

# Breton Downs Elementary School!



Dear Breton Downs Parents,

Welcome to our on-line Breton Downs volunteer handbook. Thank you to all who volunteered your time at Breton this year. Parent involvement is the key to our success! It is largely due to your efforts that our school has so many wonderful programs in addition to what the Breton staff provides.

Next year is fast approaching and we are preparing for fall. As you'll see, there are many opportunities to volunteer. For those of you familiar with the opportunities at Breton, the first page is the sign up sheet with a list of the committees, the current chairperson(s), and the approximate time commitment needed. The following pages explain in more detail the many committees that represent the Breton Downs PTA.

Please print the sign up sheet (page 2), fill out the information, write your name where you would like to volunteer, and bring it to the Breton office. You may place the sheet in an envelope labeled 'Volunteers for 2009-10'. Signing up for committees now allows us to get many of our programs in place before next fall and makes for a less hectic start to the school year. **So please sign up to volunteer by Friday, May 29.** You will be contacted as soon as each committee gets organized.

I am very excited for the 2009-2010 school year, and I am looking forward to serving as PTA President. We have a great school thanks to the staff, administrators, and families. The PTA is a wonderful opportunity to get involved and support our school. I look forward to working with you in the future.

Sincerely,  
Jenny McMahon  
PTA President 2009-2010

If you have any questions or comments please contact me at [mcmahon.jennifer4@gmail.com](mailto:mcmahon.jennifer4@gmail.com) or 464-6116

Name \_\_\_\_\_ Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Email \_\_\_\_\_ Best time to contact you \_\_\_\_\_

Student name(s) \_\_\_\_\_

Grade(s) \_\_\_\_\_

Opportunity	Chairperson(s)	Volunteer	Time Commitment
All School Play			February & March
Artworks	Lisa Byam		A couple of ½ days – Fall
Audit Committee	Cathy Oosse		1-2 hours – August
Books Store Event	Ann Sheridan		1 hour shifts – weekend in Winter/Spring
Breakfast at Breton	Allison White		2-3 hours – May
Breton Carnival	Erica Steers Shelly Boeve		Early Fall, 1 hour shifts night of
Breton Wear	Jenny Philipps		As needed
Box Top \$	Kim Hall		As needed
Chess Club	Marcy Henkey		Weekly – lunchtime in Winter
Community Service	Robyn Schut		Service projects in December and Spring
Cultural Arts & SS	Ann Sheridan		4 meetings per year
Executive Board Nominating Comm.	Shelly Boeve		1-2 meetings – Winter
Executive Board Self Nomination	Shelly Boeve		None
Fifth Grade Farewell	Erica Steers Kathleen Fuger		Monthly meetings - Spring
Garden Committee	George Payne		As needed in Fall/Spring, ongoing maintenance summer
Gift Wrap/Cookie Dough Sale	Meghan Distel Rachel Haulenbeek		1-2 days early Fall and ½ day in November
Hospitality	Patti Malewitz		Monthly meetings
Instructional Kitchen	Kyle Borst		As needed
Junior Great Books	Jill Gebben		Training, plus 6 lunch hours during the Winter
Legislation Committee	Anne Grobel		Monthly meetings
Media Center Aide	Shirley Hillman		Weekly
PTA Membership	Denise Myers		Early Fall
PTA Pals	Allison White Taylor Beusse		½ day in August and January
Movie Night	Justina Conway		1 evening – Fall
Publishing Center	Susanne Buchau Marie Brinks		Weekly or monthly or typist at home
Room Parent	Maria Allen Marcy Henkey		1 <sup>st</sup> morning of school, as needed throughout the year
Running Club	Tina Reuben		1 <sup>st</sup> or 3 <sup>rd</sup> recess up to 3x's week - Spring
Scholastic Book Fair	Shirley Hillman		May, 1 hour shifts
School Pictures	Courtney Moskal		½ day - October and November
Science Alive	Joan Turrentine		1-2 hours - Spring
Spanish Helpers	Kim Hoekstra		As needed throughout the year
Staff Appreciation Committee	Susan Haun Andrea Borden		Up to 4x's a year Bring food/help with luncheon
Sunshine	Mari Persons		As needed
Variety Show	Sandy Ward		January
Yearbook	Yolanda Gonzalez Amy Knappe		10-15 weeks - Winter

## Breton Downs Elementary 2009-2010 Volunteer Opportunities

**All School Play:** The students of Breton perform a play on Friday and Saturday in March. Mrs. Marybeth Timmer will once again direct the play, but will need the help of many volunteers to help with tryouts, rehearsals, costuming, scenery, etc.

