

# 2019-2020 PTCC Volunteer Opportunities

## Box Tops for Education Collections

This group promotes and organizes the collection of Box Tops throughout the year by sending home flyers and creates competitions and prizes for classes who collect the most.

**Rebecca Chase**

**Elisa Ryan**

## Photographer at VP Events

This person takes photos of Victor Point events and sends them to event coordinator and web master

## Preparedness Committee

This group replenishes emergency supplies to each classroom, laminates contact information and classroom rosters for each classroom, and evaluates overall emergency preparedness for the school.

**Lydia Peters**

**Julie Woodward**

## Site Committee

This group identifies facility needs, coordinates with staff, creates a fundraising plan, and advocates for facility improvements

**Lydia Peters**

**Mr. McCarty**

**Toran Schmidgall**

**Christena Brooks**

## Teacher Conference Meals

This group prepares an easy meal and leaves it available in the staff lounge at 4pm for teachers the evening of parent teacher conferences. Up to \$50 may be reimbursed for expenses occurred.

**Fall (Nov)**

**Spring (Mar)**

**Elisa Ryan**

**Sarah Edelman**

## Bottle/Can Collection and Refund Assistant

This person/family helps Crystal Neideigh and family transport the collected bottles and cans to a refund center and feed the machines.

**Oct**

**Nov**

**Jan**

**Feb**

**Mar**

**Apr**

**May**

**June**

## Willamette Valley Pie Sales

**Coordinator-** communicate with WVP, set dates, oversee orders, delivery, and distribution. (Dates October/November TBD)

**Susan Varner**

## Beautification Day (Aug 29<sup>th</sup>)

This group works with Mr. McCarty and appointed staff to organize tasks, coordinate food/refreshments, and arrange for equipment and supplies as needed.

## Homecoming Float Committee (Sept 27)

This group oversees the decoration of the Victor Point homecoming float per this years theme:

<b>Barb Voll</b>	<b>Lisa Kuenzi</b>
<b>Katie Gardner</b>	<b>Rebecca Chase</b>

## Pie & Cake Auction and Open House (Sept 19)

**Chair Committee** The chairpersons are responsible coordinate with sub committees to plan event. Items to coordinate are: line up an auctioneer, check supply quantities and purchase as needed. Send home promotional fliers and/or notes in the school newsletter promoting the event. Schedule the set up in the gym for the night of the event. The chairpersons may recruit more help as needs. There is an notebook with information as to what has been done in the past.

<b>Jessica Mengucci</b>	<b>Toran Schmidgall</b>

**Publicity** – The publicity person should coordinate with the committee chairs to plan how to proceed with taking care of putting up and taking down the large signs and getting information printed in the Silverton Appeal, Our Town Monthly and Community Events calendar. They should also post fliers at willing local businesses. Social Media Advertising

<b>Christena Brooks</b>	
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**Silent Auction Tables** – This person(s) should coordinate with the committee chairs to plan how to proceed with taking care of Silent Auction Tables. Duties will include determine items to go on the Silent Auction Tables. Make the bid sheets(with descriptions of items), make sure announcement of closing of bids is done by the auctioneer. Collect bids and take to the cashier.

<b>Leah Rue</b>	<b>Courtney Thompson</b>
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**“Buy It Now”** - This person(s) will coordinate with the committee chairs to plan how to proceed with collecting a list of items from each teacher and creating a display if needed to be used the night of the event. Each item will have a “ticket” to be used as at check-out indicating the purchase price.

<b>Crystal Neideigh</b>	
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**Veggie Decorating Contest** – PTCC sponsors a contest to see what creative creatures the kids can come up using various vegetables. These creations are used as centerpieces for tables the night of the Pie & Cake Auction. This person is responsible for coordinate with the committee chairs to plan how to proceed with sending home notes reminding students to participate, for gathering the Veggie creations in the gym the morning of the auction, finding impartial judges, and buying/distributing prizes.

<b>Jena Davisson</b>	
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**Money Collection Night of Event** – The money collection people should coordinate with the PTCC Treasurer to plan how to proceed with taking care of collecting and documenting money.

