



# District 102 PTO

## Volunteer Opportunities 2010-2011

Please complete by September 3, 2010

Our top-rated school district is so successful due to the high rate of parent involvement. Our parents are committed to an active, responsible partnership among home, school, and community. Please take the time to learn more about the many ways you can contribute your time in support of our schools.

### There are 4 different ways you can register as a volunteer after you read the program descriptions listed below:

- 1) Please logon to our new volunteer website [www.d102.ptomanager.com](http://www.d102.ptomanager.com), and follow the easy instructions below (instructions also available on the website) to register, enter your information, and volunteer for events. **(MOST PREFERRED METHOD...PLEASE TRY THIS ONE FIRST)**
- 2) Please logon to [www.d102.org](http://www.d102.org) and go to PTO – Volunteer Opportunities and open the Volunteer Form. Fill it out online, and e-mail it as an attachment to [lisa.tumpowsky@accenture.com](mailto:lisa.tumpowsky@accenture.com). You will not be able to type “x” into the check boxes if you are accessing this form online, so please highlight the dates or school instead. (next most preferred method).
- 3) Please logon to [www.d102.org](http://www.d102.org) and go to PTO – Volunteer Opportunities and open the Volunteer Form. You can print it and return it to your child’s school in an envelope marked PTO Volunteer Sign Up Form.
- 4) Finally, if you don’t have e-mail or access to the internet, the form will be available in each school office. Please fill it out and return it to your child’s school in an envelope marked “PTO VOLUNTEER SIGN-UP FORM” (least preferred method).

**This year, we are taking our PTO high tech and “green”, and have created a website to manage our volunteers, e-mail distribution lists, and events. Please take advantage of this *super easy* way to sign up to volunteer.**

### Step-by-step instructions to use our NEW VOLUNTEER WEBSITE:

- Go to [www.d102.ptomanager.com](http://www.d102.ptomanager.com)
- On the lower right hand corner of the screen, click underneath the New PTO Manager User
- Enter in your e-mail address, confirm it, and create a password (write the password down in a safe place – you will need this every time you enter the site)
- Follow the fields to enter in all your basic information and click “save”. This takes you to the volunteer interests tab. Listed here are volunteer needs that span across multiple events, such as bake sales – checking this will add you to the bake sale volunteer list and you will be contacted any time bakers are needed, regardless of the event. Select your interests and/or your availability and click “save”. This takes you to the student entry page. For each of your children, click on the “new student” button and fill in all the fields you can. This is where you can volunteer to be a general classroom volunteer, party volunteer, room parent, and art-in-action volunteer.
- After you have entered in all your children and their classroom information, click on the “login” button and this will take you to the home screen you will now see every time you login.
- On this screen, you can view/edit your personal information and preferences by clicking on the “my information” tab. To volunteer for specific events, please click on the “events” tab. Here, you can view all of the PTO events scheduled this year and volunteer for them. To make it easier to view, you can sort the events alphabetically by type of event or by the event location; just click on the blue underlined column heading “event” or “location” to sort the information in each column respectively. When you have chosen an event you want to volunteer for, click on the appropriate “volunteer for event” words. This takes you to another screen where you must enter a few pieces of information. Click on the downward blue arrow in the task box (you may need to click this twice) to see the list of available tasks (set-up, clean-up, general volunteer, etc.). Choose one and enter EITHER the times you are available or the number of hours you can volunteer (you do not need to enter both). Click “save” and this will bring you back to the main list where you can volunteer for other events.

