



BLES PTA *loves* our volunteers!

Check out all the ways you can get involved and support the Berkeley Lake Elementary community

There are many ways to help out at BLES.

Have lots of time to dedicate? Or only a few hours during the whole school year?

Either way, we have something **important** for you to do!

Let us know your **availability** and **interests** and **we'll help find the right volunteer opportunity for you.**

Want to volunteer for a committee? Want more information?

Contact the BLES PTA at infoblespta@gmail.com.

-- or click on the committee names below to learn more --

2017-2018 Volunteer Roles Needed

| | |
|---------------------------------------|---|
| 5th Grade Promotion | Membership |
| Bingo Night | Photo Fundraiser |
| ATL/PTA Sports Events | Reflections |
| Box Tops | School Calendar Organizer |
| Candlelight Luncheon | School Supply Kits |
| Communications | Spirit Nights |
| Cultural Arts | Spring Fundraiser |
| Duluth Fall Festival | Spirit Wear |
| Fall Fundraiser | STEM Night |
| Family Portraits | Teacher Appreciation |
| Field Day | Turkey Trot |
| Helping Hands | Yearbook |

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Create priceless promotion memories for our 5th graders

5th grade promotion ceremony coordinator

Coordinates 5th Grade Promotion. This includes 5th Grade Graduation and Celebration. If you are a 4th or 5th grade parent who would like to be involved in planning this memorable occasion for your child, this is your chance. This committee would work with 5th grade Team Leads, the Duluth High School in reserving auditorium to name a few. This is a Priceless Event for 5th graders and their families.

2017-2018 committee chair: Vanessa Gordon, vang06910@msn.com

Time Commitment:

Event in May; planning begins in September to secure location

Volunteers needed:

1 committee chair, 2-5 volunteers working with school staff, 5th grade team leads and Duluth High School

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Keep up our spring BINGO tradition

Bingo Night volunteers

PTA sponsors this fun family event every spring. Families come to school to eat dinner, play BINGO, win great prizes and meet and greet other BLES families. Volunteers assist with setup and breakdown of the cafeteria the night of the event.

2017-2018 committee chair: Maricruz Sosa, maricruz_sosa@gwinnett.k12.ga.us

Time Commitment:

Volunteers are needed after school or after the event on a Friday night in the spring.

Volunteers needed:

1 chair and 5 volunteers for setup and breakdown

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Take me out to the ballgame & the gridiron and hoops!

Atlanta/PTA Sporting Events

Sports teams around Atlanta host special game days – and super special activities at those games – especially for PTA membership committees to raise funds for their schools. The events are typically open to BLES staff, administration, parents and students and other schools in the metro area. Game day tickets are at a discounted price AND a portion of the sales goes directly to our BLES PTA to fund activities for our students. The chair of this committee gets notice from the state PTA office, communicates the opportunity to our school, takes ticket orders, distributes the tickets and coordinates BLES activities at the events.

2017-2018 committee chair: Vanessa Gordon, yang06910@msn.com

Time Commitment:

Events take place throughout the year. It's a few days of coordination prior to the event then attend the event.

Volunteers needed:

A chair to be a point of contact with the state PTA office and handle BLES activities.

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Help us get money for our students 10¢ at a time

Box Tops coordinator

This volunteer/committee is in charge of collecting, counting and sorting Box Tops. Box Tops/True Blue are user-friendly fundraising tools for PTA. A drawing is held once every quarter.

2017-2018 committee chair: Stephen Wagner, saw_computer@yahoo.com

Time Commitment:

This can be done mostly at home, with the exception of school advertising, raffles, and miscellaneous tasks.

Volunteers needed:

2
minimum

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Be part of our cherished candlelight luncheon

Candlelight luncheon coordinator, volunteers

BLES hosts a special luncheon each December. Parents come to school to have lunch with their kids. Many volunteer opportunities available. The luncheon is held over two days. The grades are split with half the grades having lunch in the cafeteria the first day and half on the second day. Chairs coordinate with the Cafeteria Manager. Responsibilities include: create decorating theme for the luncheon; recruit and schedule volunteers for decorating, clean up, lunch packaging and lunch delivery; coordinate volunteers the day of the events and arranging for musical entertainment during the luncheon. Volunteers are needed for the 2 days of the luncheon and will need to be at the school to help.

