

**VOLUNTEER SIGN-UP SHEET**  
**LAKESWOOD ELEMENTARY 2010-2011**

Please return (or sign up online: [www.lakewoodelementary.net](http://www.lakewoodelementary.net)) by **Fri., Sept. 3**

Your Name: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work/Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Your child's name(s): \_\_\_\_\_

Grade(s)/Section(s): \_\_\_\_\_ Teacher(s): \_\_\_\_\_

**DIRECTIONS:** Read the following pages for descriptions of all volunteer opportunities listed below. Check the opportunities that interest you, and return this front sheet to the school by **Friday, Sept. 3**. Or, you may sign up online by Sept. 3, on our school website at [www.lakewoodelementary.net](http://www.lakewoodelementary.net). Please return a separate Sign-Up Sheet (or online) for each parent if both are participating. The lead person for each activity will contact you when the activity/event draws near, or feel free to contact him/her for more information.

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\_\_\_\_\_ **FRIENDS OF LAKEWOOD ("FOL": This is known as the Dads group, but all are welcome to join).** Main activities include Field Day, Math Maniacs, Street Crossing Guards, Fundraising, and School Grounds Clean-Up.

**PTA VOLUNTEER OPPORTUNITIES (please check the categories or specific activities that interest you):**

- |   |  |
|---|--|
| _____ Art: Art Education / Cultural Arts /<br>Reflections Art Competition | _____ LECPTA Home Tour/Auction Party                 |
| _____ Carnivals: Fall (K-2) and Spring                                    | _____ Library: Book Fair / Library Assistance        |
| _____ Enterprise City (5 <sup>th</sup> grade)                             | _____ Lunch Bunch (Kindergarten)                     |
| _____ Family Movie Night, Family Supper                                   | _____ Memory Book Camera Crew                        |
| _____ Fundraising Events  | _____ Mentoring                                      |
| _____ Grounds: LOLA / Environment and<br>Beautification                   | _____ Science Fair                                   |
| _____ Incentives (Stallion Store)   | _____ Staff Appreciation / Sunshine /<br>Hospitality |
| _____ Kindergarten Welcome Events   | _____ Tutoring                                       |
|   | _____ Uniforms                                       |

**SITE-BASED DECISION MAKING (SBDM) Committees:**

- |                                 |   |
|---------------------------------|---|
| _____ Budget and Finance        | _____ Public Relations                  |
| _____ Curriculum                | _____ Staff/Parent Skills and Community |
| _____ Evaluation & Modification | _____ Outreach                          |
| _____ Facilities & Grounds      | _____ Technology                        |

**Other opportunities we haven't listed. Describe what you have in mind.....**

\_\_\_\_\_  
\_\_\_\_\_

>>>Don't forget the required, annual DISD volunteer application, at [www.dallasisd.org](http://www.dallasisd.org)! (see next page)<<<

## **VOLUNTEER OPPORTUNITIES GUIDE** **LAKWOOD ELEMENTARY 2010-2011**

Welcome to Lakewood for the 2010-2011 school year, and thank you for being an active participant in our school community. Lakewood is well-known for its AMAZING volunteers. Volunteers at Lakewood make the school run more smoothly and provide many extra fun activities to the year's experience. WE NEED YOU!

### **So how do you begin?**

- 1. Complete and return the required DISD Volunteer Application first;** it takes about 2 minutes. This is different from and in *addition* to our school Volunteer Sign-Up Sheet. This application must be repeated every year, by every volunteer, and is required even for joining your child for lunch. BOTH parents must do this. Log onto the DISD website at [www.dallasisd.org](http://www.dallasisd.org), select "support our schools," then scroll down the middle of the page to select "Volunteer Application" (English or Spanish). Complete and submit the form online, then **print out the "status of submission" confirmation sheet and return it to the front office.**
- 2. Read the following pages,** describing all the activities sponsored by the PTA, including the Friends of Lakewood (Dads Group) activities, and a list of all SBDM (Site-Based Decision Making) committees.
- 3. Complete and return the attached Lakewood Volunteer Sign-Up Sheet by Friday, September 3.** Either send the Sheet back to school, or complete it online at [www.lakwoodelementary.net](http://www.lakwoodelementary.net). The lead person for each activity will contact you when the time comes, or you may contact that person with any questions.
- 4. Plan to attend** one of the two short **Volunteer Orientation sessions**, described below.
- 5. Get to know** your child's teacher and his/her needs for the class, and offer to help out occasionally or regularly, as it fits your schedule. Assistance can be formal or informal and take as little or as much time as you have. For example, you could read or tell a special story once a week/month/semester, cut paper for projects, organize supplies, fold and staple decodable (reading) books, copy paperwork for assignments, help stuff the "Thursday Things" folders, play enrichment games with small groups of students, or tutor students who need a little extra help. *The teachers appreciate this sort of interest and personal help more than you can imagine.*
- 6. Join your child for lunch any time after the first 3 weeks of school** (giving the children a few weeks to get independently settled into the lunch routine). Your being there counts as volunteer time! This is especially helpful in Kindergarten, as described below.
- 7. Questions?** Contact our Volunteer Coordinators, Katherine Harmon and Heather Brooks: [volunteer@lakwoodelementary.net](mailto:volunteer@lakwoodelementary.net).

