout – Volunteers design yearbook page layouts similar to digital scrapbooking. Photos are provided through digital platform allowing most of the work to be done at home. Training and technical assistance will be provided by the yearbook company, if needed.

*If interested in helping as a Classroom Volunteer, Library Assistant or Recorder Assistant please reach out to each individual teacher regarding those volunteering opportunities.

Franconia Hands across the District: Volunteer Sign-up (2018-2019)

****** Please Return Form to School by September 7, 2018 (one form per family) ******

Parent #1 information

Last Name	First Name	Cell#
Email Address		Home#

Parent #2 information (ONLY if also volunteering)

Last Name	First Name	Cell#
Email Address		Home#

Child #1 Name: _____ Teacher: _____ Grade/Room: _____

Child #2 Name: _____ Teacher: _____ Grade/Room: _____

Child #3 Name: _____ Teacher: _____ Grade/Room: _____

There are three safety measures that apply to volunteers. Check correct response for each measure.

Parent1 | Parent2

TB Testing:			I have been tested and results were negative.
			I need to be tested. Please contact me with date, time & location of testing
Act 34 Criminal History Report:			Completed and filed with Franconia School office
			In-progress and will file with office when complete
			I need to apply for clearance
Act 151 Child Abuse Clearance Statement:			Completed and filed with Franconia School office
			In-progress and will file with office when complete
			I need to apply for clearance

Volunteer Opportunities

Volunteer Activities are shown in categories. Please reference attached sheet for descriptions. To express interest in volunteering, check space before the activity. **If this form is filled out for two parents, denote which parent is interested in each activity.** When asked, place name of teacher(s) for which you would like to volunteer. Teachers and H&S chairpersons will contact you about volunteer opportunities.

One Day Opportunities

- Field Day
- Book Fair

Fundraising Opportunities

- Box Tops
- Pretzel Day
- Charlestown Wrap
- Small Business Saturday

Events

- Dad's Night
- Mom's Night
- Mommy Market & Bake Sale
- Holiday Family Night
- 5th Grade Celebration
- 4th Grade Parents assistance (5th grade celebration)

Ongoing Opportunities

- Classroom Volunteer/Class Socials (please circle one or both)
Teacher(s) 1) _____ 2) _____
3) _____
- Lead Homeroom Parent – organizes Class Socials
Teacher(s) 1) _____ 2) _____
3) _____
- Sundae Bar
- On Call Volunteer

Events cont'd.

- Lip Sync
 - Bingo Night
- At Home Opportunities***
- Hospitality (Staff Appreciation & Bake Sale)
 - Yearbook Layout