2017-2018 committee chair: Belinda Nebie, bnebie@gmail.com

Time Commitment:

Luncheon is held in mid-December. Event coordination begins at the beginning of December.

Volunteers needed:

2 chairs and 15 to 20 volunteers each day of the luncheon in various shifts

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Get our good news out to our school community

Communications committee

The Communications Committee is in charge of communicating information about the PTA and events to not only PTA members but all who are interested in knowing what's happening with PTA. Tools used in this communication is the blespta.org website, email blasts, Friends of BLES PTA Facebook page and the quarterly PTA Paw Prints Newsletter. Committee will use the handbook/calendar as a guide for events but will also be kept informed by the Executive Board. Updates must be done in a timely manner so that information is communicated as needed. Duties may be distributed where one person handles the online updates while the other written communications. This is a great committee for someone who cannot be at the school physically but can do work from home.

2017-2018 committee chair: Pam Sidhi, avt210@gmail.com

Time Commitment:

Ongoing during the school year

Volunteers needed:

2 minimum

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Create important cultural experiences for our students

Cultural Arts coordinator

The Cultural Arts program at BLES is a PTA initiative in which we bring performing artists in various art forms to present programs for our kids. These visual and performing arts include music, theater or dance along with storytelling, puppetry, digital formats and many more. Through these programs, we try to create experiences that will expand our kid’s creative thinking and complement their learning in the classrooms. Committee members research possible programs and present them to the teachers. After the teachers make choices, CA members coordinate with staff and presenters to schedule programs. They will also oversee the events.

2017-2018 committee chair: Melissa Williams, Mel30071@gmail.com

Time Commitment:

Ongoing during the school year

Volunteers needed:

1 chair and
2 to 3 committee members

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Ready for a parade?

Duluth Fall Festival coordinator

Coordinates all aspect of BLES participating in the Fall Festival in Downtown Duluth. The festival happens the last weekend in September each year. The Teacher of the Year rides in a car and leads students, faculty and staff and BLES families through the annual parade on Saturday morning.

2017-2018 committee chair: Lenka Taylor, dvoracka@yahoo.com

Time Commitment:

This is held the last weekend in September.
Planning should begin in August or earlier.

Volunteers needed:

1-2
minimum

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Feats of fall fundraising fun for our families

Fall fundraiser coordinator, committee

This committee is responsible for all aspects of the Fall Fundraiser – including research of a profitable and easy-to-manage event, submitting the idea for approval to the PTA board, coordinating delivery and distributing items to students/families and other miscellaneous coordination efforts.

2017-2018 committee chair: Emily Shih, emilykshih@gmail.com

Time Commitment:

Planning should begin at the start of the school year.
Fundraiser should be completed in October.

Volunteers needed:

1-2 members
to coordinate

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Picture perfect family moments to benefit our school

Family portraits fundraiser committee

Coordinating with photographer to take portraits of families in the fall prior to winter break. The photographer is an outside vendor and this is a fund raiser for the PTA. Most logistics are coordinated at home. The event takes place over two evenings at the school.

2017-2018 committee chair: Tammie Wagner, atammielynn@yahoo.com

Time Commitment:

This takes place in the fall. Planning should begin in July
to secure availability of photographer.

Volunteers needed:

1-2 volunteers;
1 multi-lingual volunteers ideal

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Make sports, fun, smiles part of your spring

Field day coordinator

Coordinates week-long Field Day activities. This committee works along with BLES PE teacher in creating and running one week of Field Day activities for each grade level. Field Day consists of indoor & outdoor activities. This is a fun way for parents to interact not only with their children but with their children's classmates. There are fun water games, endurance and relay races to name a few.

2017-2018 committee chair: Cathy Shumate, cattcars00@hotmail.com.

Time Commitment:

This is held one week in May. Planning should begin in October or earlier. (At discretion of committee.)

Volunteers needed:

6-8 committee members;
other volunteers are recruited from classrooms

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Help our community in times of need

Helping hands coordinator

This committee assists school staff in helping the needy in our community. They communicate with staff and the Co-op and coordinate collection drives as needed.