<b>Rebecca Chase</b>	

### **Santa Recruitment (Dec)**

This person is responsible for finding a person willing to play Santa Claus at the end of the annual school Christmas program. This Santa sits in a chair on the stage at the end of the program and passes out candy canes to each child. PTCC owns a Santa suit.

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### **Christmas Candy (Dec)**

This person is responsible for coordinating and delivering candy canes to the school before the program.

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### **Classified Staff Appreciation Week (Mar 2-6)**

This group organizes gift card purchases and daily treats for Classified Staff during this week.


### **Spring Track Meet Committee (May)**

**Coordinator-** communicate with the High School's Athletic director to arrange the use of the snack booth, purchase any un-donated supplies, coordinate 6<sup>th</sup>-8<sup>th</sup> grade students and parent volunteers to "staff" the booth, and coordinate with the Treasurer for cash box and bank deposit instructions. Folder available with more info.

<b>Rebecca Chase-Coordinator</b>	
<b>Crystal Zepeda</b>	

### **Teacher Appreciation Week (May 4-8)**

This group organizes gift card purchases and daily treats for Certified Staff during this week.


### **Restaurant Fundraiser**

This person is in charge of researching and then signing up for periodic Restaurant Fundraisers.

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### **Grant Research**

This person is in charge of researching any and all available grants for equipment, supplies, facility improvements, programs, etc.

<b>Christena Brooks</b>
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## **51<sup>th</sup> Anniversary Chili Feed (March 12)**

**Chair Committee** is responsible to oversee and coordinate with all sub-committee members to plan event and reports to the general PTCC about the event. They are responsible to assess needs for the food and supplies for Chili Feed night. Donation letters should be drafted and sent to local grocers several months ahead of the event. Chairpersons will purchase un-donated supplies as needed. These people are also responsible to coordinate the kitchen and cooking tasks required; as well as set up the gym. There is a notebook to use as a guide to do what has been done in the past.

<b>Toran Schmidgall</b>	<b>Courtney Thomson</b>
<b>Leah Rue</b>	

**Chili Feed Publicity –** The publicity person should coordinate with the committee chairs to plan how to proceed with taking care of putting up and taking down the large signs and getting information printed in the Silverton Appeal, Our Town Monthly and Community Events calendar as well as social media. They should also post fliers at willing local businesses.

<b>Christena Brooks</b>	
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**Chili Feed Student Ticket Sales Collection –** These people coordinate with the committee chairs to plan how to proceed with obtaining a current student list from school office, request labels from secretary, prepare envelopes, make copies of cover letter, raffle list, and sign-up sheet, collate contents, stuff envelopes and distribute to classes. Money collection is Monday, Wednesday, and Friday mornings prior to Chili Feed.

<b>Rebecca Chase</b>	
<b>Rebecca Looney</b>	

**Chili Feed Raffle Chairperson and Committee Members –** This person is responsible for coordinating with the committee chairs to plan how to proceed with sending out letters requesting donations for local businesses and community members for items to raffle the night of Chili Feed. This person should coordinate committee members to help in the collection of donated items. The night of Chili Feed, the Chairperson coordinates the efforts of calling winners names and logging them on large sheets of paper posted in the gym. Any prizes not picked up the night of Chili Feed must be distributed to the winners in a timely manner.

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**Raffle Committee Members –** (Help collect raffle prize donations)

<b>Jessica Mengucci</b>	

**Chili Feed Cake Walk Committee –** Coordinate with the committee chairs to plan how to proceed with Organizing and running the cake walk the night of Chili Feed.


**Cake Decorating Contest**-creative cakes the kids can make. These cakes are used in the Cake Walk the night of Chili Feed. This person is responsible for Coordinating with the committee chairs to plan how to proceed with promoting the contest by sending home flyers with students, gathering the cakes in the gym the morning of Chili Feed, finding impartial judges to judge the entries, buying and distributing prizes. There is an information/instruction folder as to what has been done in the past.

<b>Jena Davisson</b>	<b>Erin Stuckey</b>
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**Chili Feed Decorations and Set up:** The Decoration coordinator should coordinate with the committee chairs to plan how to proceed with taking care of organizing the preparation of decorations for the gym (donors recognition, table decorations, front entrance and food serving tables). This can preferably be done the day before the event. Arrangements will need to be made to reserve the gym ahead of time with the principle. Also arranges for roaster placement and food storage area.

