MAGEE VOLUNTEER INFORMATION

Volunteers are essential to the success of our PTO-sponsored programs. You can help enhance the Magee experience for all of our students by getting involved. Details for each of these events can be found by visiting the Volunteer Opportunities portion of the Magee PTO web site.

Special Event Volunteer Opportunities for 2015-2016

Please place a check mark next to all of the events you would like to help with.

September:
- All school BBQ
- Carnival
- Carnival Raffle

October:
- Scholastic Book Fair
- Grandparents Night

November:
- Community Fair
- Pancake Breakfast

March:
- Magee Spree

April:
- Fun Run
- Pasta Dinner
- Scholastic Book Fair

May:
- Student Art Show
- S’mores ‘n Snores

June:
- Park Day

Perpetual Event Committees for 2015-2016

- Effortless Fundraising
- Fundraising
- Library Assistance
- Reading Room
- Magee Pride! (Beautification)
- Market Day
- Popcorn Day
- Sunshine Team

Please return this completed form to Magee’s Open House Night: Thursday, August 27.

YOUR NAME:________________________________________________________
EMAIL:____________________________________________________________
PHONE:____________________________________________________________
STUDENT(S) NAME AND GRADE LEVEL(S):__________________________________________
Special Event Volunteer Opportunities for 2015-2016

**ALL SCHOOL BBQ:** Volunteers needed for a hot dog lunch offered to all students. Opportunities to help include the grilling and preparation of food. Volunteers with smiling faces are also needed to serve food to the students and parents throughout the lunch periods.  **Approx. Time: 1-5 hours during the day of the BBQ**

**CARNIVAL:** A night of fun for the whole family! Several areas to help including: set-up and clean-up, preparation and serving of carnival food, preparing or purchasing baked goods for prizes, helping run one or more carnival games, preparation of raffle area and selling raffle tickets. **Approx. Time: 1-5 hours throughout the night of the event**

**CARNIVAL RAFFLE:** Raffle Committee helps to collect, organize and set up Raffle packages for the night of the Carnival. Volunteers are also needed to help distribute packages after winners are announced.  **Approx. Time: 1-5 hours throughout the night of the event**

**SCHOLASTIC BOOK FAIRS:** Magee hosts two book fairs: one in Fall and one in Spring. Volunteers needed to set-up book fair materials, run basic cash registers, and organize books and materials. **Approx. Time: 1-5 hours throughout the week of the book fair**

**GRANDPARENTS NIGHT:** Students love to show off their school to Grandma and Grandpa! **Approx. Time: 1-2 hours on the evening of the event**

**COMMUNITY FAIR:** Volunteers needed to set-up for vendors the night before the event. Volunteers also needed as informational guides/hospitality for vendors during the day of the event. **Approx. Time: 1-5 hours as needed**

**PANCAKE BREAKFAST:** Opportunities to help include the preparation of pancakes and sausage, serving, light kitchen work and clean-up throughout the morning. **Approx. Time: 1-5 hours throughout the morning**

**MAGEE SPREE:** This adults-only event is a major fundraising activity for the PTO. Volunteer positions needed: Co-event Chair to help plan/oversee the event, Event Sponsorship Chair and volunteers to request financial donations from local business, Silent Auction Chair to oversee coordination of all silent auction items and volunteers, Silent Auction Volunteers to request products/services from local businesses, Marketing Volunteers to help promote the event in the community (poster distribution, media relations), and Event Day Volunteers (set-up, tear-down, silent auction). **Approx. Time: 1-5 hours evening of event, plus preparation leading up to event**

**FUN RUN:** Volunteers needed to chaperone various stations within the Fun Run Obstacle Course during the day of the event. Also, a good team of volunteers to help come up with new obstacles to include in the Fun Run. **Approx. Time: 1-3 hours**

**PASTA DINNER:** The Annual Magee Pasta Dinner is held Wednesday evening during the Fall book fair. Volunteer opportunities include set-up, ticket sales, light kitchen work, serving of pasta, and clean-up. **Approx. Time: 1-5 hours throughout the evening**
STUDENT ART SHOW: Consists of displaying/arranging and breakdown of student art pieces for the evening show during the spring book fair.  Approx. Time: 1-3 hours on the evening of the event

S’MORES ‘N SNORES: Camp out in Magee’s own back yard! Volunteers needed to help run games and activities, supervise S’mores preparation, and general supervision. This is an over-night event.

PARK DAY: Volunteers needed to set-up park activities and help with games on the last day of school. Approx. Time: 1-3 hours throughout the last full-day of school

Perpetual Event Committees for 2015-2016

Effortless Fundraising: Help Sarah Cohan with the collection of Box Tops, milk caps, Campbell’s UPC, and Sentry receipts from classrooms. Weekly to Daily pick-ups: Sept 1 thru Nov. 1 and Jan. 2 thru March 1 Monthly pickups: Nov. 2 thru Jan. 1 and March 2 thru June 1

Fundraising: Help the Fundraising Chairperson coordinate the efforts for our product-driven fundraising campaign (selling tangible items), as well as the Fun Run (students collect Sponsorships).

Library Assistance: Work with Library Media Specialist, Kim Jones to help re-shelve books and other related tasks in the Library. Approx. Time: As little as 1 hour per week

Reading Room: Under the direction of Reading Specialist, Amy Schlueter, help re-shelve books in the Reading Room so our Magee Engineers have organized reading centers. Approx. Time: As little as 1 hour per week

Magee Pride!: Beautification of the Magee grounds is a year-round responsibility. Set up seasonal decorations, and help maintain Magee’s Butterfly Garden. Approx. Time: As little as 1 hour per week

Market Day Team: Once a month, we receive our Market Day fundraising food orders. Volunteers needed to sort food orders after delivery. Approx. Time: 3 hours per month on specified day

Popcorn Day Team: A Magee tradition that students love! Duties include: making and bagging popcorn, distributing popcorn to classrooms. Approx. Time: 2.5 hours twice a month on Fridays

Sunshine Team: Show our staff and guests how much we appreciate them! Provide food and hospitality for teachers and special guests. Included are: Conference days, Fine Arts Day, Science Day, and Teacher Appreciation week. Duties also include setup and cleanup for those who are able. Approx. Time: 1-3 hours per event

The approximate times listed are only guidelines; any amount of time that a friend or family member of the Magee community contributes to our school is valued and appreciated!

Questions or concerns?
Visit the PTO web site at https://sites.google.com/a/kmsd.edu/mageepto/
Or, email the Magee PTO at mageepto@gmail.com