

Green Trails Elementary School
Parent Volunteer Opportunities 2009-2010

Updated July 22, 2009

**PRESIDENT –Ellen
Segall Fagin**
nfagin@sbcglobal.net
314-514-9670

These committees need
volunteers to act as
liaisons between GT and
the community.

The following is a list of committees for which we need PTO volunteers. The committees are divided into sections and the responsible PTO officers are listed at the beginning of each section. Under each description you will find either a chair or co-chair listed. If no one is listed than the opportunity is available for your participation. Please read the opportunities and decide which chair or co-chair position(s) would best meet your time, needs and expertise. The goal is for each open position to be filled with a volunteer. Usually, the co-chair listed works with the chair and agrees to be the chair for the following year. ***At the end of this listing you will find a tear-off to fill out and return with your name, phone number, e-mail and volunteer choices for the 2008-2009 school year.***

Alumni Association – Parkway School District graduates who can attend evening meeting(s) and report to GT PTO concerning alumni activities.

- **Chair:** Stacy Perry 503-6521 JsPerry497@gmail.com ,

Ambassador – Acts as the public relations representative for the school. Works with District PR department to promote media coverage of GT events. Attends 3 district-wide meetings with all school representatives.

- **Chair:** Lynn Potts 314-205-0025 lynn@summit-promos.com

Area Advisory Liason—One volunteer needed to attend periodic weekday meetings that discuss current topics of interest and share thoughts on district plans and projects.

- **Chair:** Sheila Kraizer 636-532-3113 kraizers@charter.net ,
- **Government Relations** – Represents our school to a politically neutral, non-sectarian group of citizens that meet to review local, state, and federal policy issues that affect the operations of the District and make recommendations to the Board. Works with the Public Affairs Director. Meets several times each year.
- **Volunteers:**

Grant Committee – Research funding opportunities through Parkway and other organizations. Write or help coordinate writing efforts, grants that will allow GT to obtain additional materials or funding for activities.

- **Chair:**
- **Co-Chair:**

Health Service Advisory Representative – Update grade level safety bags and represent our school in discussion with District Health Services, citizens, and hospital personnel regarding necessary health services and issues. Also, represent our school in discussions with the District Health Education Coordinator and other school representatives.

- **Chair:** Michelle LoFaro 314-256-9360 michelelofaro@yahoo.com

LINK—Link is a family-sponsored program designed to “link” children from different neighborhoods together to improve communication between home and school; increase participation in extra-curricular activities; and build friendships. The Link program is designed to help the Voluntary Transfer Student participants connect with children who live closer to school.

- **Chair:** Amy Meier
- **Co-Chair:**
- **Families:**

Parents Advisory Council for Children with Disabilities (PACCD)—Parents support group committed to securing quality education for students with special needs. The volunteers attend the meetings and report the information to the PTO.

- **Chairs:** Michelle Levi-Perez 434-5161 grind911@hotmail.com,

V.P. Fundraising
Lynn Potts 314-205-0025
lynn@summit-promos.com
Diane Droege 314-434-8661
ddroege@sbcglobal.net

Book Fair – Several volunteers needed to work book fair during week of November conferences. Volunteers work shifts to provide assistance to shoppers during conferences and act as cashiers. Chairs work to coordinate volunteers and overall management of event.

- **Chairs:** Cassie Wichlenski, 314-469-2973, [CAC JJW@sbcglobal.net](mailto:CAC_JJW@sbcglobal.net), Chelle Dohrmann, 314-205-1037, chelledoug@charter.net
- **Volunteers:** Carla Morgan 439-5721 carlamorgan7@charter.net, Judy Ormont 439-0507 rjormont@hotmail.com, Michele Levi-Perez 434-5161 grind911@hotmail.com, Natalie Burns 972-3188 natburns2003@yahoo.com, Susan Ring 275-8610 susieraering@msn.com, Randi Schenberg 628-0088 rschenberg@charter.net, Chris Grater 469-4477 5graters@sbcglobal.net, Lisa Berra 878-7855 tomberra@earthlink.net, Heather Tutwiler 636-627-7916 heathercmc@sbcglobal.net, Heidi Seigel 636-530-9079 Heide@dotdodaskids.com,

Box Tops for Education – Volunteers collect box tops received at school and mail to company. The volunteers also promote program and report funds raised through newsletters.