2017-2018 committee chair: Jennifer Kramer, jenprack@aol.com

Time Commitment:

Ongoing throughout
school year

Volunteers needed:

1-2 co-chairs and
other volunteers as needed

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Membership is key to PTA success. Help us grow it.

Membership committee

Membership is the core of our PTA. We need enthusiastic, energetic and influential committee members to promote our PTA and encourage other parents to join and become involved. Members of this committee learn a lot about PTA – what we do, our goals, the benefits, our programs, etc. They will communicate this to other parents and PTA members. They will also work with the school staff, teachers, local businesses, community members and parents to grow our PTA both at BLES and in the community. And finally, the membership committee maintains the Membership records database. This is a great committee if you really want to get involved in onsite PTA activities. But, there are also volunteer needs such as creating correspondence, data entry of records, assisting with email blasts and more that can be done from home in the evening or on weekends.

2017-2018 committee chair: Danielle Rankin, derankin73@gmail.com and Sara Woolley, woolley.sara@gmail.com

Time Commitment:

Ongoing during the school year

Volunteers needed:

1 – 2 chairs and 5 committee members

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Does creating keepsakes warm your heart?

Keepsake photo committee

This committee provides a photo keepsake of the Grandparent's Day Luncheon and the Candlelight Luncheon. Coordinate photographer, orders, printing and distribution. Onsite activities happen the day of the events – usually in September during Grandparents Day and early December for the Candlelight luncheon. Then, time at home to edit or coordinate photos and have them printed and distributed.

2017-2018 committee chair: Position currently open. Interested? Contact: infoblespta@gmail.com.

Time Commitment:

Day of event plus onsite, bulk of the time at home. Usually no more than a month's time total is needed.

Volunteers needed:

1- 2 volunteers. Some photo editing knowledge is a plus but not required – but desire to make memories is.

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Lover of the Arts? Share that passion with our students.

Reflections coordinator

Coordinates the *Reflection Competition* for our school. If you are a lover of the Arts and would like to be a part of the PTA Art Program, this is the committee for you. Reflections include, Visual Arts, Photography, Musical Composition, Dance Choreography, Film Production and Literature. This committee would host an in-house competition and the winners from that competition would have a chance to compete for the county and so forth.

2017-2018 committee chair: Position currently open. Interested? Contact: infoblespta@gmail.com.

Time Commitment:

Competition and judging in October & November.
Planning should start in August.

Volunteers needed:

3
minimum

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Live by the sacred calendar? So do we. Help us.

School Calendar Organizing

Coordinate with the school administration, PTA committees, teachers, etc. to gather all of the dates for activities throughout the year. Put those into a format we can print, bind and provide to each family. This helps families keep up with the many activities at BLES – academically, meetings, PTA events and fundraisers and more. See why it's so important? Help us stay organized!

2017-2018 committee chair: Pam Sidhi, avt210@gmail.com

Time Commitment:

A bit of info gathering throughout the year, summer coordination and print at start of school. Then done.

Volunteers needed:

1 minimum but can solicit other volunteers to help gather information

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Save parents from having to shop at 3 stores for supplies!

School supply kits coordinator

Be a super hero to parents. School supply kits come from a vendor that you work with. The vendor gets the teacher supply list – with specialty brands, etc. – and buys those items, packages them in a neat box AND delivers them straight to the school. No shopping at a gazillion stores to get those supplies just right. This committee chair works with the vendor, sends out communications about the opportunity and may help distribute the kits when they get to the school – depending on the vendor used and date of arrival.

2017-2018 committee chair: Jennifer Maise, jmaise@gmail.com

Time Commitment:

Planning happens near the end of the school year and kits arrive just before the start of school.

Volunteers needed:

A chair to coordinate with the vendor, communicate and direct the distribution of kits

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Science, Technology, Engineering, Math – and FUN!

STEM night committee

Coordinates STEM Night. This is a night for family fun focusing on Science, Technology, Engineering and Math. There are many hands-on activities that the entire family can participate in. It ranges anywhere from robotics and math games to making your very own Science experiment. This committee works with local businesses, high schools, Weather Stations, the Center for Disease Control and other S.T.E.M. friendly vendors to secure their participation. It's held one night in mid- January. Planning should start by September contacting vendors and getting on their calendar.

