



2019-2020 PTO SPONSERED EVENTS & 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 Executive Board, and STUDENT BODY, **THANK YOU**, in advance, for helping to make this school year fun and memorable for all.

The following is a list of all 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 3rd, Meet Your Teacher Day. A link to each event will be forwarded to all email addresses provided on the Family Information Forms. Genius will provide specific event descriptions, needed donations, 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 20, 2019, 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 13, 2019, 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: Fanella O'Brien & Beth Alhborn**

### **\* Halloween Sleepover** – Friday, October 25, 2019 from 8:00pm – 8:00am

**Description:** 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 grade students 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/cafe/teria/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 or David Leidich, Christie Nemeth or Ms. Reed.

### **Designer Bag Bingo with a Twist – Friday, November 8, 2019 @ 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 and beverage donations, selling bingo cards and raffle tickets during event and clean up. **Chairpersons: By Committee: Beth Alhborn, Natasha Adamov, Kim Bloemker, Michelle Hediger, & Fanella O'Brien.**

### **\* Scholastic Book Fair - Dec. 3 -5, Dec. 6 & 7(Craft Show), Feb. 19-21 & May 20-22**

**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 gym to the front lobby following Grandparent's/Special Person's Day, move the Fair from the front lobby to the cafeteria for the Craft Show and break down the Fair at its conclusion. **Chairpersons: Tabitha Peters & Sharon Paulachok**

### **Grandparents/Special Person Day - Wednesday, November 27, 2019 @ 9:00-11:00AM**

**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 evening before the event to set up tables and chairs in the gym. Volunteers are also needed the morning of the event to help set up refreshments, greet our special guests and clean up. **Chairperson: Carin Farnan**

### **\* Holiday Shoppe – Friday, December 13, 2019, During School Day**

**Description:** This is an event for those who enjoy spreading holiday cheer! All students will have an opportunity to shop this day; however, we need assistance with PreK3 - 5<sup>th</sup> graders in selecting their holiday gifts for family, friends, and pets! All purchases are wrapped, tagged and ready for holiday gift giving. It's a fun-filled shopping spree for all!

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

### **30<sup>th</sup> Annual Holiday Craft Show – Friday & Saturday, December 6 & 7, 2019**

**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 local

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 and support our Book Fair, take home a beautiful poinsettia (or two) and so much more. As always, the kitchen will be open for business throughout the Show. 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**

***Father/Daughter Dance – Friday, February 7, 2020, Time TBD, Grades PreK3-8th***

**Description:** This is a special opportunity just for the young women of Pen Ryn, dressed in their finest, to spend quality time together with their fathers, grandfathers, favorite uncles, or special someone, eating dinner, listening to music, socializing, enjoying refreshments and dancing.

**Areas requiring assistance:** Decorating, set-up of food and refreshment stations, greeting and check-in and clean up. **Chairperson: Heather Ackerman**

***Mother/Son Dance – Saturday, February 8, 2020, Time TBD, Grades PreK3-8th***

**Description:** (Inaugural Event) a unique opportunity for the young men of Pen Ryn, 'dressed to the 9's', to spend quality time together with their mothers, grandmothers, favorite aunts, or special someone, eating dinner, listening to music, socializing, enjoying refreshments and dancing.

**Areas requiring assistance:** Decorating, set-up of food and refreshment stations, greeting and check-in and clean up. **Chairperson: Stephanie Fusco**

***\*Mother's Day Flower Sale - Thursday, May 7, 2020, 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 arranged 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 28, 2020, 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 29, 2020***

**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:** (2) Coolers with wheels are needed. Volunteers are also needed the day before the event (just after dismissal) 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 5, 2020**

**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 so 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. **Chairperson: Michelle Hediger**



**\*\*\*Faculty Gift Giving -** The PTO is honored to sponsor and support two faculty gift giving campaigns annually. The first takes place in December and is referred to as the **Holiday Gift** and the second takes place in June and is known as the **End of Year Gift**. Both gift giving campaigns are spearheaded by our Homeroom Parent volunteers in accordance with certain guidelines that have been set forth by the PTO. These guidelines consist of the following: Both gift giving campaigns are monetary (cash) in nature **ONLY**. Even though it is suggested that each family contribute at least \$25 to each drive, participation is strictly voluntary. Money collected is then divided (in accordance to PTO guidelines) amongst the faculty members that care for and nurture your children each and every school day. Gifts will be placed in either a Holiday or Thank You card containing the signatures of **ALL** class/grade members. 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.

**Teacher Appreciation Week – May 4-8, 2020**

Each year, Pen Ryn’s PTO proudly sponsors this amazing week where the ones who we entrust with the safety and welfare of our children throughout the school year are shown our appreciation and gratitude. Again, this event is organized by our classroom parents who collaborate with their homeroom families to ensure that each teacher is presented with at least one token of appreciation each day during the course of this week. Some of the guidelines governing this event include: Cash is **not** to be gifted 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 VOLUNTEER OPPORTUNITIES FOR THE 2019/20 SCHOOL YEAR**

**Open House Representatives** - Lois Lambing (Assistant Head of School) 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 always looking for lunch-time help. If interested in assisting with this plentiful and on-going need, please see Angela Stanley in the front office. This is also a perfect opportunity for extended family members to assist with volunteer hours on behalf of their Pen Ryn family.

**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 one or two names to fill the position. As a precursor, the following are the primary duties of a homeroom parent:

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 there 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. Ensuring the success of both faculty gift giving campaigns. Each homeroom parent will solicit, collect, divide and distribute the faculty Holiday and End of Year Gift. Additional support will be offered as each campaign nears.
3. Coordinating Teacher Appreciation Week. 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 4-8, 2020.) Additional guidelines and suggestions will be forwarded to each homeroom parent as this event nears.