

Forest Park Elementary Volunteer Opportunities

It takes a small army to plan and execute all the amazing things that happen at FPE. Mark the boxes in the table below to be contacted about volunteering for that activity. No commitment needed at this time - just express your interest! Please complete and return to school by **Friday, September 8, 2017.**

Parent Name _____

Parent Email _____

Student Names and Grades _____

Contact Michelle Dinsmoor at dinsmoors@comcast.net with general questions and Sunita Thaker at sunitathaker@hotmail.com with auction questions.

Check here	Activity	Lead	Description
	Book Fair	Claire Tyler Kirsten Crombie	Help set up the book fair, run the cash register, and assist students. (October)
	Social Activities	Open - need 1-2 leads	Help at the Back to School Picnic, Harvest Festival, Kinder/New Parent Social, Connect to Kindergarten and other school wide Events
	Carnival	Open - need 1-2 leads	Sell carnival and raffle tickets, participate in set-up & clean-up duties, volunteer at various booths the night of the event. (May)
	Holiday Food Drive	Julie Hays Colleen McBrinn	Food and money donations from FPE help to feed PPS students and their families over the holiday break. Last year we collected enough food for 150 families! Volunteers help collect, sort and pack food into boxes, and then deliver the food boxes to the schools. (December)
	Fall Gift Wrap Fundraiser	Valerie Weaks	Help distribute merchandise the day of delivery, assist with unloading and organizing boxes, etc.
	Fun Run	Stef Stavrakas Need Co-Chair	Fundraiser where students collect pledges based on the number of laps they can run in 30 minutes. Volunteers count laps and distribute refreshments. Volunteers also needed after the event to count money/checks. (April)
	Field Day Volunteer	Ian Huntley	Work with our PE teacher to staff a field day station at this annual event. (June)
	Yearbook Photographer	Amity Swank Courtney Qualls	One volunteer is needed for each classroom to work with the teacher to collect and take pictures throughout the year. (September through March)
	Sustainability Coordinator	Colleen McBrinn	Forest Park is now a Green School. Help sustainability efforts, as well as cafeteria/compost duty.
	Monthly Teacher/Staff Appreciation	Helene Hindlin Kirsten Crombie	On the first Monday of each month, volunteers prepare snacks for the staff meeting after school.

	Teacher Dinner During Conferences and on Art Curriculum Night	Helene Hindlin Kirsten Crombie	Volunteers provide dinner to the teachers one night during conferences week and on Art night (November and May)
Check here	Activity	Lead	Description
	Teacher/Staff Appreciation Week	Helene Hindlin Kirsten Crombie	Show our thanks and appreciation for the hard work and dedication of the teachers/staff at FPE. (May)
	Clothes Closet	Laura Randall	The Portland PTA Clothing Center provides clothing to children in need. FPE provides volunteers twice a year to the Center to assist children in picking out donated clothing. (Fall/Spring)
	Waste Free/Walk to school	Lynn Maletic Diana Muirhead	Volunteers encourage students to walk, ride, or take the bus to school on Wednesdays once a month. They also encourage/reward kids for bringing waste-free lunches.
	Oregon Battle of the Books (OBOB)	Pat Greene Courtney Qualls	Volunteers needed to facilitate OBOB matches for 3rd, 4th & 5th graders in February during the school day. Must be able to assist multiple days.
	Room Parent Training	Open	Coordinate room parent training
	Morning Mug with the Principal	Lisa Newlyn	Do a Starbucks run for a monthly coffee talk with the Principal
	Science Fair	Open	Help plan and run the science fair
	School Beautification	Open	Volunteers help keep up the curb appeal by providing a number of hands-on services, such as mowing, weeding, applying mulch/fertilizer, and planting new plants as needed.
	School Directory	Lynn Maletic	Assist with compiling the family data for the school directory. (September)
	Library Volunteer	Media Specialist (Librarian)	Volunteers will assist the librarian with shelving and processing of books, inventory, and displays.
	5th Grade Obstacle Course	Open	A Forest Park tradition on Carnival Night!
	5th Grade Legacy	Open	Help plan and execute a legacy project for the 5th grade class.
	5th Grade Art Walk	Open	Each 5th grader creates their own poem, and it is showcased in a frame with their photo. A fundraiser to benefit the Foundation.
	5th Grade Celebration Coordinator	Open	Help plan the end of 5th grade party!

See your child's teacher for information on how to volunteer in the classroom and/or be a room parent.

Auction Volunteer Opportunities – Our largest fundraiser which raises funds to provide additional staffing for our school.

Save the Date! Annual auction is Saturday, February 24th, 2018 at The Nines Hotel

Check here	Auction Activity	Lead	Description
	Auction Co-Chair	OPEN	Partner with Sunita Thaker to lead the overall planning for the auction.
	Silent Auction Procurement	Open	Need 5 volunteers to join the team procuring items for the silent auction.
	Live Auction Procurement	Open	Need 5-6 volunteers to help procure large ticket items/experiences for the live auction.
	Sign-up Party/Teacher Experiences Procurement	Suzanne Taylor	Need 1 volunteer to approach school families about hosting themed parties with spots to be sold at the auction. Need people with creative ideas and ability to network in our school community. Also need to help coordinate the teacher experiences.
	Slide Show	Open	Design the slide show of the live auction items
	Classroom Art Projects	Razi Nassib & Suzanne Gleeson	We need two creative parents from each classroom to organize and assist the children in creating artwork masterpieces to be auctioned off during the live auction. Projects to be completed by early January.
	Party Planning	Open	Need 1-2 volunteers to work with The Nines on auction layout, decoration and catering needs.
	Advertising & Sponsorship	Open	Need 1-2 volunteers to work with local businesses to secure sponsorships/advertising.
	Night of Auction operations	Eric Happel	Need 5-6 volunteers to work the event the night of the auction to check-in/check-out auction attendees, enter purchases and work behind the scenes.
	Rockstar Volunteers!	Sunita Thaker	Willing to do almost anything? Eager to help, but not sure where you fit in best? Call Sunita at (503) 805-3945.