



2018-2019 PTO Volunteer Opportunities

Volunteers play an integral part here at The Pen Ryn School. Each of the events listed below would not be possible without the generous donation of time and talent by our wonderful families. On behalf of the Administration, Faculty, PTO Board, and Student Body, **THANK YOU**, in advance, for volunteering to make this school year fun and memorable for all.

The following is a list of PTO sponsored events planned for the upcoming school year. Also included is a brief synopsis of and available volunteer opportunities associated with each event. Sign-Up Genius will have ALL events “live” and available for volunteer sign up as of Tuesday, September 4th, Meet Your Teacher Day. Genius will provide specific event descriptions, volunteer jobs and available time slots.

PLEASE NOTE: An (*) indicates that Security Clearances need to be on file in the school office to be eligible to volunteer for this event.

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### **Ice Cream Social - Friday, September 21, 2018, from 7-8PM**

**Description:** To kick off the new school year, the entire Pen Ryn community comes together to greet friends, dance and enjoy some frosty treats served by our very own faculty!

**Areas Requiring Assistance:** Set-up and clean-up. **Chairperson:** Beth Alhborn

### **Roller Skating FUNraiser – Sunday, October 7, 2018, from 5:30-7:30PM**

**Description:** Come join your classmates at the Palace Roller Skating Rink for an evening of skating, arcades, food and fun!

**Areas Requiring Assistance:** Organizing and selling tickets. **Chairperson:** Tracy Holowchak

### **\* Monster Mash Halloween Dance Party – Wednesday, October 31, 2018 @ 1:30PM**

**Description:** This event is for students in **PreK3 - 4th Grade ONLY**. Pen Ryn’s younger students enjoy an afternoon of treats, games and music following the annual Halloween Parade.

**Areas Requiring Assistance:** Volunteers are needed to help set up, decorate, supervise crafts & games, serve snacks and clean-up after the event. **Chairperson:** Nicole Francisco & Michelle Bova

**Designer Bag Bingo** – Friday, November 9, 2018 @ 6PM

**Description:** Back by popular demand! This BYOB Bingo event will feature bags and accessories from all your favorite designers: Coach, Kate Spade, Marc Jacobs, Michael Kors & more! Be sure to get your tickets in advance to what is already becoming a tradition at The Pen Ryn School!

**Areas Requiring Assistance:** AM set-up, PM set-up, bake good donations, selling bingo cards and raffle tickets during event and clean up. **Chairperson: Nichole Dechant & Beth Alhborn**

**\* Scholastic Book Fair** - Nov. 19 -21, Dec. 7&8(Craft Show), Feb. 20-22 & May 22-24

**Description:** The Scholastic Book Fair at Pen Ryn is a great opportunity for the school community to shop from a great selection of books that kids (and adults) want to read. This is usually a highly profitable fundraising event that enables our Head of School to purchase new resources and general school supplies. Additionally, Book Fairs of the past have provided many new books for the school's library as well as our teacher's classroom libraries.

**Areas Requiring Assistance:** Volunteers are needed to set up, assist shoppers, restock, move the Fair from the front foyer to the gym during our November event and breakdown the Fair at its conclusion.

**Chairperson: Stephanie Moore**

**Grandparents/Special Person Day** - Wednesday, November 21, 2018 9:30-11:00AM

**Description:** On the Wednesday morning prior to the Thanksgiving break, all Grandparents/Special Persons are invited to spend a magical morning with their very special Pen Ryn student! The PTO provides hospitality, baked goods and beverages.

**Areas Requiring Assistance:** Help is needed the night before the event to set up tables and chairs in the gym. Volunteers are also needed the morning of the event to set up refreshments, greet our special guests and clean up/tear down. **Chairperson: Carin Farnan**

**\* Holiday Shoppe** – Friday, November 30, 2018, During School Day

**Description:** This is an event for those who enjoy spreading holiday cheer! Assist PreK3 - 5<sup>th</sup> grade students in selecting holiday gifts for friends, family and even pets! All purchases are wrapped, tagged and ready for holiday gift giving. It's a fun-filled shopping spree for the little ones!