**Artworks:** Your child's artwork is transformed into creative gift items including magnets, mouse pads, note cards, t-shirts, mugs, aprons, and more. Items are delivered just in time for holiday gifts. Volunteers are needed to help organize the ordering and distribution of the artwork items.

**Audit Committee:** Two or three people are needed to audit the PTA books sometime over the summer. This is small time commitment; it should only take 2 to 3 hours. Committee members may not be the incoming or outgoing PTA officers.

**Local Book Store Fundraiser:** This is a weekend fundraiser that helps provide funding for library and classroom books. Volunteers are needed to work one hour shifts at the book store for the weekend of the fundraiser.

**Breakfast at Breton:** This popular event takes place in the spring, before the start of the school day. Volunteers are needed to help coordinate, set up, and clean up. It is a small time commitment that helps a large number of people.

**Breton Carnival:** Fast becoming the most popular event of the year. A fun filled evening for the entire community. Many volunteers are needed to help coordinate this event, which is scheduled for Thursday, October 2, 2009. A few of the volunteer opportunities include making posters, ticket sales, set up/clean up day of event, working one hour shifts on carnival night, serving food, baking/donating a cake, handing out prizes, and more. This is a great way to meet new families at the beginning of the school year.

**Breton Wear:** Coordinate, order, distribute logo items and apparel for Breton students, parents, and staff.

**Box Top \$:** An easy way to raise money for the school and a fun way to get involved in the PTA. Coordinate the General Mills 'Box Tops for Education' program and organize a fall and spring event to collect box tops from the students.

**Chess Club:** Volunteers are needed to supervise chess play during lunch periods on Monday and Wednesday. Chess club usually takes place during the winter months and only on rainy days. Knowledge of the game is not required.

**Community Service:** This committee will establish new and/or continue existing community service projects that involve the student population. Currently we work with Kids Food Basket, which provides 'sack dinners' for approximately 1400 students in the Grand Rapids area.

**Cultural Arts & Social Studies:** The Cultural Arts & Social Studies Committee works closely with the district cultural arts committee and with the Breton teachers and staff to plan and host enrichment programs.

**Executive Board Nominating Committee:** This committee is chaired by the past PTA president and includes a current member of the Executive Board and three or four PTA members at large. Its purpose is to recruit a slate of officers for the following school year. This is a one or two meeting commitment in early winter.

**Executive Board Self Nomination:** The PTA executive board is composed each year in the spring by the nominating committee. It is very helpful to this committee if they know in advance who might have an interest in serving one of these offices. All self nominations are taken under consideration by the nominating committee. The executive board is a great way to have a major role in the PTA.

**Fifth Grade Farewell:** This committee plans an end of the year assembly and event for the entire fifth grade class. Many volunteers are needed. Some ideas of how you could get involved are helping the principal with the fifth grade farewell assembly, coordinating a party after the farewell assembly, working on the memory book, or purchasing and/or organizing the class gift.

**Garden Committee:** This committee helps maintain the beauty of Breton Downs by planting, weeding, spreading bark, and general "sprucing up" of the area around the school. Most activity would take place in the fall and/or spring. There is also some ongoing maintenance of the courtyard during the summer.

**Gift Wrap/Cookie Dough Sale:** This is the PTA's major fundraiser for the year. It will take place the last two weeks in September. There are prizes and awards for the top sellers of the school. We need volunteers to tally the totals for each classroom and to help distribute the paper in early November.

**Hospitality:** This committee supplies snacks and beverages and prepares coffee for the first day of school, monthly PTA meetings, and at other school requests. The chairperson will be responsible for assigning people to specific dates as needed.

**Instructional Kitchen Committee:** Our new instructional kitchen will be showcased in the fall of 2010. This committee will assist in the renovation details, maintenance, and upkeep of this wonderful addition to Breton Downs.

**Junior Great Books:** This program provides a Book Club format for students to discuss classic, multi-cultural literature. It is available to K-5th graders and groups meet at lunch once a week for six weeks in January and February. Volunteers are needed to become "group discussion leaders". There is a PTA-funded training provided for group leaders.

**Legislation Committee:** This committee consists of representation from each school, the school board, and the administration. Its goal is to understand pending state and national legislation on educational issues. Meetings are held on a monthly basis, around the noon hour. Representatives are also asked to report activities back to Breton Downs PTA.

**Media Center Aide:** Volunteers are needed to work one morning or afternoon a week. Possible jobs are re-shelving books, helping with displays, occasional book, and getting new books/magazines ready for circulation.

**PTA Membership:** Volunteers needed to coordinate the collection and recording of membership dues and registration information for the Breton Downs PTA unit. Most of the time commitment required is in the beginning of the school year.

