

Hillcrest Middle School

Parent Volunteering

Following is a list of the key MS volunteer positions. Although most of the key positions are filled prior to the start of school, many are not. Parents are encouraged to come to the Back to School Coffee and Back to School Night to learn more about open volunteer positions, and to sign up to help.

MS PTA Board Representative

The Middle School PTA Board Representative functions largely as the “room parent” for the Middle School. This person is generally the only parent who has access rights to the entire MS parent email list. As such, all communications to parents for fundraising efforts, social events, athletic activities, field trip needs, etc., are funneled through him/her. As with other room parent duties, the MS PTA Board Representative ensures that all volunteer positions have been filled, and occasionally checks in with each main area coordinator to make sure any efforts (specifically related to fundraising) are on track. In addition, the MS PTA Board Representative attends PTA Board meetings and actively participates on the MS Advisory Committee. On “Back to School” night for the MS, this person also coordinates the MS parent volunteer communications part of the evening.

2011-2012 Volunteer: Rebecca Johnson

Field Trip Coordinator

Each year, the Middle School goes on a four-day, three-night field trip, usually in the spring. The location rotates each year, but traditionally over the course of their time in MS, each student will go to El Capitan (Santa Barbara), Pinnacles National Monument, and Yosemite; all trips that are organized through a well-run group called Naturalists at Large (NAL). The MS Field Trip Coordinator is responsible for the overall organization of this annual event, and also serves on the MS Advisory Committee.

A major duty for the FT Coordinator includes communicating with families, NAL and school administration throughout the entire year. The FT Coordinator organizes, distributes and collects all required documentation. This includes: getting contracts, invoices and payment schedule from NAL; forwarding them to the Hillcrest Principal for review and approval; and getting documents signed/submitted by families (ensuring 100% completion of each student’s packet of permission forms and waivers before departure). He/she oversees all bus transportation details, develops a trip budget with MS Treasurer, collects trip fees from families and oversees scholarships, if requested. The FT Coordinator works with an NAL spokesperson to organize an informational assembly for parents at the school. He/she also coordinates all parent chaperone requirements, including communication to them, finding backups, hosting an orientation meeting before the trip, and making sure each chaperone has all OUSD required clearance documents on file before departure.

Throughout the year, the FT Coordinator works with the MS Communications Coordinator to share any pertinent trip details with parents, including emergency contact procedures, form submission dates, departure/arrival information, etc. Finally, the FT Coordinator attends the trip as head chaperone and has a blast!

2011-2012 Volunteer: Diana Biondo

Athletic Director

The Middle School Athletic Director oversees all activities pertaining to all Middle School sports teams, which have traditionally included: Co-ed Cross Country, Co-ed Football, Boys and Girls Basketball, and Co-ed Volleyball. All sports teams except Cross Country are organized through the Middle School Sports League.

Duties related to organizing the sports teams include the following for each sport: league interaction and coordination; financial management; facilities and equipment coordination; hiring and management of coaches; scheduling games and referees; and coordination of communication between all parties. This person also serves on the MS Advisory Committee.

2011-2012 Volunteer: Monica Marcone

Middle School Treasurer

The MS Treasurer prepares and tracks the annual MS budget (working closely with the PTA Treasurer and Deposit Manager). The MS Treasurer keeps records of all MS financial transactions, monitors all MS expenses, and keeps track of requests for reimbursement, etc. This includes deposits and expenses for MS fundraising efforts, social events, and the overnight field trip. The MS Treasurer also handles funds for MS holiday and year-end gifts and serves on the MS Advisory Committee. In addition, he/she prepares a monthly budget report for the MS Advisory Committee and presents a bi-annual MS Budget report to the PTA.

