

Jacob Wismer
Elementary School
Volunteer Handbook
2009-2010



Volunteer Sign-Up Form Inside
*Please complete the volunteer form and return to the
school office by
Tuesday, September 22, 2009*

Jacob Wismer Volunteer Guidelines

- Do complete Background Check to be an eligible volunteer at Jacob Wismer.
- Do sign in on the volunteer computer in the front office and wear your volunteer nametag.
- Do arrive on time for your volunteer activities and *please* call ahead if you are unable to volunteer at your specific day and time.
- Do become familiar with classroom policies and practices.
- Do be respectful of staff planning and teaching time.
- Do be respectful of teachers' personal workspaces and the confidentiality of the materials in their classrooms.
- Do be discreet and trustworthy with confidential matters relating to the classroom and individual students.
- Do refer any disciplinary concerns to the classroom teacher.
- Do be sensitive to each student's individual needs.
- Do remember to turn off or silence your cell phone.
- Do refrain from socializing during your volunteer time in the classroom or pod.
- **Do remember you are an important member of the Jacob Wismer community. All of us are working together to give our children the best education possible.**

Events 2009-2010

September

- First Day of School** – Tuesday, September 8th
- New Family Welcome** – Thursday, September 17, 6:00pm
- 1st PTO Meeting** – Thursday, September 17, 7:00pm
- Innisbrook Gift Wrap Fundraiser** – September 21- October 2nd
- Volunteer Orientation** – Tuesday, September 22, 8:30am
- Back to School Night (K-2)** – Tuesday, September 29th

October

- Back to School Night (3-5)** – Thursday, October 1st
- Junior Great Books Training** – Monday, October 5, 9:30am
- Picture Day and Vision Screening** – Wednesday, October 7th
- PTO Meeting** – Tuesday, October 13, 7:00pm
- Scholastic Book Fair** – October 26-30th
- Fall Carnival** – Friday, October 30, 6:30pm

November

- PTO Meeting** – Tuesday, November 10, 7:00pm

December

- PTO Meeting** – Tuesday, December 8, 7:00pm

January

- Clothes Closet** – Wednesday, January 6th
- PTO Meeting** – Tuesday, January 12, 7:00pm
- Junior Achievement Training** – January 20, 9:00am & 6:00pm
- Family Fun Night** – Friday January 29, 6:00-8:00pm

February

- PTO Meeting** – Tuesday, February 9, 7:00pm

March

- Celebrate the Arts** – Thursday, March 4, 6:00-8:00pm
- PTO Meeting** – Tuesday, March 9, 7:00pm

April

- Kindergarten Orientation** – Thursday, April 1, 6:30-8:00pm
- Variety Show** – Friday, April 9th, 6:30-8:00pm
- PTO Meeting** – Tuesday, April 13, 7:00pm
- Science Expo and Open House** – Thursday, April 22, 6:30-8:00pm

May

- Staff Appreciation Week** – May 3-7th
- PTO Meeting** – Tuesday, May 11, 7:00pm
- Jog-A-Thon** – Friday, May 14th
- Jog-A-Thon Rain Date** – Friday, May 21st

June

- PTO Meeting** – Tuesday, June 8, 7:00pm
- Field Day** – Friday, June 11th
- Field Day Rain Date** – Monday, June 14th
- Last Day of School** – Thursday, June 17th

TECHNOLOGY SUPPORT

Volunteers assist the Jacob Wismer technology specialist with projects throughout the year. Knowledge of computer hardware and software is essential.

VARIETY SHOW

April 8, 2010-Rehearsal

April 9, 2010

Elaine Kramer & Michelle Padbury

Volunteers assist with organizing this fun event that allows students to perform in a non-competitive environment.

VISION SCREENING

October 7, 2009

Volunteers assist with vision screening at Jacob Wismer. Volunteer shifts are scheduled for both morning and afternoons. Training is provided.

VOLUNTEER NAMETAGS

TBA

Make nametags for Jacob Wismer volunteers as needed throughout the year.

WELCOME COMMITTEE

Geralyn Kerprich

Volunteers are a liaison to new families at Jacob Wismer. Volunteers with multi-lingual skills are needed to welcome new families at Jacob Wismer where English is not spoken. ***Please list languages that you speak, other than English on the Volunteer Sign-up Form.***

"In every neighborhood, all across our country, there are good people insisting on a good start for the young, and doing something about it."

--Fred Rogers, The World According to Mr. Rogers

Please contact one of the Jacob Wismer Volunteer Coordinators with any questions.

To learn more, join us for the Volunteer Orientation on Tuesday, September 22nd at 8:30am.

Rashmi Bhalla

rbhalla@jacobwismerpto.org

503-430-8309

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Wendy Guthrie

wguthrie@jacobwismerpto.org

503-617-7366

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For more information visit our school website:

www.beavton.k12.or.us/jacob_wismer/home.html

and our PTO website:

www.jacobwismerpto.org/

Jacob Wismer Elementary School

5477 NW Skycrest Parkway

Portland, OR 97229

503-533-1950

*Each volunteer can make a difference at
Jacob Wismer, whether it is 1 hour or 100 hours.*

*Classroom volunteer opportunities will be offered separately
in each individual classroom during*

**Back to School Nights,
September 29 & October 1, 2009.**

*If you are interested in becoming a classroom coordinator,
please contact one of the Volunteer Coordinators.*

ART CLASS

Volunteers assist the Art Specialist with various tasks and projects throughout the year.

ART LITERACY

Kathi Kister and Liz Caswell

Volunteers present selected artists and art projects to students in the classroom four times per year. The Art Literacy Committee prepares the presentations and provides training for each project.