If your child sees you at school, or sees you working on a Lakewood project at home, he/she sees that you value our school and support the effort involved in learning! You are making your child proud.

### **VOLUNTEER ORIENTATION: Wednesday, September 1** **8:15 am and 6:30 pm**

We will hold 2 Volunteer Orientation sessions in the Auditorium on **Wednesday, September 1, 2010, at 8:15 a.m. and again at 6:30 p.m.** Each session will last about 30-45 minutes. Please try to attend one of these meetings if you are a new Lakewood volunteer, or if you have never attended one before. Feel free to bring your Volunteer Sign-Up Sheets to turn in at the meeting.

## FRIENDS OF LAKEWOOD (“FOL”) ACTIVITIES AND EVENTS: THE DADS GROUP

(Note: ALL are invited to take part in these activities—not just dads)

Friends of Lakewood is an organization comprised primarily of fathers of current students, dedicated to supporting Lakewood Elementary through “hands-on” involvement and financial contributions. Among other activities and accomplishments, FOL sponsors or organizes the following:

**Field Day:** (Monty Watson: [monty@montywatson.com](mailto:monty@montywatson.com)) This huge event in May is sponsored by the Friends of Lakewood, and is eagerly anticipated by students and teachers all year. We need many volunteers to help plan, organize, judge, and celebrate the races and other events. It's a fun, full day.

**Math Maniacs:** (Jason Stabenow: [jstabenow@aguirreroden.com](mailto:jstabenow@aguirreroden.com)) We need Math Maniac coaches for Grades 1 through 5! Math Maniacs meets each Tuesday before school (beginning several weeks into the year), to sharpen our kids' mathematical skills and show them how much **fun** math can be and how much it applies to everyday life. You don't need to be a math professor to coach. It's easy and fun! This is a very special morning time for parents and their children; your kids will come to look forward to Tuesday mornings.

**Street Crossing Guard:** (Patrick Bell: [patrick.bell@crumpins.com](mailto:patrick.bell@crumpins.com)) The City does not provide a crossing guard on Wendover Street, behind the school. To help ensure the safety of our kids, we need dedicated parent volunteers at both crosswalks every morning from 7:30 – 8:15 a.m. Sign up for one or more mornings each week. The dads usually fill this role, but all adults are welcome and needed!

**Fundraising:** The FOL members plan and organize fundraising and donation projects for specific, large-scale improvements to the school.

**Grounds:** Do you have an interest, and extra time or resources to spare, to help keep our campus grounds mowed, groomed, and beautiful?

## OTHER PTA-ORGANIZED PROGRAMS: ON-GOING OPPORTUNITIES

(occurring regularly throughout the year)

**Art Education:** (Ms. Lawson: 972-749-7300) Assist our art teacher with supplies, set up, clean up, handling, and hanging student art work for display. Your help allows for more direct art instruction and time spent working with the kids.

**Environment & Beautification:** (Ms. Jones: 972-749-7300; Francie Hanson: [safety@lakewoodelementary.net](mailto:safety@lakewoodelementary.net)) Calling all green thumbs! Several times a year you will be called upon to help plant, mulch, fertilize or trim. Help keep the grounds beautiful!

**Library:** (Julie Broberg: [bookfair@lakewoodelementary.net](mailto:bookfair@lakewoodelementary.net), and Ms. Patillo, Librarian: 972-749-7300) Help the librarian shelve books, check in items, and help students find what they need in the library.

**LOLA:** (Ann Willis-Brown: [education@lakewoodelementary.net](mailto:education@lakewoodelementary.net)) The Lakewood **O**utdoor **L**iving **A**rea sets our school apart. Grants from Texas Parks and Wildlife helped turn a creek into a living, outdoor science lab, but Mother Nature needs your help to instill a love and respect for the outdoors.

**Lunch Bunch:** (Katherine Harmon: [volunteer@lakewoodelementary.net](mailto:volunteer@lakewoodelementary.net)) This is aimed at Kindergarten, but parents of *all grades* are welcome to join their children for an occasional lunch, *after* the first 3 weeks of school (giving the children a few weeks to get independently settled into the lunch routine). **Kindergarten** lunch period is 10:55-11:25 (check with your teacher for the other grades), followed by recess, for which the Kindergarten Lunch Bunch helpers are also welcome to stick around. Kids need help opening milk cartons and

other packages, as well as remembering good Stallion manners. We can't have too many extra eyes and hands to guide our kids through lunchtime!