2011-2012 Volunteer: Sandy Fox

8th Grade Night of Benefit Supervisor

Traditionally, the 8th grade students are invited to help on the night of the Benefit. One or two parents are required to coordinate this effort. This involves: working with the Benefit Committee to understand roles and responsibilities needed; coordinating with teachers to solicit student volunteers; communicating volunteer roles and expectations with 8th grade students and their parents in advance of the Benefit; collecting parent permission slips; selecting certain students to help with different Benefit needs; arriving early the night of the Benefit to provide final instruction to student volunteers; and supervising students to ensure appropriate behavior

throughout the evening. This is a great role for someone who would like to participate in the Benefit, but who doesn't anticipate being an active bidder in the Live or Silent Auctions.

2011-2012 Volunteer: **OPEN**

Instant Wine Cellar Captain & Benefit Wine Basket Coordinator (Two Positions)

The MS class contribution to the Benefit is to coordinate the Instant Wine Cellar and an accompanying "class basket" with a wine theme. Activities related to this position include identifying a lead donor for the wine cellar (for example, a local wine shop); finding creative ways to solicit wine donations from all Hillcrest families, but in particular, from MS families (which includes communications in the Yellow Pages and Benefit newsletter); collecting wine at the school in the weeks prior to the Benefit; compiling information on wines collected; helping write up the catalog description of the offering; and creating a compelling display the night of the event.

Except for soliciting a lead donor, similar activities are needed to put together a wine basket. The Instant Wine Cellar often has contributions from the entire school population; however the Wine Basket contributions come from the MS families alone.

2011-2012 Volunteers: **OPEN**

Walkathon Coordinator

The MS Walkathon Coordinator oversees all aspects of the Middle School contribution to the Walkathon and acts as the primary contact for the Walkathon committee. While Middle School kids are encouraged to walk and raise funds for the school, many would rather contribute by volunteering the day of the event with carnival games, booths, activities, etc., or by organizing and running the Cake Walk. Responsibilities include coordination with the Walkathon Committee to understand logistics and volunteer needs; communicating volunteer needs to students and families; scheduling MS volunteers the day of the Walkathon; securing a parent volunteer to execute and run the Cake Walk; and supervising MS student volunteers the day of the carnival.

2011-2012 Volunteer: **OPEN**

Social Activities Coordinator

The Social Activities Coordinator organizes and executes all MS social events, such as dances, bowling nights, etc. He/she works closely with MS teachers, principal and custodial staff to schedule and communicate dates. For dances, this also requires coordination with parent(s)

designated to provide sound/music. The Social Activities Coordinator prepares permissions slips for students and collects any funds that might be associated with the event. This position is sometimes shared, and the parent(s) coordinating these activities often enlist the help of their middle school student and other student representatives in planning events, as well as creating and distributing flyers. The Social Activities Coordinator recruits parental volunteers to help monitor and supervise events. He/she also sits on the MS Advisory Committee.

2011-2012 Volunteer: **OPEN**

Community Service Representative (One Volunteer Per Grade)

Each Community Service (CS) Representative is responsible for coordinating community service efforts for their grade. Students are required to fulfill 4 hours of CS each marking period and their efforts are included in their grades. The CS reps work together to: reach out to the Hillcrest community and outside community to provide CS opportunities for the students; inspire students to come up with their own ideas for service; communicate with teachers and others who organize service opportunities; make sure students are informed about opportunities and deadlines for hours; and collect and submit hours for each student at the end of the marking period for inclusion in grades. Meetings with other CS Grade Reps are scheduled as needed. One CS Rep is also designated to participate in the MS Advisory Committee.

2011-2012 Volunteers:

6th – **OPEN**; 7th – Donna Somerville; 8th – Monica Marcone

Graduation Committee Coordinator

The Graduation Committee Coordinator works with the Principal, MS teachers, student representatives and a committee of 8th grade parents to organize graduation-related activities. This includes: creating a graduation invitation, designing, printing and distributing a program; finding a location for an 8th grade graduation party (typically at an 8th graders home); and communicating graduation activities to parents and students. This may also include collecting funds and coordinating with an outside location if the graduation party is not at someone's home.