**Areas Requiring Assistance:** Volunteers are needed for set-up, restocking, assisting students with purchases, checkout, wrapping and clean up following the event. **Chairperson: Danielle Inch**

**30<sup>th</sup> Annual Holiday Craft Show** – Friday & Saturday, December 7 & 8, 2018

**Description:** If you love the holidays, you will love this long-standing Pen Ryn PTO-sponsored, community-wide event! We're adding new features to this year's show to supplement the many vendors who bring top quality, handmade crafts. Be sure to stop by our Kid Crafter's tables, sign up your children to paint a masterpiece on canvas with Penelope Fox Art Studios, visit the Book Fair, take home a beautiful poinsettia and so much more. As always, the kitchen will be open for business both Friday evening and Saturday. Tickets for our raffle baskets, featuring donated goods from area businesses and our crafters, will also be on sale.

**Areas Requiring Assistance:** There are a variety of subcommittees for this event that need support including advertising and publicity, set-up, kitchen, baking, wrapping, selling baked goods, raffle ticket sales, greens sales and breakdown at the conclusion of the event. Volunteers are also needed to provide help at the front door and direct traffic in the parking lot.

**The Craft Show also has many opportunities to earn volunteer hours from home as well!**

Volunteers are needed to bake donated goods for the Bake Sale table and stencil shopping bags that are distributed at the front entrance. All materials are provided for stenciling and bags can be created in the weeks leading up to the event. **Chairperson: Buffy Aniloff**

**Family Bowling Night - Saturday, January 19, 2019, Time TBD**

**Description:** Come and enjoy an evening of socializing and Moonlight Bowling with fellow Pen Ryn families at a venue TBD. Food, drinks, shoes and unlimited bowling will be provided. This was a hugely popular event a few years ago, so we are bringing it back. Hope to see you all there! Look for the participation sign-up form throughout December.

**Areas requiring assistance:** Organizing and advertising event, selling advanced tickets and support staff at the venue. **Chairperson: Michelle Hediger**

**Mother Son Challenge – Friday, March 15, 2019, Time TBD, Grades PreK3-8th**

**Description:** Mothers and Sons of the Gold Team are invited to compete against Mothers and Sons of the Blue Team in numerous competitive challenges. Challenges include, but are not limited to, an obstacle course, egg toss, burlap sack race, tug-of-war, basketball challenge, and a relay race. EVERYONE goes home a winner, but only ONE team goes home with bragging rights and 25 points towards Blue & Gold Day. Sign-up forms will go home after the December holidays.

**Areas requiring assistance:** Organizing and advertising, set-up crew, support staff during event, snack table attendants and clean-up crew. **Chairperson: TBD**

**Daddy Daughter Challenge – Saturday, March 16, 2019, Time TBD, Grades PreK3-8th**

**Description:** (Inaugural Event) Fathers and daughters of the Gold Team are invited to compete against Fathers and Daughters of the Blue Team in numerous competitive challenges. Challenges include, but are not limited to, an obstacle course, egg toss, burlap sack race, tug-of-war, basketball challenge, and a relay race. EVERYONE goes home a winner, but only ONE team goes home with bragging rights and 25 points towards Blue & Gold Day. Sign-up forms will go home after the December holidays.

**Areas requiring assistance:** Organizing and advertising, support staff during event, snack table attendants and tear down/clean-up crew. **Chairperson: TBD**

**\*Mother's Day Flower Sale - Thursday, May 9, 2019, During School Day**

**Description:** Every child in school has the opportunity to shop for flowers for that special woman in their lives – Mom, Grandma, Aunt, Friends, Teachers, etc.

**Areas Requiring Assistance:** The evening before the event, plants are offloaded and pots are wrapped in colorful foil. The day of the event, help is needed with sales and clean-up. **Chairperson: Stephanie Fusco**

**PTO Picnic- Thursday, May 30, 2019, During Lunch Periods**

**Description:** The PTO provides and serves lunch to the entire student body, administration, faculty and staff prior to the annual Talent Show. Our Administration and Faculty provide the entertainment resulting in loads of fun for everyone! Menu and participation forms will go home after the Easter/Passover break.

**Areas Requiring Assistance:** Set-up, grillers, servers and clean-up. **Chairperson: David Leidich**

**Blue and Gold Day - Friday, May 31, 2019**

**Description:** Blue and Gold Day is our annual field day where the entire student body engages in numerous competitive events in order to determine that year's BEST TEAM. The PTO provides and serves a treat throughout the morning's activities.