### Notes:

- Most volunteer opportunities are scheduled in 1 – 2 hour shifts unless otherwise stated. This allows you to volunteer your time and still enjoy PTO events with your family and friends.
- If you have expressed interest in volunteering and are not contacted, please follow-up with the PTO Vice President in your school:

**Aptakisic:** Peggy Rose-Schnierow (847) 478-8985  
Andrea Alhadeff (847) 383-5026

**Meridian:** Patti Goelz (847) 520-5531  
Andrea Puritz (847) 383-6400

**Pritchett:** Dawn Machado (847) 229-8394  
Lori Schur (847) 955-9065

**Tripp:** Jeni Brickman (847) 383-5450  
Debbie Mills (847) 459-9289

**Thank you for Volunteering!!**

## COMMITTEE DESCRIPTIONS

All Area Codes are (847) unless otherwise noted

**ART IN ACTION:** Lead art appreciation in your child's classroom. Information, supplies and direction are available for each lesson. No experience needed!

*Chairmen:* **Meridian:** Dana Litwin 821-9030, **Pritchett:** Mara Heichman 913-9023, **Tripp:** Leslie Forman 821-8264

**BAKE SALES:** The most important ingredient of a successful bake sale is volunteers to bake and sell delicious snacks. Bakers are asked to bake items that are nut-free and can easily be wrapped individually. Additional volunteers are also needed to work 1 to 2 hour shifts selling baked goods at PTO sponsored events.

*Chairmen:* Sheri Adner (847) 279-1223, Melissa Ryan (847) 402-5056

**BINGO NIGHT:** Participate in this fun-filled family evening by selling raffle tickets before and during the Bingo games, selling Bingo cards, help with passing out prizes, or take coupons for dinners.

*Chairmen:* Kolleen Cherry (847) 478-0945, Suzanne Wexler (847) 478-1704

**BOOK FAIRS:** Volunteers are needed to help set up for the book fair the night before the sale, to assist in book sales, and to work with the children in creating their "wish lists": during preview periods. The Book Fairs are one-to-three day fundraising events, which require many volunteers who work in 1 to 3 hour shifts.

*Chairmen:* **Meridian:** Edie Eiseman-Axe 821-0821, Denise Goldberg 478-0006, Dana Litwin 821-9030

**Pritchett:** Patti Boe 883-8688, Beth Corso 541-5557, Heidi Goetting 520-5798, Carrie Goldstein 383-5162

**Tripp:** Missy Frank 419-7740, Carol Offenbach 913-5442, Elyse Ward 478-0037

**Spring Reading:** Ivy Elkins 415-2431, Dana Litwin 821-9030

**BULLETIN BOARD (Pritchett and Tripp):** The art teachers, librarians and classroom teachers periodically need assistance in creating a bulletin board or display case. During certain times of the year (e.g., art shows, open house and special events) the schools need help to take down displays and replace them with fresh artwork or projects.

*Chairmen:* PTO School Vice President

**CLASSROOM VOLUNTEER:** Classroom volunteers are used extensively in District 102, especially in Pritchett & Tripp. Our classroom teachers utilize volunteers on an as needed basis. Activities may include working with individual or small groups of students, cutting, tracing, changing bulletin boards, or anything else the teacher requires. We will forward your interest to your child's teacher so the teacher can contact you to develop a volunteering schedule to fit your availability.

*Contact:* PTO School Vice President

**C.O.D.E. (Community Organized Drug Education):** Join the committee which is designed to empower our students to make wise and healthy choices.

*Chairmen:* Debbie Bendoff 634-3670, Dana Litwin 821-9030

**FALL FAMILY FEST: *Party In The Park:*** We need volunteers to help with coordinating the event, including organizing the carnival games, working with vendors, overseeing the booths, setting up, or cleaning up after the event.

*Chairmen:* Missy Frank 419-7740, Jill Levy 383-6043, Kolleen Cherry 478-0945

**D102 CHALLENGE 5K / 1 mile:** We need volunteers to help with coordinating the event, creating signs, marketing, checking people in, passing out drinks, and much more.

*Chairman:* Debbie Mills 459-9289

**FIELD DAY:** Assist the PE teachers during the all school physical education games held outside (weather permitting) at the end of the school year. Your assistance is needed to help run games for your child's school.

*Contact:* PTO School Vice President

**GIFT ITEM / WRAP SALE:** Help set up display during open houses & evening before pick up day. Volunteers needed for pick up day.