2011-2012 Volunteer: **OPEN**

Pumpkin Patch Fundraiser Coordinator

The Pumpkin Patch Coordinator is responsible for all aspects of the annual Hillcrest Pumpkin Patch/Bake Sale, conducted each October. The Pumpkin Patch Coordinator typically organizes a committee of MS parents to help: order the Pumpkins and other supplies; publicize the event

to the school and neighborhood; coordinate a MS student competition for individual pumpkin sales, (including communicating it to students, creating a collection sheet, tracking results and securing a prize for the winner); work with the Middle School teachers to arrange for student Pumpkin Patch volunteers; communicate needs to students and parents for bringing in baked goods, volunteering for Pumpkin Patch shifts and handling the money raised.

2011-2012 Volunteer: **OPEN**

See's Candy Coordinator

The See's Candy fundraiser takes place once per year, either before the Winter Break or before Valentines' Day. Similar to the Pumpkin Patch Coordinator, the See's Candy Coordinator oversees a committee of MS parents to: communicate with See's Candy; gather supplies required to sell candy; publicize the event to the school and neighborhood; coordinate a MS student competition for individual See's Candy sales, (including communicating the competition to students, collecting and tracking results and securing a prize for the winner); work with the Middle School teachers to arrange for students to man an after-school See's candy table; communicate with parents; order and pick-up candy from See's Candy store; oversee distribution of candy; and collect and track money raised.

2011-2012 Volunteer: **OPEN**

Snack Bar Coordinator

The Snack Bar is a year-round fundraiser. The Snack Bar Coordinator purchases and delivers bulk items (such as vitamin water, Cup of Noodles/spoons, chips, fruit snacks, bags of cookies, etc.) to be sold as snacks and oversees a committee of parent volunteers to staff the Snack Bar. Typically the Snack Bar Coordinator stocks the Snack Bar once or twice per semester, or as needed when supplies run low. The Snack Bar is open only to MS students and teachers every Tuesday and Thursday from 12:20 pm – 12:40 pm. In addition, the Snack Bar Coordinator: communicates Snack Bar shifts to parent volunteers; collects money raised; creates deposits; and reports deposits to MS Treasurer.

2011-2012 Volunteer: **OPEN**

Pizza Friday/Asian Tuesday Coordinator

Pizza Friday, which runs year round and is available to students in grades 4-8, is the largest MS fundraiser. The Coordinator for Pizza Friday/Asian Tuesday: creates a flyer for inclusion in Yellow Pages at the beginning of each semester; collects payments (which are required before the semester begins, in advance of sales); places orders; and arranges to have Asian food and drinks delivered and available every Tuesday and pizza and drinks delivered and available each Friday for participating students. This person also: oversees a committee of parent and student volunteers to distribute food on Tuesdays and Fridays; creates deposits; and reports deposits to MS Treasurer at the beginning and end of each semester. No money is handled on Asian Tuesdays or Pizza Fridays.

2011-2012 Volunteers:

Pizza Friday - Linda Sawyer (**NEED 1 MORE**);

Asian Tuesday - **OPEN**

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MS PTA Board Representative	Becky Johnson
Field Trip Coordinator	Diana Biondo
Athletic Director	Monica Marcone
Middle School Treasurer	Sandy Fox
8 th Grade Night of Benefit Supervisor	OPEN
Instant Wine Cellar Captain	OPEN
Benefit Wine Basket Coordinator	OPEN
Walkathon Coordinator	OPEN
Social Activities Coordinator	OPEN
Community Service Representatives	
Grade 6	Open
Grade 7	Donna Sommerville
Grade 8	Monica Marcone:
Graduation Committee Coordinator	OPEN
Pumpkin Patch Fundraiser Coordinator	OPEN
See's Candy Coordinator	OPEN
Snack Bar Coordinator	OPEN
Pizza Friday/Asian Tuesday Coordinators	
Pizza Friday 1	Linda Sawyer
Pizza Friday 2	OPEN
Asian Tuesday	OPEN