

Bijou Volunteer Committees 2010-2011 School Year

The tasks outlined in the committees are the wishes of everyone. We are well aware that not all tasks will be completed by the parent volunteers, but we are listing them all so that parents have more tasks to choose from. Each committee will meet in the first week of school, to delineate the tasks that each volunteer will be doing so as to clarify everyone's roll quickly! So, please pick the committee that most interests you in general...the specifics will be hammered out by the volunteers involved in your committee. We will have a mandatory volunteer committee meeting in August so that all logistics and specifics can be worked out.

Also, the oversight committee will be determined by the committees in the first week of school as it will be made up of the chair of each committee. If you would like to chair a committee, please let us know and we will do our best to accommodate everyone (subcommittee chairs should expect to contribute more than the minimum of 1 hour a week of volunteering!)

1. Recess Committee:

This committee will be comprised of 10-14 volunteers who will choose SOME of the following tasks to complete this year. *Please do not sign up for this committee if you cannot commit to a specific time on a specific day of every week.* The tasks of the recess committee will include supervising recesses, teach games at recess to groups of children like hopscotch, jump rope, 4 square, etc, act as a greeter in the morning as parents bring students to school, or helping with parking lot supervision. Rhonda Riggs, PE teacher, and Jeff &/or Glen, the custodians, will meet with this committee to explain the details of the help needed at the start of the year.

2. Library Committee:

This committee will be comprised of the 8 volunteers. *Please do not sign up for this committee if you cannot commit to a specific time on a specific day of every week.* The tasks of the library committee will include reading to 3rd, 4th and 5th grade students in a one-on-one setting; organizing the library, and helping check out books to students. This committee will meet with Ms. Denhart for specifics.

3. After School Club (Bobcat Enrichment Program) Committee:

This committee will be comprised of the 10-12 volunteers who are interested in running their own enrichment club after school. *Please do not sign up for this committee if you cannot commit to a specific time on a specific day of every week.* The tasks of the after school club committee will be to create an after school enrichment clubs for all Bijou students. Each volunteer will be directly responsible for one club that will meet twice a month for a minimum of 1 hour immediately before or after school. Suggestions from teachers and parents for types of clubs include sports, art, music, cooking, cross country skiing, gardening, science, games (board), homework, community service, etc...

4. In-classroom Aides Committee:

This committee will be comprised of 20 volunteers. *Please do not sign up for this committee if you cannot commit to a specific time on a specific day of every week.* The tasks of the in classroom aides committee will be to act as volunteers to specific teachers and do in class projects for that teacher and act as a reading group aide (or one on one reading in class) for a teacher. We are trying to find one volunteer for every non-TWI teacher in our school.

5. Out-of-classroom Aides Committee:

This committee will be comprised of 5 volunteers at the most. The tasks of the out-of-classroom committee will include completing work for teachers that can be done in the copy room or at home (not in the classroom). Tasks will include making copies, laminating material, collating, stapling, and/or hole punching, etc. This committee will complete these types of tasks for all the teachers at Bijou by creating a form letter for teachers to fill out and put in a "work to be completed" box in the copy room.

6. Beautification Committee:

This committee will be comprised of 4-6 volunteers. The tasks of the beautification committee will include updating playground equipment (while complying with district guidelines and safety standards) by adding, modifying and improving existing equipment, finding funding to update playground equipment, help the recycling program at Bijou grow, help beautify school grounds by planting, establishing BMP's, and helping in ground maintenance. This committee will be expected to come up with monthly projects!

7. PTA Committee:

This committee will be comprised of 6-8 volunteers. The tasks of the PTA committee will include going to EVERY PTA meeting, acting as a grade level representative for the PTA and signing up to take on a lead role in at least two of the PTA fundraisers and activities. If a parent volunteers to be a PTA board member, they will be a part of this committee.

8. BATS Committee:

This committee will be comprised of 8-10 volunteers. (All volunteers must speak some **English!**) The tasks of the BATS committee will include teaching art in classrooms. Please see www.batsart.org for more details. Joy Rogers, the director of BATS, will meet with this committee to establish the specific tasks. Volunteers should expect to teach a class about once every 4-6 weeks.

9. Cafeteria Committee:

This committee will be comprised of 5-7 volunteers. *Please do not sign up for this committee if you cannot commit to a specific time on a specific day of every week.* The tasks of the Cafeteria Committee will include serving lunch, supervising lunch area, bathrooms and hallways, and teach new students to use their ID#s at lunch time to make the task of getting lunch occur more efficiently. Pat Lefteroff, the head of the cafeteria, will meet with this committee to explain the details of the help needed at the start of the year.

10. Crosscultural Committee:

This committee will be comprised of 4-6 volunteers. The main task of this committee will be to organize MONTHLY cross-cultural activities (like a potluck, a dance night, or a informal get together) for Bijou Families. The overriding goal of this committee is to provide opportunities for families of different cultures to get together and get to know each other. Included in this task will be outreach...talking to parents and trying to increase parent/family involvement. This committee will be expected to meet monthly. BILINGUAL volunteers are sought for this committee.

11. Custodial Committee:

This committee will be comprised of 5-8 volunteers. *Please do not sign up for this committee if you cannot commit to a specific time on a specific day of every week.* The tasks of this committee will be to help the custodians with cleaning projects within the school. Volunteers will be expected to find a particular time to help with a given task like cleaning windows, floors, or tables, or vacuuming rooms, etc...

Oversight Committee:

This committee will be comprised of the 11 heads of the 11 committees. The tasks of the oversight committee will include chairing the subcommittees, keeping track of the volunteer hours and make calls/emails when necessary, training parents at the start of the school year in their particular committee, and keeping open communication between the committees to ensure efficiency.