



Classroom Volunteer Opportunities Bacich Elementary - Kindergarten/TK

Thank you for considering volunteering at school! There are many opportunities available (classroom, school wide, and PTA) with various levels of commitment and schedules. We are sure there is a volunteer job that will fit into your schedule and be a very rewarding experience.

This guide describes various classroom volunteer opportunities for Kindergarten/TK parents. The descriptions and time estimates below are general guidelines, please keep in mind that each class and teacher may have their own approach and guidelines.

<i>Volunteer Role</i>	<i>Occurs during school hours</i>	<i>May occur outside school hours</i>	<i>Estimated Time Commitment</i>	<i>Description Page</i>
Centers	x		1 hour/session	2
Art for Bears (AFB)	x		1 hour/session	2
Friday Folders	x		30-45 minutes/Friday	2
Class Party	x	x	1-2 hours/party	3
Library Lead	x		1 hour/week	3
Library	x		1 hour/session	3
AFB Coordinator	x		1 hour/week	4
Lead Room Parent (LRP)		x	2-4 hours/month	4
Party Coordinator	x	x	2-3 hours/party	5
Teacher Appreciation Coordinator		x	4-6 hours/appreciation week, end-of-year; 2-3 hours/holidays	5
Maker/STEAM Project Coordinator/Volunteer	x		4-5 hours/school year	5

Questions?

Classroom volunteering: contact your Teacher, Lead Room Parent, or Kindergarten Parent Liaison, Jennifer Johns jimail16@yahoo.com, or TK Parent Liaison Noelle Hermann nahermann@mac.com.

School wide or PTA volunteering: See guide at KSPTA.org>About Us>KSPTA Coordinators and Volunteer Info or contact KSPTA's VP for Bacich Ina Gotlieb gotliebfamily@comcast.net.

What is SignUpGenius?: This free website service is often used by Bacich teachers/parents to organize & schedule volunteers (www.signupgenius.com).

Para obtener información en español, por favor póngase en contacto con Alisa Rubel alisarubel@yahoo.com.

Centers Volunteer

Estimated Time Commitment:

- ~1 hour per session

Sign up via your Lead Room Parent (LRP) or Teacher.

Key Requirements:

- Arrive a few minutes early to receive teacher's instruction for your assigned center
- If you are unable to make your volunteer slot, you are responsible for finding a substitute

Description:

- Most classes break into small group "centers" 4 mornings per week. The teacher needs 2-3 volunteers on each of those days. Centers usually run about 1 hour. **Kids will rotate through each center or station. Examples of center activities include working with letters/numbers, coloring, and/or educational games.**
- Teacher provides materials, guidance on how to conduct the activity, and ways to encourage learning, etc.
- Submit your preferred day of week/frequency (e.g., 1x month, 2x month, weekly). LRP or teacher will create a schedule for all volunteers and/or email a "SignUpGenius" link directly to you.

Art for Bears (AFB) Volunteer

NOTE: The Art for Bears Blogspot has a wonderful, detailed description of the AFB volunteer roles: http://bacichafb.blogspot.com/2014_09_01_archive.html

Estimated Time Commitment:

- ~1 hour per session

Sign up via your Art for Bears (AFB) Coordinator

Key Requirements:

- Attend AFB kick-off/training (1 hr in September)
- Read the AFB Volunteer Guidelines (1 hr in September)
- If you are unable to make your volunteer slot, you are responsible for finding a substitute.
- Art "skills" *not* required – just an interest in providing assistance during class.

Description:

- Classes attend Art every other week for ~1 hour. Each K class requires 2-4 parent volunteers, depending on the curriculum (e.g., paint vs. drawing)
- Arrive 10 mins. early to prep. and set-up prior to class per instructions from AFB coordinator or Art teacher (Mrs. Libby)
- Assist 1-2 tables of kids with the assigned art activity
- Clean up after activity
- Contact your class AFB coordinator and/or log onto "SignUpGenius" to volunteer

Friday Folder Volunteer

Estimated Time Commitment:

- ~30 minutes/Friday

Key Requirements:**Description:**

- Put class work & projects in student folders to go home every Friday

Class Party Volunteer

Estimated Time Commitment:

- Varies based on level of involvement

Key Requirements:

- Availability to attend party

Sign up via your Class Party Coordinator or LRP

Description:

- Classes usually organize parties for **Halloween**, prior to **winter holidays**, on **Valentine's Day**, and **End-of-Year**
- Some parties are open to all parents, others are limited to the students/teacher/party volunteers
- Volunteers play many roles, here are a few examples:
 - Design and lead a "center" with fun activity or educational game during party
 - Making festive snack and help serve kids/cleanup
 - Take pictures/videos and post in *Dropbox* for all parents to enjoy

Library Lead

Estimated Time Commitment:

- 1 hr/week (must attend class library time)
- ~2-4 hrs/coordination (fall & spring)

Key Requirements:

- Attend Library volunteer training (1 hr in September)
- Create "SignUpGenius" account for Library volunteers