*Chairmen:* Leslie Forman 821-8264, Rika Kaburagi (224) 676-0397

**GIFT WRAPPING FOR HOLIDAYS:** We need wrappers!! This is a weekend long event so we need a LOT of people to work 1-2 hour shifts wrapping gifts at Westfield/Hawthorne Mall in Vernon Hills.

*Chairman:* tbd

**HOLIDAY BOUTIQUE (Wrap it Up):** Volunteers are needed to help out getting vendors, decorations, food, invites, manicures, giveaways, etc... We need your creativity!! A fun event scheduled for November 5th 6:30-9:30.

*Chairman:* Jill Levy 383-6043

**ICE CREAM SOCIAL:** Work a shift serving ice cream toppings to the students and their families. Your shift will be short enough so that you will be able to enjoy your own ice cream with your family.

*Chairmen:* **Meridian:** Kathy Shuler 520-3195, **Pritchett:** Heidi Goetting 520-5798, **Tripp:** Tracy Friedman 520-3396

**ICE CREAM TREATS:** Help to pass out ice cream treats to the children, assist in set up and clean up.  
*Chairmen:* **Aptakisic:** Andrea Alhadeff 383-5026, Chris Donaldson 821-0560, Laurel Konopacki 541-5213  
**Meridian:** Denise Goldberg 478-0006, Jody Sigal 478-8146

**LIBRARY-MEDIA CENTER:** Assist staff at the schools you choose for 2-3 hours per week or every other week. Responsibilities include shelving books, managing the desk, and assisting students in finding information.  
*Contact:* PTO School Vice President

**MOVIE NIGHT:** Volunteer a night at the movies for District 102 children. We need help with check in, check out, serving food/drink, and with supervision.

*Chairmen:* **Pritchett:** Polly Brenner 229-1044, Kolleen Cherry 478-0945, Sandi Ring 224-715-5935  
**Pritchett Kindergarten:** Elyse Fischmar 520-1272, Jeri Topel 955-1232  
**Tripp:** Jeni Brickman 419-6890, Debbie Mills 459-9289  
**Tripp Kindergarten:** Lauren Davidson 415-2311, Jill Seltzer 520-8102

**PARENT / CHILD DJ PARTY:** At this event we will need chaperones/ hostesses, to sell drinks and treats at a concession stand, and to help decorate and clean up.

*Chairmen:* Jodi Schwartz 537-8986, Sharon Schwartz 777-1278, Wendy Rutman 821-7948

**SCHOOL SUPPLIES:** Help deliver pre-ordered school supplies to each child's classroom. Delivery is in early August. You will be called in July with the exact date of delivery.

*Chairmen:* Andrea Alhadeff 383-5026, Diane Goldstein 821-7470, Lori Nevel 465-4046

**SPECIAL CONCESSIONS:** Help coordinate and distribute flowers/candy at grade level concerts for Pritchett and Tripp.

*Chairmen:* **Aptakisic:** Peggy Rose-Schnierow 478-8985, Andrea Alhadeff 383-5026  
**Pritchett:** Tara Joseph 383-5011  
**Tripp:** Polly Brenner 229-1044, Jill Feldman 215-2456

**SPECIAL LUNCH:** Help process children's orders for lunches ordered from local vendors, pass out special lunches to the children, assist in setting up and cleaning up afterwards. .

*Chairmen:* **Aptakisic:** Chris Donaldson 821-0560, Patti Goeltz 520-5531, Denise Goldberg 478-0006  
**Meridian:** Amy Millman 478-8852, Karen Mittlemark 419-7707, Andrea Puritz 383-6400, Jody Sigal 478-8146  
**Pritchett:** Beth Corso 541-5557, Carrie Goldstein 383-5162  
**Tripp:** Carol Offenbach 913-5442, Elyse Ward 478-0037

**VOLUNTEER OF ALL TRADES:** Are you the type of person who likes to do a little of everything? We need people who are willing to volunteer for various projects as needed. Your time commitment is whatever you wish to make of it.

