

AVOCA PTC VOLUNTEER HANDBOOK

Thank you for your interest in volunteering for Avoca District 37! You are vital to supporting our mission, which is to foster the educational, social, and overall well-being of each student at Avoca Community Preschool, Avoca West School, and Marie Murphy School.

This handbook intends to provide you with basic information that will support your volunteer efforts, in Q & A form.

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Q: What are some ways that I can volunteer for school events?

A: There are several PTC events that you can volunteer for throughout the year, including but not limited to:

- School Picture Day
- Book Fair
- Intercultural Fair
- Fall Avoca Staff Luncheon
- Fall Marie Murphy Staff Luncheon
- Operation Live Happy
- Movie Night
- Avoca District 37 Auction
- Avoca Fun Fair
- Spring Avoca Staff Breakfast
- Spring Marie Murphy Staff Breakfast
- Spring Avoca Staff Appreciation Breakfast
- Spring Marie Murphy Staff Appreciation Breakfast
- 2022 Olympics
- 2022 Field Day
- 5th Grade Celebration

There are also several committees that meet throughout the year that you may be interested in volunteering for:

- Green
- CommuniDee
- Art and Music committee

Q: Sounds fun! How do I sign up?

A: As our volunteer opportunities become finalized, we will post them on the official Avoca Family Account and Portal: <https://avocaptc.membershiptoolkit.com/login-form?r=%2F>. These opportunities can also be accessed via the A to Z/Membership Toolkit App.

- Also please look for postings on the Avoca Facebook page: Avoca West & Marie Murphy Families (SD37) and the Avoca Sign-up Genius (email: avocaptc@gmail.com)
- Finally, make sure to read the Superintendent's corner, Avoca West News and the Marie Murphy Principal's messages for any new volunteer opportunities.
- If you have any questions, please contact the Director of Volunteers (ranjana.paintal@gmail.com)

Q. Are there volunteering opportunities in my child's classroom?

A: If we get back to where we can have in class parties, yes. The Halloween and Winter Holiday parties (and potentially the end of year party) need in-class volunteers that are arranged with the Room Parents. Other in class volunteers would not be through the PTC in any way, but with your child's classroom teacher.

Q. My schedule is crazy but I want to help, is there a way I can volunteer with the PTC if I cannot be there in person?

A: Yes. You can always donate items for PTC sponsored teacher lunches. Also, from time-to-time, depending on ones' skill set, there could be opportunities to volunteer without physically being there. To do so, you can reach out to the PTC Volunteer Director and/or PTC President.

Q: How will volunteers interact with the PTC?

A: In general, it will be the chairperson of an event that will interact with the PTC and the other volunteers will interact with the event chairperson.

- The chairperson will work with the PTC Volunteer Director for any volunteer needs or adjustments.
- The chairperson will work with the PTC Treasurer in regards to all budget and reimbursement questions and needs.

Q. When I show up to an event I am volunteering for, who do I check in with?

A: For the Fun Fair, you will check in at the Volunteer Table. For all other events you will find the event Chairperson.

Q. Can my child volunteer for a PTC event?

A: The Fun Fair has opportunities for Marie Murphy and New Trier students to volunteer. Please make sure your child fully understands the expectations of them before allowing them to volunteer. The positions they fill are important to the success of the Fun Fair.

Q. Can a grandparent volunteer to help with a PTC event?

A: Yes. For events such as 5th or 8th grade celebrations, volunteer opportunities would first go to parents and legal guardians.

Q: What are the expectations for PTC Volunteers?

A: We know that everyone who volunteers for PTC programs are dedicated to the wellbeing of Avoca children and the strengthening of our Avoca community. However in order to ensure that all volunteers start with a common understanding of volunteer standards, we ask that all PTC volunteers adhere to the following principles while carrying out their duties as a PTC volunteer:

- Treat all volunteers, employees, students and community members with respect, courtesy and dignity.
- Avoid insensitive or offensive language.
- Follow all rules and policies set forth by a staff member or supervising volunteer.
- Assume best intent when working with other parents, staff and volunteers
- Please try to **be on time** to your volunteer positions and communicate with the lead volunteer if you are unable to fulfill your responsibilities or if you will be late.
- If you have suggestions for improvement, please speak up! We are always trying to make our volunteer experiences better

Q. How do I chair a PTC event?

A: Contact the PTC Volunteer Director and let them know of your interest and they can discuss with you what opportunities exist.

Q. I want to volunteer for certain PTC events, but I do not know my schedule very far in advance. Can I still volunteer?

A: For some events, yes. Some events the volunteers book up well before the event, but for others there are volunteer positions still available within a few days of the event. Once you know your schedule for a specific event date, check the Signup Genius and see if there are any remaining volunteer opportunities.

Q. Who decides on who an event Chairperson will be?

A: The decision is made by the PTC Volunteer Director who will consult with the previous Chairperson for a given event to see what previous volunteer of that event would be best to step into the Chairperson role. If nobody who had previously volunteered for that event neither is a good fit nor has the desire to be the Chairperson, the Volunteer Director will look to others with interest.

Q. Are there leadership opportunities/positions for events besides Chairperson?

A: Yes, for some events. The Fun Fair has different leadership positions, such as heading the decorations. The end of year celebrations have committees for their events.

Q. If I am interested in being part of an event's committee or heading up part of an event, who should I contact?

A: The chairperson for that event. If you are not sure who that is, reach out to the PTC Volunteer Director.

Q. If I am chairing a PTC event, how do I get volunteers and am I responsible for getting them myself?

A: The PTC Volunteer Director will set-up a Signup Genius for the event (and will provide you a link). The PTC will publicize the need for volunteers but it is always helpful if the chair of an event recruits volunteers as well.

Q. As Chairperson for an event, can I change the number of volunteers needed and positions needed for an event?

A: Yes. You can communicate your needs to the PTC Volunteer Director who can adjust the Signup Genius to fit the needs. The Volunteer Director may need to ask questions about why and discuss the changes with you to ensure those changes make the most sense for a successful event, depending on the requested changes.

Q. As Chairperson for an event, can I change the date of an event?

A: No. If there is a good reason, you can suggest a change, but the decision will lie with the PTC Board in conjunction with the school principals.

Q: As an event Chairperson, if I am having difficulties with a volunteer, what should I do?

A: Please reach out to and explain the situation to the PTC Volunteer Director, the PTC VP of the corresponding school and the PTC President for guidance.

Q: When planning an event, how are supplies and services paid for?

A: It depends on the event.

- Some events/programs may require an initial expenditure by the volunteer and will be reimbursed by the PTC.
- **Please make sure to confirm the budget with your lead chair prior to making any purchases.**
- If a check needs to be written directly to a vendor, please submit all pertinent information to the Treasurer at avocaptctreasurer@gmail.com Note: we cannot make purchases on behalf of the volunteer.
- To be reimbursed for expenses, please submit the Reimbursement form to the Treasurer at avocaptctreasurer@gmail.com