**Memory Book Camera Crew:** (Kim Powell: [memory@lakewoodelementary.net](mailto:memory@lakewoodelementary.net)) We need help at each grade level to take pictures of fun, educational and just plain silly things to be included in the Memory Book for 2010-2011. Photo images may be delivered on CD or DVD to the Memory Book leaders, or shared via our Shutterfly share site.

**Mentors:** (Ms. Dickson, Counselor: 972-749-7300) Working under the guidance of our school Counselor, you can make a huge impact on a young life. Mentor one student on a regular basis, on schoolwork or just giving him or her your time and an ear to listen. The time commitment is small, but the rewards are great.

**Room Representatives (aka Home Room Mom/Dad):** (Grades K-2 Meredith Manak, and Grades 3-5 Susan Ward: [roomrep@lakewoodelementary.net](mailto:roomrep@lakewoodelementary.net)) We need two Room Reps for each classroom. Please refer to the separate Room Representative Description and Sign-Up Sheet, in the folder you received on the first day. If you need a replacement Sign-Up Sheet, contact the Room Rep leaders above.

**Staff Appreciation:** (Kippy Clapp: [appreciation@lakewoodelementary.net](mailto:appreciation@lakewoodelementary.net)) Show your appreciation to the wonderful teachers and staff dedicated to enriching your child's life. If you can bake, cook, or find your way to a carry-out window, then you can contribute on teacher conference days and other designated Staff Appreciation days!

**Tutoring:** (Julie Frieling: [tutor@lakewoodelementary.net](mailto:tutor@lakewoodelementary.net)) Volunteer Tutors help one student or a small group. It's a great way to get to know our classroom teachers!

**Uniforms:** (Elaine Bartlett: [uniforms@lakewoodelementary.net](mailto:uniforms@lakewoodelementary.net)) Help us dress our kids for success! We select and purchase, then sell, sort, pack, and deliver, uniforms and spirit-wear throughout the year. This is another of our successful Fundraising programs.

### **SPECIAL EVENTS OPPORTUNITIES**

(Short-term, one-day, or several-day events)

**Book Fair:** (Julie Broberg: [bookfair@lakewoodelementary.net](mailto:bookfair@lakewoodelementary.net), and Ms. Patillo, Librarian: 972-749-7300) Lakewood holds very popular Fall and Spring Book Fairs; a portion of the profits go to the school library. Volunteers help with set-up and take-down, and take shifts during the Fairs to assist and check out customers.

**Cultural Arts:** (Blis Freeman: [cultural@lakewoodelementary.net](mailto:cultural@lakewoodelementary.net)) We need volunteers to assist young artists, display works, and coordinate performances. The benches on our campus and the mural on the back wall of our school were created by past Cultural Arts leaders and volunteers.

**Enterprise City:** (5<sup>th</sup> grade teachers: 972-749-7300) The Richardson school district coordinates this program in which our fifth grade students run banks, stores, warehouses, elect a mayor and judge, and deal with commerce in a hands-on way. They also learn to use and balance a checkbook! Volunteers guide the students, and one-day training is required for this activity.

**Family Suppers/Family Education:** (Mindy Jacobs, Jennifer Johnson: [programs@lakewoodelementary.net](mailto:programs@lakewoodelementary.net); and Carla Daniels and Jennifer Lark: [education@lakewoodelementary.net](mailto:education@lakewoodelementary.net)) Dinner and entertainment bring large crowds to the school, so we need volunteers to assist with set up, decorations, food service, ticket sales, and clean up. We host an outdoor Family Movie Night in the Fall, and Family Supper/Education Night in the Spring.

**Fundraising Events:** {Melissa Geiser, Stacey Stabenow, Tory Redington-Chauza, Brook Botsch (Brick program), Jasmin Medin (Coupon programs): [fundraising@lakewoodelementary.net](mailto:fundraising@lakewoodelementary.net)} In addition to uniform sales described above, we need volunteers for our Fall Wrapping Paper Drive, the School Brick Program, and the coupon programs (Box Tops and Campbell's Labels for Education Points), among other events.

**Fall Carnival:** (Michelle Gill, Ann Renneker: [fcarnival@lakewoodelementary.net](mailto:fcarnival@lakewoodelementary.net)) This is an exciting, costumed, indoor event for grades K-2. Volunteers help with games, dinner, and entertainment.

**Hospitality:** (LeeAnn Romack: [hospitality@lakewoodelementary.net](mailto:hospitality@lakewoodelementary.net)) This committee provides light snacks for the PTA General meetings on Thursday evenings and the monthly Board Meetings. In addition, we provide coffee for the early morning volunteers during Book Fair.