**PTA Pals:** This committee welcomes new families to Breton Downs School. Volunteers are needed to mentor (answer questions and offer support) new families. Mentors would also attend an ice cream social late summer prior to school beginning. Volunteers also need to coordinate this program.

**Movie Night:** A fun night for Breton Downs families to come to school and enjoy a family oriented movie. Volunteers needed to help the night of the event.

**Publishing Center:** The publishing center produces books written by Breton Downs students in grades 1-5. Parent volunteers have the option of working on-site interviewing students and assembling books or typing at home.

**Room Parents:** Two volunteers are needed from each classroom to work closely with the teacher to schedule volunteers for activities throughout the year. Plan to work the first day of school collecting money, assembling classroom phone numbers and email lists, and assisting with sign ups for classroom parties and the Breton Carnival.

**Running Club:** This club promotes an exercise program for the students. It begins in March and takes place during the morning and afternoon recess, on alternating days. Volunteers are needed to punch running lap cards, make posters, and card holders (can be done at home), and cheer along the runners.

**Science Alive:** This program entails three days of hands-on presentations of live animals to all the students in the school. The presentations happen throughout the year and are determined by the teachers.

**Scholastic Book Fair:** Volunteers are needed to assist the media specialist with the Scholastic book fair. Held in the spring, volunteers are need for one hour shifts in helping students make selections and payments for the books purchased. Volunteers are also needed to help the media specialist with set up and takedown.

**School Pictures:** Volunteers are needed for 2 to 3 hour shifts to assist on picture day in September.

**Spanish Classroom Helpers:** A couple times throughout the year the Spanish teacher has special events or programs (fiestas, crafts, snacks, and fifth grade market). Volunteers are needed to assist the Spanish teacher during these events.

**Staff Appreciation Committee:** Showcase your culinary skills! This committee arranges various meals to show appreciation to our Breton staff throughout the year. Volunteers are needed to provide food during fall and spring conferences, the holiday breakfast, and the staff appreciation luncheon in May. If you don't like to cook, you may always volunteer to help purchase items or help set up and/or clean up for the event. You may sign up for as many events as you wish.

**Sunshine:** This is a committee that helps Breton families in their time of need (severe illness, injury, death in the family). Volunteers may be asked to provide a meal, car pool, help with errands, etc. as needed. The committee will try to help any Breton family who asks for help.

**Variety Show:** The Breton Downs variety show is a special event that highlights the many talents of our children. The show will take place during the second semester of the 2009-2010 school year. A coordinator is needed for this event. Volunteers are also needed to help assist the students during practices, perform technical assistance, create scenery, and coordinate the candy and flower sales.

**Yearbook:** If you enjoy photography, creative memories, or page design, your talents could enhance the school yearbook. Volunteers work with 4<sup>th</sup> and 5<sup>th</sup> grade students for a 10-15 week period, learning basic journalism, photography, page design, and marketing. Computer skills are helpful but not necessary. Photographers are also needed to take and submit pictures to the yearbook committee.

## **Breton Downs PTA Meeting Schedule 2009-2010**

September 17, 2009	9 am Breton Media Center
October 15, 2009	11:30 am Breton Media Center (light lunch provided)
November 19, 2009	9 am Breton Media Center
January 21, 2010	9 am Breton Media Center
February 25, 2010	9 am Breton Media Center
March 18, 2010	9 am Breton Media Center
April 15, 2010	9 am Breton Media Center
May 20, 2010	9 am Breton Media Center

## **Executive Board for 2009-2010**

President	Jenny McMahon	464-6116	<a href="mailto:mcmahon.jennifer4@gmail.com">mcmahon.jennifer4@gmail.com</a>
Vice President	Rachel Haulenbeek	977-6292	<a href="mailto:haulenbeek@supportdept.com">haulenbeek@supportdept.com</a>
Recording Secretary	Dawn Robson	285-0472	<a href="mailto:w.robson@comcast.net">w.robson@comcast.net</a>
Corresponding Secretary	Andrea Borden	957-1587	<a href="mailto:andrea_borden@comcast.net">andrea_borden@comcast.net</a>
Treasurer	Marie Brinks	957-3174	<a href="mailto:brinksmar@sbcglobal.net">brinksmar@sbcglobal.net</a>
Assistant Treasurer	Jennifer Coles	942-0132	<a href="mailto:jbcoleslaw@yahoo.com">jbcoleslaw@yahoo.com</a>
Past President	Shelly Boeve	285-3233	<a href="mailto:csboeve@yahoo.com">csboeve@yahoo.com</a>