

PTO VOLUNTEER DESCRIPTIONS

PTO Meetings are on the following Mondays in the staff dining room or cafeteria:
2012-Sept. 17, Oct. 15, Nov. 12, Dec. 10 **2013**-Jan.8 (Tues.), Feb. 4, Apr. 15, May 13

Interested in getting connected, helping at the school and meeting other parents? Please consider attending monthly PTO meetings and working with a group of friends on any of the following volunteer opportunities.

1. **FORUM REPRESENTATIVE**-Interested in what's happening with the superintendent and the schools? Attend the Penn Forum as a representative of the PTO and provide regular reports at PTO meetings.
2. **PTO BOARD REPRESENTATIVE**-Are you a leader? Learn about the process and serve as an officer of the PTO board as terms expire!
3. **STUDENT COUNCIL LIAISON**-Love to be around the students? Attend PHS Student Council meetings (upon request) as a PTO representative and provide a report at the PTO meeting.
4. **WEBSITE DEVELOPMENT**-Gifted on the computer? Help update the PTO web page and develop a Facebook page for the Penn PTO. Work with PHM communications to establish other social media avenues to reach parents and students about the PTO and Snow Ball.
5. **WINTER DANCE**-LOVE a party? Want to see the students dressed in their best? Work cooperatively with other parents interested in an exciting high quality, semi-formal dance experience featuring a new theme every year!

Our biggest project of the year is the Winter Dance! We bring together over 100 volunteers to put on a dance party for all of the students of Penn High School. Please let us know if you could help in one of the following areas.

___ Appreciation

___ Chaperone

___ Check in

___ Clean up

___ Coat Room

___ Decorations

___ Hospitality

___ Parking

___ Ticket sales

GENERAL VOLUNTEER DESCRIPTIONS

Please consider these other short and long-term volunteer opportunities:

ONGOING: Projects throughout the year

1. **AT HOME PROJECTS**-complete projects for the Penn staff at home
2. **GENERAL OFFICE**-type, file, copy, collate, answer phones, etc.
3. **GUIDANCE**-clerical duties in the Guidance office
4. **INTERNSHIPS**-help teachers oversee students; contact and follow-up
5. **LIBRARY/IMC/ITC SCHOLARSHIP COMMITTEE**-various clerical tasks from answering phones to word processing
6. **ROBOTICS**-engineers and machinists are needed to assist students in building and testing automated robotics; fund raising assistance; travel planning
7. **SENIOR ACTIVITIES**-assist senior class advisor in planning activities
8. **TUTOR OR SPECIAL NEEDS TUTOR**-work one-on-one with students

DONE IN A DAY: Short term

9. **EVENING EVENTS**-help set up, decorate, clean up evening events at school
10. **EXAM PROCTOR**-proctor during the administration of ISTEP, PSAT, and AP exams
11. **INDOOR CONCESSIONS**-stock, work and manage concession stand in 3-4 hour shifts, August through February
12. **INFORMATION PACKET ASSEMBLY**-assist in putting together student information
13. **JOB SHADOWING**-allow students to shadow your work environment
14. **SENIOR EXIT PROJECT**-listen to half hour presentations from senior Language Arts students and ask questions about the subject
15. **SPEAKERS BUREAU**-enter the classroom and share expertise with the students