<b>Toran Schmidgall</b>	<b>Leah Rue</b>

**Ticket Sales/Money Collection Thursday Night at the door -** The money collection people should coordinate with the PTCC Treasurer to plan how to proceed with taking care of collecting and documenting money.

<b>5-6:30 p.m.</b>	<b>6:30-8 p.m.</b>
<b>Rebecca Chase</b>	<b>Rebecca Chase</b>

**Food Preparation:** These people coordinate with the committee chairs to plan how to proceed with working the week of Chili Feed, preparing food items for the night of the event (collecting ingredients, making dessert, bread, etc).


**Making Chili** (Thursday at 8:30 AM in the school kitchen/library or gym)

<b>Susan Varner</b>	<b>Leah Rue</b>
<b>Jena Davisson</b>	<b>Linda Kuenzi</b>
<b>Jill Martini</b>	<b>Katie Gardner</b>

**Picking up ingredients from Roth's and Making Tossed Salad (Thursday)**


**Making Punch and Coffee** (Thursday at 3:00 PM Instructions are provided; coffee pots need to be started by 3:30 PM)

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**Punch and Coffee Area** – Attend area, keep it clean and refill punch

<b>5:00-6:30 PM</b>	<b>6:30 – 8:00 PM</b>

**Cake Walk Sales/Money Collection Thursday Night**

<b>5:00-6:30 PM</b>	<b>6:30 – 8:00 PM</b>

**Cake Walk Attendant** – Run the Cake Walk Thursday night, including taking tickets, playing the music, and distributing cakes

<b>5:00-6:30 PM</b>	<b>6:30 – 8:00 PM</b>

**Ballroom Attendants** – Stir chili, supply food to servers, take empty pans to kitchen

<b>5:00-6:30 PM</b>	<b>6:30 – 8:00 PM</b>
<b>Aaron Edelman</b>	<b>Leah Rue</b>

**Food Servers** – Teachers typically fill the first two time slots

<b>5:00 – 6:00 PM</b>	<b>6:00 – 7:00 PM</b>	<b>7:00 – 8:00 PM</b>
	<b>Jill Martini</b>	
	<b>Zach Taylor</b>	
	<b>Jesse Rue</b>	

**Student Coordinator-** Oversee students signed up to clear tables, refill punch and water, and empty garbage cans and take out to dumpster.

<b>6:00 – 7:00 p.m.</b>	<b>7:00 – 8:00 p.m.</b>

**Kitchen Clean-Up** – Wash pans and run dishwasher.

<b>5:30 – 6:30 PM</b>	<b>6:30 – 7:30 PM</b>	<b>7:30 – 9:00 PM</b>

**Chili Feed Gym Clean up:** These people wash and take down tables and chairs after the chili feed is finished. Also sweep and mop up (if needed) floor.


**Playground Duty**

<b>5:30-6:30 p.m.</b>	<b>6:30 – 7:30 p.m.</b>

## Run For The Hills (May 4)

**Chairperson**-Set date, register event/permits, oversee all volunteer committees, flyers, fundraise, equipment, order medals

**Erin Stucky**

### Course Directors

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### Aid Station Coordinator

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**Aid Station Volunteers**-Attend meeting on May 3<sup>th</sup>. On May 4<sup>th</sup>, arrive early, pour water, dress up, make noise, cheer on runners.


**Pre-registration Coordinator**- stuff racers bags with t-shirts and race bibs Friday May 4<sup>th</sup> noon to 3 at school library. Place in alphabetical order for race day.

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**Registration Coordinator**-Show up early race day (6:30am) register participants. Hand out runner bags, sign-up last minute registrants, over-see cash box.

**Rebecca Chase**

**Christena Brooks**

**Course Monitors**-Attend meeting on the 4<sup>th</sup>. On May 5<sup>th</sup>, stand along course to keep runners on course, report by phone or radio when you think last runner has passed.


**Timing Chip Collectors**- Attend meeting on May 3<sup>th</sup>. Arrive early on race day. At finish line collect timing chip from runners shoe after crossing the finish line.

**Leah Rue**

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**Parking Monitor**- patrol parking lot. Direct overflow parking to nearby allowed areas

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### Public Relations

**Christena Brooks**