**Areas Requiring Assistance:** Coolers with wheels are needed. Volunteers are also needed the day before the event to prepare treats and then the day of the event to serve treats. Volunteers don't miss a minute of the action! **Chairperson: Michelle Zygnierski**

**Teacher Luncheon - Friday, June 7, 2019**

**Description:** During this Staff Development Day, a gourmet lunch is provided for the administration, faculty and staff as an expression of gratitude for another wonderful year. This is an opportunity for many parents (especially those of 8th grade graduates) to show their gratitude one final time towards those who have meant so much to our children for many years. The PTO provides financial and volunteer support for this event.

**Areas Requiring Assistance:** Organizing, set-up, appetizer, drink and dessert donations, servers and clean up/teardown. **Chair: Michelle Hediger**

**ADDITIONAL VOLUNTEER OPPORTUNITIES FOR THE 2018/19 SCHOOL YEAR**

**Open House Representatives:** Lois Lambing (Director of Admissions & Communications) is always looking for outgoing, personable, parent volunteers to assist with Open Houses. Open Houses occur throughout the school year and provide the public an opportunity to witness and experience, first hand, the magic that takes place within our school. Each visitor receives an escorted tour and has an opportunity to ask questions of our faculty and student body. For additional information, please contact Mrs. Lambing at [llambing@penryn.org](mailto:llambing@penryn.org)

**Lunch Volunteers:** Pen Ryn is looking for lunch-time help. A Sign-Up-Genius will be available to volunteer for this plentiful, on-going need. This is also a perfect opportunity for extended family members to assist with volunteer hours on behalf of their Pen Ryn family.

**Halloween Sleepover:** Each October, Pen Ryn DARES its 5<sup>th</sup>- 8<sup>th</sup> graders to attend its Halloween Sleepover. This event provides an opportunity for the upper grades to come together to enjoy an evening of socializing, treats, games, dancing, and haunted fun. Then, at the stroke of midnight, students settle for a holiday film before calling it a night. This event requires a lot of preplanning

and volunteer help. Areas of need include: actors, decorating of front lobby/cafeteria/gym, people to hang tarps in themed rooms and down the ramp, errand runners, setup of cafeteria, bakers, food/drink handlers, front door check-in, game supervisors, dance & overnight chaperones and of course, clean-up crews. If interested in assisting, please visit Sign-Up-Genius. If you should have any questions, please contact Bernadette Leidich, Christie Nemeth or Ms. Reed.

**Homeroom Parents:** Each Pen Ryn homeroom teacher requires the assistance of at least one homeroom parent throughout the school year. These parents work directly on behalf of and are supported by the Pen Ryn PTO. During Back to School Night, each homeroom teacher will have available a written description of what the position entails along with a sign-up sheet. At the end of the evening, each homeroom teacher will select two names to fill the position. The duties of a homeroom parent are:

1. Meeting the needs of the homeroom teacher. This USUALLY involves organizing and purchasing for holiday parties (all purchases are eligible for reimbursement with a receipt through the activities fund. The school office manages this fund, so receipts should be submitted here for reimbursement.) But, on occasion, the teacher may request your assistance with a special project the class is involved with (i.e. Once Upon a Lilly Pad, Renaissance Day, Mother's Day Breakfast, State Fair, etc.)
2. The homeroom parent advertises, collects, divides and distributes the Faculty Holiday **and** End of Year Gift in accordance with PTO guidelines. These guidelines consist of the following: These two gift giving campaigns are monetary (cash) in nature **ONLY**. Even though it is suggested that each family contribute \$25 to each campaign, participation is strictly *voluntary*. Further information will be forwarded to each homeroom parent at a later date advising how to divide the money collected among teachers. Gifts will be presented in either a Holiday or Thank You card containing the signatures of **all** class members whether their parents contributed or not. Cards will then be presented to each teacher on the last day of school prior to winter recess and again on the last day of school. If homeroom parents are unavailable to distribute cards and were unsuccessful in delegating this responsibility, cards may be submitted to the front office for distribution.
3. Coordinating Teacher Appreciation Week in accordance with PTO guidelines. Through collaboration with fellow homeroom families, tokens of appreciation are presented to faculty members each day during the course of one week every May (May 6-10, 2019.) Some of the guidelines governing this event include: Cash is **not** acceptable for this event. However, gift cards may be presented. When signing up, *please* be as specific as possible with your intentions so gifts are not duplicated. Each gift is presented **NOT** from a specific student or family, but from the entire class or grade. Additional guidelines and suggestions will be forwarded to each homeroom parent as this event nears.