*Chairman:* Lisa Tumpowsky 478-8887

If you have no e-mail account or internet access and cannot enter your information on-line:

- 1) Read through the program descriptions listed above
- 2) Fill in required information at the top of the Volunteer sign-up sheet.
- 3) Place a check mark next to each program you would like to volunteer for.
- 4) For events with multiple dates or schools (i.e. Book Fair), circle each date and location you are available.
- 5) Return the form to your child's school in an envelope marked "PTO VOLUNTEER SIGN-UP FORM"
- 6) If you have any questions regarding any of these events please call the event chairman listed next to the event or your PTO school Vice President.



Ice Cream TREAT	Meridian	September 30, 2010 October 21, 2010 November 4, 2010 December 9, 2010 January 13, 2011 February 10, 2011 March 17, 2011 April 7, 2011 May 12, 2011	Sept 30 <input type="checkbox"/> Oct 21 <input type="checkbox"/> Nov 4 <input type="checkbox"/> Dec 9 <input type="checkbox"/> Jan 13 <input type="checkbox"/> Feb 10 <input type="checkbox"/> Mar 17 <input type="checkbox"/> Apr 7 <input type="checkbox"/> May 12 <input type="checkbox"/>
Library-Media Centers	K-6	Assist Librarians	M P T
Movie Night	Tripp	October 22, 2010	K <input type="checkbox"/> 1-4 <input type="checkbox"/>
Movie Night	Pritchett	October 8, 2010	K <input type="checkbox"/> 1-4 <input type="checkbox"/>
Parent/Child DJ Party	EC-4	January 28, 2011	
School Supplies	All Dist 102	August 2011	A M P T
Special Concessions	K-4, 7-8	Concerts/Wrestling	A P T
Special Lunch	Aptakasic	September 16, 2010 November 18, 2010 January 20, 2011 May 19, 2011	Sept 16 <input type="checkbox"/> Nov 18 <input type="checkbox"/> Jan 20 <input type="checkbox"/> May 19 <input type="checkbox"/>
Special Lunch	Meridian	September 16, 2010 October 14, 2010 November 18, 2010 December 16, 2010 January 20, 2011 February 17, 2011 March 24, 2011 April 14, 2011 May 19, 2011	Sept 16 <input type="checkbox"/> Oct 14 <input type="checkbox"/> Nov 18 <input type="checkbox"/> Dec 16 <input type="checkbox"/> Jan 20 <input type="checkbox"/> Feb 17 <input type="checkbox"/> Mar 24 <input type="checkbox"/> Apr 14 <input type="checkbox"/> May 19 <input type="checkbox"/>
Special Lunch	Pritchett	September 16, 2010 October 14, 2010 November 18, 2010 December 16, 2010 January 20, 2011 February 17, 2011 March 24, 2011 April 14, 2011 May 19, 2011	Sept 16 <input type="checkbox"/> Oct 14 <input type="checkbox"/> Nov 18 <input type="checkbox"/> Dec 16 <input type="checkbox"/> Jan 20 <input type="checkbox"/> Feb 17 <input type="checkbox"/> Mar 24 <input type="checkbox"/> Apr 14 <input type="checkbox"/> May 19 <input type="checkbox"/>
Special Lunch	Tripp	September 16, 2010 October 14, 2010 November 18, 2010 December 16, 2010 January 20, 2011 February 17, 2011 March 24, 2011 April 14, 2011 May 19, 2011	Sept 16 <input type="checkbox"/> Oct 14 <input type="checkbox"/> Nov 18 <input type="checkbox"/> Dec 16 <input type="checkbox"/> Jan 20 <input type="checkbox"/> Feb 17 <input type="checkbox"/> Mar 24 <input type="checkbox"/> Apr 14 <input type="checkbox"/> May 19 <input type="checkbox"/>
Volunteer Of All Trades	All Dist 102	As Needed	

Please check here if you do NOT wish to be contacted for other volunteer opportunities: