

M-A PTA ADMIN/VOLUNTEER CHAIR

The Admin/Volunteer Chair recruits volunteers to staff all administrative events as requested by M-A administrators and/or PTA Co-Presidents.

GENERAL DIRECTIONS	
Recruiting Volunteers	<ul style="list-style-type: none">• Chair and understudy must attend ACI events for 10th, 11th and 12th grades as well as Freshman Orientation to sign up volunteers for PTA Admin events.• Volunteer sign up will be done online through our PTA website.• After ACI and during the first few months of PTA membership drive the chair will download the volunteer sign up list from our PTA Website.• Add the general volunteers to the master list. This list will be used for all your volunteer outreach.
Volunteer List	<ul style="list-style-type: none">• Send an email to the general volunteers welcoming and thanking them for signing up as a general volunteer. Also include a note that volunteers can send an email to be removed from the master list.• If requested, remove existing general volunteer information from master list
Annual Admin/Volunteer Sign-up Events	Arena Check-in (ACI) - 10th, 11th and 12th grade and Freshman Orientation <ul style="list-style-type: none">• Admin will notify you in late summer of requirements for ACI• Create sign-up and send out to previous years general volunteers for the next school year in late July early August.• Submit the volunteer request and sign up for the BearNotes summer edition. Summer edition is generally the 3rd Sunday of July and the 2nd week of August.• Send reminders to volunteers of their volunteer roles and times• Send a thank you to volunteers after the event.
	Schedule Distribution – first day of Fall and Spring Semesters <ul style="list-style-type: none">• Instructional VP will contact you with the time and number of volunteers that will be needed on the first day of school• Create sign-up and send to general volunteers• If necessary submit the volunteer request and sign up link to BearNotes.• Send reminders to volunteers of their volunteer roles and times• Send the names of the volunteers to Instructional VP-Karl Losekoot• Send a thank you to volunteers after the event.

	<p>Textbook Distribution – during first week of school</p> <ul style="list-style-type: none"> • Contact M-A Assistant Librarian – Textbook Clerk the first of August to determine the day(s), time(s) and number of volunteers they will need. • Create sign-up and send to general volunteers. • If necessary submit the volunteer request and sign up link to BearNotes. • Send reminders to volunteers of their volunteer roles and times • Send the names of the volunteers to the Assistant Librarian – Textbook Clerk. • Send a thank you to volunteers after the event. <p>AP testing/proctoring - two weeks in early May</p> <ul style="list-style-type: none"> • Instructional VP will give you the time and number of volunteers that will be needed for AP testing. • Create sign-up and send to general volunteers. • If necessary submit the volunteer request and sign up link to BearNotes. • Send reminders to volunteers of their volunteer roles and times. • Send the names of the volunteers to the Instructional VP. • Send a thank you to volunteers after the event. <p>Textbook Return – last week 3 days of school</p> <ul style="list-style-type: none"> • Contact M-A Librarian to determine the day(s), time(s) and number of volunteers they will need. • Create sign-up and send to general volunteers. • If necessary submit the volunteer request and sign up link to BearNotes. • Send reminders to volunteers of their volunteer roles and times. • Send the names of the volunteers to the Assistant Librarian – Textbook Clerk. • Send a thank you to volunteers after the event. <p>Parent Education – throughout the school year</p> <ul style="list-style-type: none"> • Contact the Parent Education Director to determine the day(s), time(s) and number of volunteers needed. • Create sign-up and send to general volunteers. • If necessary submit the volunteer request and sign up link to BearNotes. • Send reminders to volunteers of their volunteer roles and times. • Send a thank you to volunteers after the event.
<p>Additional Admin/Volunteer Sign-up Events - Based on Admin/PTA Co-Presidents requests</p>	<p>Additional requests for sign-ups from Admin or PTA Co-Presidents for a one time event or events that are not on the annual Admin or PTA calendar.</p> <p>2020/2021 Examples of Additional Admin/Volunteer Sign-ups</p> <ul style="list-style-type: none"> • SAT • 9th Grade Cohorts • Reopening schools - am check-in and lunch supervision

PTA Committee Chair Sign-ups	<p>In general PTA Committee Chairs will recruit volunteers for their individual event. However, if a chair still needs additional volunteers they may forward you all information about their event including the sign up for you to send out to the general volunteer list.</p>
Contact information	<ul style="list-style-type: none"> ● Instructional VP – Karl Losekoot klosekoot@seq.org or IVP ● M-A Assistant Librarian- textbooks – Roger Garcia rgarcia@seq.org ● Parent Education Director – Charlene Margot cmargot@csmconsulting.net ● BearNotes bearnotes@mabearspta.org submit text and sign-up link by midnight the Thursday before the Sunday edition.
PTA Website Volunteer List	Steps to Download Volunteer List <ul style="list-style-type: none"> ● To be added