- **Chair:** Debra Krevelow
- **Co-Chair:** Julie Zucker 636-728-1640 sunzucker@sbcglobal.net
- **Volunteers:**

Gift Wrap – This fundraiser is the first of the year and held in the fall. These volunteers organize the fundraiser, set-up all displays, distribute information and packets, create excitement through incentives, send out reminder flyers and organize volunteers. They also input the orders via computer. Finally, they organize volunteers for product pick-up.

- **Co-Chairs:** Heidi Seigel 636-530-9079 seigels@charter.net, Laura Seigel 314-514-9684 seigel@charter.net, Marla Grossman
- **Volunteers:**

Community Partnerships:

1. These volunteers organize restaurant nights out for GreenTrails community.
 - **Chair:** Carly Gordon
 - **Co-Chair:**
2. These volunteers *coordinate* and publicize Green Trails’ participation in the Target and Schnuck’s fundraising programs.
 - **Chair:** Elke Buckland 878-0616 buckland@sbcglobal.net,
 - **Co-Chair:**

Trivia Night and Silent Auction – Committee will plan and organize the seventh annual Green Trails Trivia Night, scheduled for January 2010, for parents and staff of Green Trails and their guests. This event serves as a second major fundraiser for the year.

- **Co-Chairs:** Julie Blasini Teacher Donations, Debra Klevens Community Donations, Sam Heiman Questions and AV equipment, Coordinator Ann Marie LaRue and Christy Davis, Facility & Theme-Aemi Tucker, Jill Mannis, and Melanie Goldstein(seating/reservations),
- Volunteers:** Michele Levi-Perez 434-5161 grind911@hotmail.com

Walk –A-Thon/Walking Club

- **Chair:** Laurie Berwald
- **Co-Chair:** Lori Strege
- **Volunteers:** Carla Morgan 439-5721 carlamorgan7@charter.net

**VICE PRESIDENTS OF
PROGRAMMING –**
Amy Meier
314-205-0298
amy_meier@sbcglobal.net
Brigitte Rosenberg
314-317-9706
brigitte Rosenberg@yahoo.com

Breakfast Book Club – Volunteers help with 4 meetings during the school year, which take place before the school day. Co-chairs coordinate all activities including, selecting, ordering and distributing books, as well as distributing information and collecting money. Many volunteers are needed to write questions, lead discussions and set-up for meetings.

- **Co-chair:** Carla Morgan 314-434-5721 CarlaMorgan7@charter.net, Carla Paull 314-434-7791 ctpaul@att.net, Michelle Levi-Perez 314-434-5161 grind911@hotmail.com, Ellen Segall Fagin 314-514-9670 nfagin@sbcglobal.net
- **Volunteers:** Diane Droege 434-8661 ddroege@sbcglobal.net, Debbie Krivelow 520-2642 dkrivelow@brownshoe.com, Randi Schenberg 628-0088 rschenberg@charter.net, Lisa Berra 878-7855 tomberra@earthlink.net, Heather Tutwiler 636-627-7916 heathercmc@sbcglobal.net ,

Fall Festival and Parade –This will be held in September 2009 and needs many volunteers to plan, organize and run parade, carnival, and food station.

- **Chairs:** Robin Brody, 314-878-6075, drbrody@att.net, Tina Silk 314-542-2421 tina@pti-inc.com
- **Volunteers:** Diane Droege 434-8661 ddroege@sbcglobal.net ,Chris Grater 469-4477 5graters@sbcglobal.net , Alisa Gordon and Michael Gordon, Heidi Seigel 636-530-9079 Heide@dotdashkids.com

Family Education Event – These volunteers organize a family education program, which takes place in the winter. Volunteers help to organize, publicize and run this event. Past events have included Math Night, Science Night and Family Fit and Fun.

- **Chair:**
- **Co-chair:**
- **Volunteers:**

Family Entertainment – Committee organizes activities throughout the year for all families and staff. This year, the Green Trails night at the Cardinals game will fall under this committee.

- **Colts Game Only:**
- **Cardinals Game Only:** Kat Schneider-Clark
- **Volunteers:**

Gator Games – Volunteers help run various activities planned by PE staff. This is a half-day, outdoor event typically planned for one of the last Fridays of the school year. Chairs coordinate volunteers.

- **Chair:** Ellen Fagin & Greg Hungerford
- **Volunteers:** Carla Morgan 439-5721 carlamorgan7@charter.net, Lisa Berra 878-7855 tomberra@earthlink.net , Heidi Seigel 636-530-9079 Heide@dotdashkids.com

Pop Open A Book – This volunteer works with librarian to organize Green Trails Summer Reading Program.

Chair: Teresa Bauer and Michele LoFaro

- **Volunteer:**

Spirit Days and Walk-to-School Day – Volunteers coordinate special spirit days and Walk to School Days with the principal. Volunteers promote participation with flyers.

- **Chair:**

- **Co-chair:**
- **Volunteers:**
- **TV Turnoff Week** – Committee organizes weeklong event that encourages students and their families to turn off the TV and participate in this National Celebration (in April). One after school or evening event is held to encourage turning off the TV and build community spirit.
- **Chair:**
- **Co-Chair:**
- **Volunteers:**
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Walking Club-

- **Chair: Laurie Berwald**
- **Co-Chair: Lori Strege**
- **Volunteers:**

Passport Night

- **Chair: Diane Droege 434-8661 ddroege@sbcglobal.net,**
- **Co-Chair: Amy Lentin**
- **Volunteers:**

**VICE-PRESIDENT OF
SCHOOL SERVICES –**

Diane Bain

314-275-8418

bainclan1@charter.net

Lillian Booker

314-469-9891

booker05@sbcglobal.net

Art Appreciation – These program chairs organize volunteers for each classroom. Coordinate and distribute the materials for the program. Meet with volunteers at the beginning of the school year to review the program and update materials as needed. Chairs will work in conjunction with Green Trails art teacher to plan areas of study that work well with art curriculum.

- **Chair:** Melanie Zuanich 469-9080 mzuanich@sbcglobal.net,
- **Co-chair:** Diane Droege 434-8661 ddroege@sbcglobal.net
- **Additional grade-level volunteers:**

Caring Committee - The Caring Committee is a group of volunteers that reaches out to our Green Trails families and staff throughout the year in times of need such as long term illnesses, surgery, death in a family, etc. Committee members can become involved as much or little as they would like. Areas of service the committee provides may involve sending out cards, providing meals for families, transporting children to activities, running errands, etc. The program chairs work with the principal or staff to get the information on a family that may have a need for these services, and they contact the volunteers to help provide the services a family may need at that time.

- **Chair:** Diane Maier 460-4679 dianemaier@aol.com,
- **Co-Chair:**
- **Volunteers:** Carla Morgan 439-5721 carlamorgan7@charter.net, Lisa Berra 878-7855 tomberra@earthlink.net, Heather Tutwiler 636-627-7916 heathercmc@sbcglobal.net,

Community Service – Volunteers plan projects that involve student participation to develop spirit of service within school community. Service Projects change each year. This committee also helps, where needed, with Relay for Life.

- **Chair:**
- **Co-chair:**
- **Volunteers:**

Green Trails Clothing – Committee chooses design and items to be sold. The committee promotes items and takes pre-orders in the fall. Volunteers are also needed to distribute sold items

- **Chair:** Michelle LoFaro 314-256-9360 michelelofaro@yahoo.com
- **Co-Chair:** Stacy Perry 503-6521 JsPerry497@gmail.com
- **Volunteers:**

Hospitality/Teacher Breakfasts – Volunteers needed to sign up to bring different items and set up for monthly teacher breakfasts. This is a great opportunity for those whose time is limited.

- **Chair:** Pam Patelis
- **Co-Chair:**
- **Volunteers:** Carla Morgan 439-5721 carlamorgan7@charter.net, Judy Ormont 439-0507 rjormont@hotmail.com,

Randi Schenberg 628-0088 rschenberg@charter.net, Stacy Perry 503-6521 JsPerry497@gmail.com , Lisa Berra 878-7855 tomberra@earthlink.net, Teresa Bauer, Heather Tutwiler 636-627-7916 heathercmc@sbcglobal.net, Heidi Seigel 636-530-9079 Heide@dotdashkids.com

Hospitality/Staff Appreciation Week/Dinners – Coordinator organizes (1) staff appreciation luncheon in early May; and (2) tokens of appreciation for Staff Appreciation Week in early May. The coordinator also purchases gifts for retiring teachers, or other special gifts. Also coordinates the purchase and distribution of snacks for Open Houses (2) and purchases and organizes Conference Night Dinners (2)

- **Chair (gifts):** Sheila Kraizer 636-532-3113 kraizers@charter.net
- **Chair (luncheon):** Teresa Bauer
- **Volunteers:**

Volunteers: Hospitality/Teacher Prep Week—Coordinates one breakfast and snacks for teachers during the week before school starts.

- **Chair:** Robin Brody
- **Co-Chair:**
- **Volunteers:**

Kindergarten Registration & Tours – Committee helps during one day of kindergarten registration in February. Volunteers take new and prospective parents and students on school tours, answer questions about Green Trails and are available to help staff.

- **Chair:**
- **Co-chair:** Stacy Perry 503-6521 JsPerry497@gmail.com ,
- **Volunteers:**

Opening Day Activities – Volunteers coordinate a theme with principals and plan a welcome for the first day of school. Organize volunteers where needed.

- **Chair:** Randi Schenberg 628-0088 rschenberg@charter.net
- **Volunteers:**

Room Parents – Volunteers from each class coordinate 3 room parties (Halloween, winter holiday, & Valentine's Day). A coordinator is needed for each grade level. Volunteers may be called on throughout the year for phone calls, etc.

Grade Level Coordinators:

- **Kindergarten:**
- **1st Grade:** Natalie Burns 972-3188 natburns2003@yahoo.com ,
- **2nd Grade:** Michelle Wagner 314-576-9818, michieleel130@aol.com
- **3rd Grade:** Diane Droege 434-8661 ddroege@sbcglobal.net,
- **4th Grade:** Diane Maier 460-4679 dianemaier@aol.com

Grade level volunteers needed:

- **Kindergarten:**
- **HALF DAY:** Heather Tutwiler 6365-627-7916 heathercmc@sbcglobal.net,
- **1st Grade:** Andrea Holthaus 636-778-0696 holthaus1234@yahoo.com, Judy Ormont 439-0507 rjormont@hotmail.com, Susan Ring 275-8610 susieraering@msn.com , Stacy Perry 503-6521 JsPerry497@gmail.com
- **2nd Grade:** Heather Tutwiler 6365-627-7916 heathercmc@sbcglobal.net
- **3rd Grade:** Andrea Holthaus 636-778-0696 holthaus1234@yahoo.com
- **4th Grade:** Carla Morgan 430-5721 carlamorgan7@charter.net,

Room Party Snack Committee—This group determines the snack that will be used for each room party. It also purchases and distributes the snack for grades K through 4.

- **Chair:** Jennifer Rosenthal 205-2068 jrosenthal@charter.net,
- **Co-Chair:**
- **Volunteers:** Caryn Gershenson 469-1887 caryngershenson@hotmail.com,

Fifth Grade Room Parents – The fifth grade coordinator(s) will have a more significant responsibility this year. These volunteers will coordinate several parties, DARE graduation, Fifth Grade Celebration, memory book, class gift to the school, as well as several fundraisers (including, but not limited to Conference Night babysitting) to support these events.

• **Co-Chairs:** Lisa Berra 314-878-7855 TomBerra@earthlink.net, Valerie Elfanbaum 636-519-9614 valelf@charter.net,
Many fifth grade parents needed throughout the year as volunteers: Randi Schenberg 628-0088 rschenberg@charter.net

School Pictures – Coordinate two picture days (fall and spring) for students with GreenTrails office. These volunteers work with the photography company. Volunteers are needed to help on picture days and to distribute pictures to students.

- **Chairs:** Kim Sandze 469-4482 Kimnjer@sbcglobal.net ,
- **Volunteers:** Stacy Perry 503-6521 JsPerry497@gmail.com

Yearbook – Volunteers design and create school yearbook. There are many opportunities to help, ranging from cutting pictures to layout to record keeping of sales. A representative from each grade level would be helpful. No experience necessary. Photographers needed. The Yearbook jobs follow:

1. **Overall Yearbook Coordinator Co-Chair.** Work with Wagner on the deadlines and meet them (yearbook cover selection, order forms, proofing), coordinate: order forms to be sent out, teachers to proof pages, gather orders as they come in, track orders and money to treasurers. Coordinate with other co-chairs on photos and page layouts and deadlines.
2. **Photo/Picture Co-Chair.** Make sure that all photos that are needed for entire yearbook are taken and developed. Work with page layout co-chair if any specific photos are needed other than the normal pictures. Coordinate getting all the scouting photos, staff and teachers photos, any specific party photos, special days, etc.
3. **Page Layout Co-Chair.** Complete the page layouts for the yearbook. Come up with ideas based on the school theme for the year. Decide on color and layout for each page and coordinate and schedule time for any volunteers to help put pages together. Gather needed supplies (paper, glue, etc.).

- **Overall Coordinator Co-Chair:**
- **Photo/Picture Co-chair:**
- **Page/Layout Co-Chair:**
- **Fifth Grade Pages Co-chair:**
- **Additional volunteers:** Lisa Berra 878-7855 tomberra@earthlink.net,

School Store – Volunteers work at school store. Store will be open each Wednesday and hours will be from just before 8:00 a.m. for set-up until close promptly at 8:25 a.m.

- **Chair:** Robyn Burnett 439-1120 Rrobynjab@sbcglobal.net, Kim Sandza 469-4482 Kimnjer@sbcglobal.net,
- **Co-Chair:**

Volunteers: Caryn Gershenson 469-1887 caryngershenson@hotmail.com, Lisa Berra 878-7855 tomberra@earthlink.net, Heather Tutwiler 636-627-7916 heathercmc@sbcglobal.net , Heidi Seigel 636-530-9079 Heide@dotdashkids.com

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Discovering Abilities Day—Volunteers arrange speakers and coordinate parent volunteers to support this educational day for students. This year's program will be

- **Chairs:** Greg Hungerford 579-9585 gjhungerford@sbcglobal.net, Carie Davis cari.brad.davis@att.net 469-1363, Michele Levi-Perez 434-5161 grind911@hotmail.com,
- **Co-Chair:**
- **Volunteers:** Caryn Gershenson 469-1887 caryngershenson@hotmail.com

SECRETARY
Lisa Gottlieb Cytron
314-469-1164
gottliebcytron@yahoo.com

Buzz Book – Volunteers needed to help sell and distribute buzz books. One person is needed to convert student roster from school into buzz book format and complete updates throughout the school year. Format is currently in Microsoft Word.

- **Chair: Bonnie Eberlin**

Faculty/Staff & Classroom Data:

Student Data: Bonnie Eberlin

Advertisement Data:

Buzz Book Sales:

Block Home/Safety Network – Handles the application process for block homes. One committee person needed to attend three district-wide safety meetings.

- **BLOCK HOMES: Joan Fritz,**
- **SAFETY NETWORK:**

Indoor Sign – Responsible for the display sign and PTO Bulletin Board inside of Green Trails Lobby.

- **Chair: Kat Schneider-Clark**
- **Co-chair:**

Thank you for choosing to volunteer at Green Trails. Your time and support make our school a better community for our students.

Please fill out and return this page to school by September 30, 2009.

Please print

Name _____

Phone _____

E-mail _____

I am volunteering to Chair:

1. _____

2. _____

3. _____

I am volunteering to Co-chair:

1. _____

2. _____

3. _____

Please call me with more information about:

I would like to participate as a volunteer or committee member for the following:

