



Volunteer Handbook
2009-10
5769-5770

Volunteer and Educational Opportunities
Coordinated by
HMJDS Parent Teacher Organization
(PTO)



Parent Teacher Organization

The HMJDS Parent Teacher Organization (PTO) welcomes all of you to HMJDS! The PTO provides volunteer support for our teachers and administrative staff, helps build community within our school, and assists with fundraising that supports programs for our children. **ALL Parents** with a student enrolled at HMJDS are members of the PTO.

The PTO has three goals:

- ❶ To create a sense of community where HMJDS families, teachers and administrators welcome one another.
- ❷ To promote education classes which expand our parenting skills.
- ❸ To support the teachers to enhance students' learning.
- ❹ To assist in raising money to fund special school programs.

Your participation helps create and enrich a sense of pride in our school. It takes commitment and dedication from all of our parents to meet the needs of our dynamic community. Most importantly, our children benefit from our work. **We ask that each parent volunteer at least 10 hours during the school year.** There are many opportunities during both day and evening hours to choose from. Without your efforts, we could **NOT** accomplish all that we do. Volunteering helps to provide an opportunity for everyone to get to know each other and strengthen the sense of community within HMJDS. You provide the helping hands that allow us to reach our goals.

PTO participation is an extremely valuable contribution to your child's life at HMJDS. Volunteering creates an environment in which our children feel positive about themselves and their school, and exemplifies the highest values of Judaism. If you or anyone you know would like to speak to us about any aspect of the PTO, please feel free to give us a call or send an e-mail.

Thank you in advance for your continued support. We look forward to working with you to further enrich our HMJDS community!

CO-PRESIDENTS:

Deb and Micki

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Parent Teacher Organization (PTO)
Volunteer Enrollment Form
2009-10/5769-5770

Welcome! *Brukhim Haba'im* ברוכים הבאים

In the spirit of the HMJDS core value, "All Jews are responsible for one another," we expect that all HMJDS families volunteer at least 10 hours throughout the school year. The HMJDS community thrives on parent/family volunteerism and we welcome everyone's participation. Volunteering is a great way to be involved in your child's (ren's) day-to-day school life, and a wonderful way to make new friends!

We value all our parents' energy, enthusiasm, and dedication. The PTO's success is dependant upon amazing volunteers; this synergy enhances the entire HMJDS community. Thank you (*todah rabbah*) in advance for volunteering.

****Please have anyone who would like to be included in our volunteer pool fill this form out as well. We love grandparent, family member, and community volunteers!**

Child(ren)'s name(s)

Grade: 2009-2010

1)	
2)	
3)	

	Parent /other	Parent/other
Name:		
Home Phone #:		
Work/Cell #:		
E-mail:		
Volunteer positions interested in:		

Do you have a special talent/job that you are willing to share? (Calligraphy, graphic design, public relations, marketing, writing, technology/computer, photography, etc.) If so, please list your specific areas below.

**The volunteer opportunities listed in this handbook are subject to change based on the growing needs of our school. Thank you for your understanding.

Classroom Support Opportunities:

Volunteer Position	Description	# of Volunteers Needed
Art Room Coordinator	Coordinate with teachers and helpers to maintain schedule throughout the year.	(1-2) Time: 15 hours
Art Room Helpers	Assist teachers and students in the classroom as well as assist with preparation and clean-up.	(20) Time: 1 hour a month
Art Adventure Presenter	The Mpls. Institute of Arts program includes: 1/2 day training at the MIA at the beginning of the year and presenting works of art during 4 classroom sessions. K-4 graders may culminate their learning with a field trip to the Art institute. There will be a mandatory meeting in December.	(1) per class Time: 10 hours
Choir Assistant	Help supervise 3-4 grade lunch for choir students.	(2-3) per week 1 hour per week
Dining Room	Coordinate parent volunteer assistants to work in the dining room.	(1-2) Time: 20 hours
Dining Room Assistants	Assist students in making wise choices at the salad bar, opening containers, pouring water, and helping with clean up.	(20) Time: 1½ hours a month
Parent Room Representative Coordinators	Liaison between HMJDS office and parent room representatives to coordinate calling trees, arrange classroom volunteers, and coordinate classroom activities. Room Reps will also be responsible for taking pictures of their classrooms for the yearbook.	(1-2) Time: 10 hours
Parent Room Representatives Kindergarten-6 th Grade	Assist classroom teachers and specialists in finding parent volunteers for misc. class activities. Representative will have regular communication with teachers throughout the year and will also assist in informing parents in the event of emergency school closure. There will be a mandatory meeting in September.	(2) per class Time: 6 hours
Prospective Open House	Assist administration w/ Prospective Parent Open Houses. Represent PTO at new family events.	(3-4) Time: 5 hours
Library Assistant	Shelve books and enter new books into the computer.	(3) Time: 3 hours a week
Treasurer	Track and record funds for HMJDS PTO in collaboration with administration.	(1) Time: 2-3hours
Healthy Eating Initiative Event and Programming	Assist in implementing events/initiatives related to healthful eating and lifestyle choices for HMJDS students and parents.	(4) Time: 4 hours
New Family Welcome Events	Assist admissions department with <i>Sukkot</i> New Family Event on Oct. 7 th , <i>Tu Bishvat</i> Prospective Family Event on Jan. 31 st , and other possible events.	(4) Time: 4 hours

Community Event Opportunities:

Volunteer Position	Description	# of Volunteers Needed
Community Event Co-chairs	Oversee the chairs in your area to make sure each committee is running smoothly. Report each month at the PTO meeting on the events or programs.	(2) Time: 20 hours
<i>Hanukah</i> Program Co-chairs	Make the HMJDS Family <i>Hanukkah</i> program a joyous event!	(2) Time: 6 hours
<i>Hanukah</i> Program	Set up and/or clean up for the program Cooks for the event.	(15) set up/clean (15) Cooks Time: 2-3 hours
Third Grade Project	Assist the third graders with their annual <i>Hanukkah</i> -time project. Help with organization, implementation, and volunteer recruitment.	(2-4) Time: 5-10 hours
<i>Simhat Dor L'dor</i>	Work with HMJDS to help create a warm and engaging environment for our grandparent generation visitors. Assist in finding hosts, greeters, and runners to help during the events.	(1-2) coordinator(s) Time: 4 hours (5-10) volunteers Time: 3 hours
New Family Welcome Coordinators	Work with HMJDS to partner new families with existing families.	(1-2) Time: 10-15 hours
New Family Welcome Mentors	Partner with new families for the 09-10 school year to welcome them, call them periodically throughout the year, and be there for support/answer questions.	(10-20) families Time: 5 hours
<i>B'nai Mitzvah</i> School Gift Coordinator	Distribute <i>B'nai Mitzvah</i> gifts for our students to appropriate synagogues.	(1) Time: 4 hours
VOICE (Volunteer Opportunities in Community service Event) Co-Chairs	Organize community service opportunities for K-8 students with teacher liaison. Gather donations to carry out volunteer projects during VOICE week and VOICE night.	Monthly with 40+ hours of work throughout the year leading up to VOICE week.
HMJDS/Temple Israel <i>Shabbat</i> Evening Date: Jan. 22, 2010	Coordinate with Temple Israel's staff for a great <i>Shabbat</i> event. Enhance a sense of joint community.	(4) Time: 4 hours
HMJDS/Beth El <i>Shabbat</i> Evening date: TBD	Coordinate with Beth El Staff for a great event. Enhance a sense of joint community.	(4) Time: 4 hours
HMJDS/Adath Jeshurun <i>Shabbat</i> Evening date: October 16, 2009 (new date)	Coordinate with Adath staff for a great <i>Shabbat</i> event. Enhance a sense of joint community.	(4) Time: 4 hours

Fundraising Opportunities:

Volunteer Position	Description	# of Volunteers Needed
Book Fair Coordinator	Help plan and implement our annual Book Fair and <i>Simhat Dor L'dor</i> Book Sale.	(3-4) Time: 6-10 hours
Book Fair Sellers	Sell books at the Book Fair.	(15) Time: 2 hours
Spirit Shop	Sell HMJDS logo items at all school events such as Ice cream social, <i>Simhat Dor L'dor</i> and all-school <i>Kabbalat Shabbat</i> .	(1-2) coordinators (5) helpers Time: 2 hours per event
Box Tops	Promote box tops fundraiser. Collect tops, count and mail to General Mills. Report to PTO Treasurer.	(1) Time: 5 hours
Kemps Tops	Promote Kemps Tops fundraiser, Collect tops, count and mail to Kemps. Report to PTO President.	(1) Time: 5 hours

HMJDS Education Program Opportunities:

Volunteer Position	Description	# of Volunteers Needed
Family Education Committee	Create and implement educational programming for HMJDS families i.e.: (speakers, book clubs, etc.)	(3) Time: 5 hours

