

M-A PTA ADMIN/VOLUNTEER SUPPORT COMMITTEE CO-CHAIRS

The 2 co-chairs for this committee recruit volunteers to staff all administrative events as requested by M-A administrators and/or PTA Committee chairs.

Events included:

- Arena Check-In (before school starts)
- Schedule Distribution/Fall and Spring Semesters (start of fall/spring semesters)
- Textbook Distribution (during first week of school)
- AP Sign-ups (mid February)
- AP testing/proctoring (first 2 weeks in May)
- Textbook Return (last 3 days of school)
- Most M-A Staff Appreciation Events
- Parent Education events (throughout the school year)
- Challenge Day support (December/early January)
- Canned Food Drive (November)
- M-A Gift Drive
- Volunteer Support during lunch in the Main Admin Office - A sign-up genius is used to recruit volunteers to help with dropped-off lunch distribution for 20-30 minutes each day.

Tasks:

Co-chairs must attend Arena Check In planning meeting around April or May to learn how many volunteers to recruit . Then post a sign-up genius volunteer request in the mid-summer edition of BearNotes and any following BearNotes before Arena Check In.

In early August, contact librarian Diana Beers about the number of volunteers needed for textbook distribution

In general, pre-existing Google spreadsheets and Sign-Up Genius sign-up sheets have been used to recruit volunteers. Sign-Up Genius generates automatic reminders, which are critical. Thank you's should be sent after events.

In early May, email all current core volunteers and ask them if they would like to remain as volunteers for the next year. You can also email the editors of the e-newsletters for feeder middle schools.

Parking passes for volunteers can be obtained from the secretary for Karl Losekoot, Administrative Vice Principal.