ATTENDANCE LINE

Volunteers listen to the Attendance Line in the mornings from 8:30am – 9:30am making notations of students who will be absent that day. This is a daily task; volunteers will be needed for all days students are attending school.

BOOK FAIR

**October 26–30, 2009
Delaram Adyani**

Volunteers Assist the Media Specialists during the Scholastic Book Fair. Various tasks include: setup, book sales and cleanup.

PASSPORT CLUB

Evelyn West and Robyn Barbon

Throughout the school year

Volunteers support the geography program for the 2nd-5th grade students. Opportunities include: photocopying, cutting stamps for passports and helping students at monthly "check-out" dates.

PICTURE DAY

October 7, 2009

Volunteers assist with picture day getting students ready for school pictures.

READ NATURALLY

Janice Hoser

Volunteers will provide guidance and support to a group of students working independently with a computer fluency program called Read Naturally. No computer experience is necessary. All training will be provided.

SCIENCE EXPO

**April 22, 2010
TBA**

Volunteers provide support for the Jacob Wismer Annual Science Expo for grades K - 3. Various tasks include: setup, assisting during the event and cleanup.

STAFF APPRECIATION

Teresa Laakso

Volunteers assist with staff appreciation events throughout the school year. Events include: staff breakfast and lunches, staff appreciation week May 3 – 7, 2010 and various other activities.

JUST CALL ME/E-MAIL ME

Your name will be included on a master list of volunteers that will receive e-mails and/or phone calls when miscellaneous help is needed at Jacob Wismer. There is no obligation to say yes – just a willingness to receive the information.

Learn to Earn Banking Program

Brian Hamilton

Beginning in October, students will have an opportunity to open and deposit money into their own Umpqua Bank savings account. Up to four volunteers are needed to collect deposits one morning a week (8:00 – 8:40). Volunteers will fill out the deposit slips, record the deposit in the passbook and take the money to the Umpqua Bank, Tanasbourne office for processing.

LIBRARY HELP

I-Shuan Warr

Volunteers assist the Media Specialist by shelving books, preparing books for check-out and other miscellaneous projects.

LOST & FOUND

Lori Brisbee

Volunteers help sort and organize the lost and found at Jacob Wismer. Volunteers also assist with moving the lost and found upstairs for families to look through during conferences and school-wide events.

OFFICE HELP

Volunteers help with various office duties. Volunteers will be contacted throughout the year when the office staff has projects and tasks that need to be completed.

BOXTOPS AND CAMPBELL'S SOUP LABELS

Kathi Kister

These programs are JW fundraisers. Families collect Box Tops and Campbell's UPC's from various products. Each month they are collected from the classrooms, counted, and bagged. Monthly totals are placed on the community bulletin board. Classrooms compete for the most in each program. Volunteers help collect from the classrooms and count. Time commitment: 2 hours a month.

CARNIVAL

October 30, 2009

Chris Bacon

Volunteers assist with various tasks including setup, game booths, selling tickets, photocopying & distribution of carnival materials and cleanup.

CELEBRATE THE ARTS

March 4, 2010

Melissa Gilley

Volunteers assist with the planning and coordination of this celebration that will showcase student and staff artwork. Volunteers will be needed to help with all aspects of this event.

COMPUTER LAB ASSISTANTS

Volunteer for your first or second graders technology class for 50 minutes once a week throughout the year.

CLOTHES CLOSET

January 6, 2010

Lori Brisbee

Volunteers spend one day at the Beaverton School District's Clothes Closet. Volunteers help sort and hang donated clothing, launder clothes and assist students to select appropriate items of clothing.

DAYCARE EXCHANGE

This is for those families interested in coordinating a daycare exchange with other Jacob Wismer families while parents volunteer at school. A list of families will be compiled and will be available to families that are interested in a daycare exchange.

FAMILY FUN NIGHT

January 29, 2010

Chris Bacon

Volunteers are needed to assist with setup, planning, various tasks and cleanup. This will be a family friendly event that is sponsored by the PTO.

FIELD DAY

June 11, 2010

(Raindate: June 14, 2010)

Ashu Bhalla

Volunteers help the PE Specialist with field day activities. Tasks include: set-up, assisting at field day stations, and clean-up. Committee Chairperson is needed to coordinate volunteers for this event.

FIFTH GRADE SEND-OFF

Geralyn Kerprich

Begins January 2010

Fifth Grade parent volunteers help students raise funds for end of the year activities. Events include Student Store, fundraising sale, yearbook production, gift to the school and organization of end of year send off party.

HEARING TESTING

Spring 2010

Volunteers assist with the hearing testing at Jacob Wismer. Volunteer shifts are scheduled for both morning and afternoons. Training is provided.

INNISBROOK FUND-RAISER

September 21–October 2, 2009

Brenda Stober

Volunteers are needed to help distribute order forms, collect order forms as they come in, and help prepare the school order. Delivery of products will be in mid-November.

INTRAMURALS

Volunteers supervise students during organized lunch recess sport activities.

JOG-A-THON

May 14, 2010

(Raindate: May 21, 2010)

Cherie Tan

Volunteers assist the committee chair with organizing the jog-a-thon. Tasks include: set-up, copying, tallying laps, distributing popsicles, working the water station and clean-up.

JUNIOR ACHIEVEMENT

Training Date: January 20, 2010

Steve Isaak

Volunteers present or assist in presenting a prepared curriculum in the classroom. Volunteers commit to five weeks in the classroom one day a week for 30-45 minutes. All training and materials will be provided by Junior Achievement.

JUNIOR GREAT BOOKS

Training Date: October 5, 2009

Kathi Kister

Volunteers lead interpretive discussion groups in 1st – 5th grade participating classrooms using the Junior Great Books philosophy. Groups usually meet once a week. Training is required and available.