Upper School:

Volunteer Position	Description	# of Volunteers Needed
5 th Grade Country Project Family Meal	Assist the 5 th grade in preparing a meal for their parents as part of their foreign studies work. date: April 22, 2010	Shopping (2) Time: 2 hrs/vol. Clean-up/Set-up(6) Time: 2hrs/vol. Sous Chefs(4) Time: 3hrs/vol.
5 th through 8 th Grade Shopping Assistance	Quick shopping assistance needed for various retreats/special projects/field trips/programming throughout the year.	(2) per grade Time: (2-5)hours/grade
6 th Grade Northern Minnesota Trip Fundraising	Develop and implement 6 th grade trip fundraising opportunities and/or assist in plant sale efforts. All proceeds help offset costs for each student.	(2) organizers Assistants (# varies by fundraiser) Time: Varies by fundraiser
6 th Grade Talit Project	Assist the 6 th graders with their <i>Talit</i> project. In January 2010, 2 helpers will be needed with washing and ironing the fabric. Additional assistance will be needed with sewing, tying and completion of the <i>talitot</i> . Two parents for each room will be needed as well throughout the batiking process.	(2) wash and iron (2) sewers (2) Tying assistants (2) parents from each room to assist during the batik process.
7 th & 8 th Grade Parent Representative	Point of contact for the 7 th & 8 th grade teachers. Similar to Room Representatives responsibilities.	(2) per grade Time: 2-15 hours
8 th Grade Graduation	Plan, set-up and clean-up for graduation reception. Coordinate class gift. Organize post graduation celebration (<i>not a school-organized function/parent driven; overnight planned in prior years</i>).	(3) Time: 2-3 hours/vol. (2) Time: 5 hrs. TBD
7 th & 8 th Grade Community Service	Assist teachers and students with community service trash pick-ups along Cedar Lake Road (2 times/year)	(4) Time: 1 ½ hrs per time
Sport Team Coaches/Assistants	Assist the Upper School students with team sports. Basketball, Soccer, and others. Specific sports TBA. Please specify the sport you are interested in.	(8) Time: TBA
Upper School Arts Night	Assist the Art Dept. staff in set-up and clean-up for this event.	(5) Time: 3 hrs./vol
8 th Grade Washington DC Trip Fundraising	Coordinate volunteers for plant sale pick-up. Develop calendar for student selling opportunities.	(1-2) Coordinators Time: 4-6 hrs. + day of pick-up (1) for 4 hrs.

Benefit Volunteer Opportunities:

Volunteer Position	Description	# of Volunteers Needed
Annual Spring Benefit Co-Chairs	Oversee HMJDS' biggest party of the year. Bring spirit and leadership to design and execute the Annual Benefit. Extensive coordination of volunteers and close work with administration.	(2) Time: Countless Hours
Decorations	Bring the theme to life visually: coordinate event décor with invitations, venue transformation, auction committees and more.	(2) co-chairs (10) committee members Time: 30 hours
Auction Committee Live and Silent/Online	Acquire unique donated items to be auctioned during the live and silent/online auctions. Chairs are responsible managing the items as needed, set up day of event and coordinating all necessary promotional material for each item.	(2) co-chairs + (10) committee members Time: 30 hours
Patron/Corporate Sponsorship Committee	Identify and solicit past and potential individual and corporate sponsors.	(2) co-chairs Time: 15 hours
Publicity/Print Material Committee	Coordinate design, printing and mailing of invitations as well as all marketing, advertising and public relations for the event.	(2) co-chairs Time: 15 hours
Registration	Coordinate registration table before, during and after event.	(6) registrars Time: 15 hours
Entertainment	Coordinate entertainment for the evening, manage communication with vendors, and determine the artist/performer.	(1) chair Time: 10 hours
<i>Ner Tamid</i> Award	Contact <i>Ner Tamid</i> recipient to obtain a list of invitees, send letter to invitees encouraging their attendance or donation of a <i>Simha</i> Ad, arrange for framing of the <i>Ner Tamid</i> certificate, and be a liaison between the event and the honoree.	(1) chair + 5 committee members Time: 10 hours

Thank you in advance for volunteering and showing your support to HMJDS! We will try to accommodate all volunteer requests. If we are unable to fill your first request choices, we will call you to help fill our other opportunities. There is no job too big or too small. ALL volunteer opportunities help our children!