2017-2018 committee chairs: Margo Williams, margowilliams23@gmail.com and Julie Frick, julie.frick@yahoo.com

Time Commitment:

Onsite at evening event, usually in mid-January, and planning on your own starting by September.

Volunteers needed:

3
minimum

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BLES has the SPIRIT – how about you?

Spirit Night committee

“BLES has SPIRIT, yes we do!” “We have SPIRIT, how about YOU?” This committee is responsible for organizing Spirit Nights with local businesses. The goal is to have a minimum of one Spirit Night per month. It could be at one of our local restaurants, bowling alleys, skating rinks, and/or art galleries. The businesses partner with BLES and donate a percentage of the proceeds to the PTA.

2017-2018 committee chair: Connie Garlick, conniegarlick@gmail.com

Time Commitment:

One is held per month at local vendor.
Secure dates and vendors during the summer by August.

Volunteers needed:

2
minimum

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Help our students show their BLES pride

Spirit Wear coordinator

Coordinates ordering and the selling of school Spirit Wear. Organizes volunteers to man tables onsite at school events like Meet the Teacher Day, Curriculum Nights and for sales day per month for sales before school and other optional events. This is done at home and school.

2017-2018 committee chairs: Marion Redfearn, marion.redfearn@gmail.com; Rose Merrick, rose@designablesinc.com

Time Commitment:

Mid-April/mid-May meet
with vendor to confirm order

Volunteers needed:

2-3 volunteers
minimum

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Springboard your super selling savvy for our school

Spring fundraiser coordinator, committee

This committee is responsible for all aspects of the Spring Fundraiser Event – including research of a profitable and easy-to-manage event, submitting the idea for approval to the PTA board, coordinating delivery and distributing items to students/families and other miscellaneous coordination efforts.

2017-2018 committee chair: Position currently open. Interested? Contact: infoblespta@gmail.com.

Time Commitment:

Planning begins in January or February with responsibility completed day of event.

Volunteers needed:

1 chair
to coordinate the event

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Showing appreciation warms your heart? Us, too!

Teacher Appreciation & Staff Recognition week committee

We love the staff at BLES! This committee helps to show them how much on Staff Recognition Day. Normally Staff Recognition Day is during Teacher Appreciation Week and is coordinated with the Room Rep Committee. PTA volunteers coordinate something special for the BLES staff and teachers specifically from PTA. This is a great committee to let your creativity flow! One to two days during Teacher Appreciation Week in the spring. This is a good committee for working parents that don't have a lot of extra time to commit but want to be involved.

2017-2018 committee chair: Position currently open. Interested? Contact: infoblespta@gmail.com.

Time Commitment:

One to two days during Teacher Appreciation Week – usually the first week of May.

Volunteers needed:

1-2 chair and
2 to 3 committee members

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Celebrate those who run without someone chasing them.

Turkey Trot chair, committee

The Turkey Trot is an annual 1.5-mile fun run and 4-mile race around the Lake. The event typically takes place early – mid November. It's another one of those traditions for the school and the local Berkeley Lake community. Committee members coordinate the race day; register participants and secure sponsors from local businesses.

2017-2018 committee chair: Position currently open. Interested? Contact: infoblespta@gmail.com.

Time Commitment:

Onsite during the event at the school in the fall; planning on your own should begin by August.

Volunteers needed:

1 committee chair, and at least 2 volunteers

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Get in on the excitement of our annual, coveted yearbook

Yearbook committee

This committee is responsible for aspects of organizing, designing, working with the yearbook vendor and their provided software and putting together the yearbook. With the help of the Room Representatives, the committee collects photos and designs the yearbook. Lots of hands are needed to take photos at the various events that take place at the school as well as away from the school like the Fall Festival and Spirit Nights. Layout and planning can be done on your own at home.

2017-2018 committee chairs: Marion Redfearn, marion.redfearn@gmail.com; Rose Merrick, rose@designablesinc.com

Time Commitment:

August through March. This is done both at home, at school and at other community events.

Volunteers needed:

Many photographers are needed

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