Contact LRP/Teacher to volunteer for this role

Description:

- Must attend weekly library time (*to serve as a Library Volunteer, see role below*)
- If needed, coordinate additional volunteer sign up. Some classes may choose to have 2 volunteers during library time (1 lead + 1 additional volunteer).
- Primary liaison between library volunteers and Librarian (Mrs. Warnick)
- Direct volunteers & answer questions during library time

Library Volunteer

Estimated Time Commitment:

- ~1 hour per session

Key Requirements:

- Attend Library volunteer training (1 hr in September)

Library Lead will determine if additional volunteers are needed and coordinate sign ups

Description:

- Library Lead may request additional volunteers to assist during library time or choose to perform these activities on their own - each class varies.
- Check-in books as class arrives and while Librarian (Mrs. Warnick) reads to the class
- If requested, assist students with book selection (e.g. "I want a book about cats")
- As students check out books, volunteers may read to a small group (other students may read on their own or browse during this time)
- Help students line up as they prepare to return to their classroom and ensure they have their book as they leave the library
- As time allows, help sort and shelve books (this may be done at any time during the day – before or after library class)

Art for Bears (AFB) Coordinator

Estimated Time Commitment:

- 1 hr/week (must attend art class every other week)
- ~2-4 hrs/coordination (fall and spring)

Contact LRP or Teacher to volunteer for this role

Key Requirements:

- Attend AFB kick-off/training (1 hr in September)
- Create “SignUpGenius” account for AFB volunteers
- Art “skills” *not* required – just an interest in assisting students & the ability to organize volunteers.

Description:

- Primary liaison between Art for Bears volunteers and Art teacher (Mrs. Libby)
- Must attend every art class (every other week)
- Coordinate volunteer sign up for your class and ensure participation
- Briefly meet with Mrs. Libby prior to class to obtain volunteer instructions for the day & communicate instructions to volunteers
- Send emails to AFB parent volunteers should Mrs. Libby request additional class assistance or other support

Lead Room Parent (LRP)

Estimated Time Commitment:

- 2-4 hours/month, can be done outside of school hours

LRPs will decide if the party and/or teacher appreciation week coordinator will be separate roles. LRP may choose to coordinate directly.

Key Requirements:

- Attend LRP kick-off/training (1 hr in September)
- Forward e-mail messages to class parents (as requested by KSPTA’s Vice President for Bacich)
- Create “SignUpGenius” account to schedule “centers” volunteers (some teachers may manage this directly)

Description:

- Primary liaison between PTA, classroom parents, and teachers
- Distribute emails to class parents as requested by KSPTA’s Vice President for Bacich
- Coordinate volunteer sign up for centers (if not managed directly by teacher)
- Help keep parents informed on PTA, school, and Kentfield School District activities/events
- Communicate volunteer issues and/or parent concerns to KSPTA’s Vice President for Bacich
- Determine & fill coordinator positions for the class (e.g., class parties, teacher appreciation week); understand the coordinator’s role and expectations. Check in on status and take action if issues arise.

Class Party Coordinator

Estimated Time Commitment:

- Depends on level of commitment from party volunteers, complexity of party, etc.

Key Requirements:

- Create “SignUpGenius” account to facilitate classroom party volunteer slots

LRP will determine if this will be a separate volunteer role - contact your LRP if you are interested.

Description:

- Work with teacher to determine parties for the year and the goals/vision of the party flow; put together a plan for each party
- Determine volunteer needs (e.g., centers, food, etc.) & set up “SignUpGenius”
- Suggest food/activity ideas to volunteer team (e.g. Pinterest page for party ideas)
- Communicate party announcement/details to class parents (coordinate with LRP)

Teacher Appreciation Coordinator

Estimated Time Commitment:

- 4-6 hours/appreciation week
- 4-6 hours/end-of-year celebration
- 2-3 hours/winter holidays

Key Requirements:

- Create “SignUpGenius” account to facilitate Teacher Appreciation Week activities

LRP will determine if this will be a separate volunteer role - contact your LRP if you are interested.

Description:

- Work with parents to develop low or no-cost activities to recognize classroom teacher during the year (i.e. winter holiday break, teacher appreciation week, end-of-year)
- Determine volunteer needs for Teacher Appreciation Week, end-of-year celebration and set-up “SignUpGenius”
- Suggest activity/theme for gifts (e.g. Pinterest page of “homemade” gift ideas)
- Answer parent questions regarding teacher/Bacich staff gifts (*KSPTA’s VP for Bacich will provide guidelines*)
- When appropriate, collect donations & make purchases on behalf of class

Maker/STEAM Volunteer

Estimated Time Commitment:

- 4-5 hours per school year

Key Requirements:

- Maker “skills” *not* required – just an interest in providing assistance to Bacich Maker/STEAM Coach, and/or classroom teacher.

Description:

- Coordinate with grade level teacher(s) to schedule Maker/STEAM projects and ensure that teacher(s) have assistance for that day