**Incentives:** (Anne Leonard: [incentives@lakewoodelementary.net](mailto:incentives@lakewoodelementary.net)) Every six weeks, a day-long "Stallion Store" is held at school. Students get to spend their Stallion Dollars that they have received for good behavior and performance. Volunteers take 1-2 hour shifts to help students select items, do the math, and spend their "money."

**Kindergarten Meet & Greet, Round-Up, and Orientation:** (Michelle Davit, Lori Volney, Jen Adams: [roundup@lakewoodelementary.net](mailto:roundup@lakewoodelementary.net)) Each Fall, the PTA hosts a "Meet & Greet"-- an evening gathering at a Lakewood home, for parents of prospective Kindergartners. In the Spring, we host a "Round-Up" to welcome future Kindergartners to our school. Volunteers provide food, give tours, and show a welcoming face! This committee also organizes and runs the Kindergarten orientation events.

**Lakewood Early Childhood PTA (LECPTA) Home Tour Weekend:** (Kelly Cockrell and Jeanie Portinari: [kacockrell@yahoo.com](mailto:kacockrell@yahoo.com), [Jeanie.portinari@gmail.com](mailto:Jeanie.portinari@gmail.com)) WHAT'S RAISED HERE, STAYS HERE! Literally.... The money raised at the annual LECPTA's Home Tour and Auction Party goes directly to our school. Last year this organization donated over \$75,000. Many, many parents help by working a shift--the opportunities are endless--Solicit for the Auction, decorate for or help at the Party, work in a Tour Home, or take tickets at the Market. Don't have the time to give? Visit [lakewoodhomefestival.com](http://lakewoodhomefestival.com) for Underwriting opportunities!!

**Reflections Art Competition:** (Sara Wahl: [cultural@lakewoodelementary.net](mailto:cultural@lakewoodelementary.net)) Students can participate in the annual, nationwide PTA-sponsored arts competition, creating works that reflect the theme provided each year. You can help with event publicity, judging, and displaying entries.

**Science Fair:** (Ms. Runk: 972-749-7300; Heather Brooks: [volunteer@lakewoodelementary.net](mailto:volunteer@lakewoodelementary.net)) Lakewood's budding scientists create and display their projects in early February. The projects are judged, and ribbons are awarded. We need help with set-up, monitoring, and clean-up.

**Spring Carnival:** (Wendy Patton: [scarnival@lakewoodelementary.net](mailto:scarnival@lakewoodelementary.net)) Lakewood's annual Carnival in April is loads of good old-fashioned fun for students and families. In this big undertaking, we need help with planning and execution in all areas: Set-up, clean-up, cooking, and staffing booths, rides, and other fun events.

**Sunshine:** (Suzannah Angarola, [corrsec@lakewoodelementary.net](mailto:corrsec@lakewoodelementary.net)) Surgery or illness, house damage, the birth of a new baby--all of these events disrupt the balance of a family's day-to-day existence. Sunshine volunteers help the PTA Corresponding Secretary provide meals, carpools, errand running, or whatever is needed to get our community's families through rough or exciting times. This is a wonderful opportunity to share the good will and hospitality for which Lakewood is known.

## SITE-BASED DECISION MAKING (SBDM) COMMITTEES

Every Dallas public school has a SBDM Team, made up of the principal, teachers, parents and community members. These elected members meet monthly to discuss our school's progress and help establish goals for the coming year. In years past, Lakewood SBDM team members have made decisions involving report card contents, classroom configuration, uniforms, and behavior management. The following committees work throughout the year to assess needs, recommend changes, and share general information. Committee membership is open to all interested persons. This is a great way to learn the “Nuts and Bolts” of how Lakewood operates. Any questions can be directed Rudy Lopez, 2010-2011 SBDM Chairman ([rudy@davidbushhomes.com](mailto:rudy@davidbushhomes.com)). The SBDM committees are:

**Budget and Finance:** Works to maximize the allocation of resources to meet campus programs and needs. Develops the yearly staff “Wish List” and disburses donated funds from several sources.

**Curriculum:** Sets educational priorities and identifies specific needs for instructional success.

**Evaluation and Modification:** Works to get the most information possible from school test scores. Members work with the principal to assess student performance and plan for the future.

**Facilities and Grounds:** Helps maintain our campus grounds and devises ways to improve them.

**Public Relations:** It is a huge task to get the word out that Lakewood is a great community school. We need your help to do it better.

**Staff/Parent Skills Development/Community Outreach:** Helps coordinate and offer classes such as parenting skills classes, English language classes, or other sorts of opportunities to help our school grow.

**Technology:** Cyberspace and the Internet are virtual realities that our children must master. This committee provides support to teachers and manages our technology resources.