

Van Hise is Stronger Together - WE NEED YOUR HELP!
Volunteer Opportunities in 2023 – 2024

Everything we do is reliant on the volunteers who give their time. We have opportunities both big and small. Remember, if you don't have the ability to sign up for a specific task, your voice is always welcomed at our monthly PTO meetings (the 2nd Tuesday of every month at 6:30 pm.)

- Treasurer - *can be co-*; oversee finances of the PTO organization; work with Board and full PTO to approve and manage annual budget; manage paperwork and documentation for accountant, bank and government; write and track checks for reimbursement; monitor and oversee stipend and grant expenditures (ongoing; can be done outside of school hours, 2-4 hours/wk)
- After School Classes – *coordinator role(s) filled for 2023-2024*; opportunities may be available to help on-site with classes and logistics; requests may be made of PTO or families to contribute to the snack supply
- Volunteer Coordinator – help with SignUp Genius set-up and management for events and recurring volunteer requests; coordinate with class representatives around class- or grade-specific volunteer opportunities; help communicate training requirements to families (ongoing; can be done outside of school hours)
- Staff and Teacher Appreciation – solicit contributions from businesses and families; coordinate May appreciation events; coordinate volunteers to set up and staff appreciation events as needed (ongoing; 4-6 hours / month, more hours around May appreciation events)
- Classroom Representative Coordinator – help identify classroom and/or grade-level representatives; coordinate messaging and requests; greater coordination needs around end of year and May appreciation/end of school year gifts (ongoing; more work at beginning of year to recruit and onboard, some work coordinating around gift giving (December, May, end of year))
- Classroom Representative - work with classroom teachers, staff and families to build connections; solicit and respond to requests; serve as a link between classroom families, teachers and the PTO (ongoing; some work at beginning of year to set up systems for communication; some work coordinating around gift giving (December, May, end of year))
- Green Space Coordinator(s) – *co-coordinator confirmed for 2023-2024, looking for additional co-coordinator(s)*. Coordinate work to support the green space and gardens of Van Hise; includes ordering supplies and seeds, coordinating volunteers for summer

care; can include coordination with staff for curriculum and/or after school class use (ongoing; more work around garden planning, prepping, clean-up periods)

- Book Fair – *tentatively scheduled for the first week of November to coincide with school conferences November 2 and 3*; support Jennifer Follett in book fair set-up and work with volunteer coordinator to staff the sale (short-term in Fall)
- School Directory - work with the administrative staff to coordinate the printing of a school directory (short-term in Fall)
- School Dance -*coordinator confirmed for 2023-2024 year, opportunities for co-coordinator and additional assistance*. Coordinate a mid-year school dance; work with facilities to reserve space; coordinate with communications and volunteer leads to promote event and solicit volunteers; work with Board to establish budget and procure supplies as needed (short-term; coordinate with Events Board Member)
- Carnival - serve as committee leads for Carnival; coordinate with Carnival/Events lead and Board (short-term; coordinate with Events Board Member)
- Yearbook - TBD (may be after school class)
- Fundraising Coordinator - identify and implement fundraising activities; coordinate and support direct appeal (ongoing; coordinate with Treasurer)
- Playground / Lunchtime Support - serve as extra eyes and ears on the playground and in the cafeteria; shifts available on a rolling basis (ongoing opportunities; shifts available most days)
- School Supplies Coordinator – work with school supply vendor in late Spring to set-up school supply order fundraiser for next school year; work with communications team to promote sale; coordinate with volunteer coordinator and school to sort and distribute supplies in late August (spring kick-off and late-summer distribution)
- Other Potential Opportunities
 - Park Meet-up Coordinator – coordinate recurring monthly meet-ups at a neighborhood park for all grades to attend
 - Social Media Coordinator – work with the PTO Board and school to manage the PTO’s social media (primarily Facebook)
 - Neighborhood Liaisons
 - Other Events - Curriculum Nights, STEAM Events, Talent Show
 - PTO Board Nominating Committee (January - April)

NOTE: To volunteer for school sanctioned events or with children during school hours, you must have completed the MMSD steps to become an "Approved Volunteer" (see the MMSD volunteer page for information). To check your volunteer status, go to - <https://www.madison.k12.wi.us/partnerships/volunteering>. In the purple box on the right - (1) Click "Application in Volunteer Tracker" and (2) Sign in. Under MyProfile you should see your status as "Approved". If you see anything other than "Approved", please read the information on the MMSD volunteer page and follow the instructions.