



VOLUNTEER OPPORTUNITIES GUIDE

Name _____

Phone Number _____ *E-Mail _____

I am interested in helping in the following areas (details on the subsequent pages):

- Back to School Night
- CASE Legislative Supporter
- Community Service Day
- Courtyard Project
- Day Time, On Call Help
- Directory
- Dream Makers Dinner
- Magazine Sales
- New Family Welcome
- School Help (includes Office Help, Friendly Presence, State Testing, & Media Center)
- Sign (outdoor)
- Staff & Support Staff Appreciation
- Tonka Cares
- Tonka Green
- Tonka Pride Apparel
- Tonka Pride Recognition
- 6th/7th Grade Party
- 8th Grade Party

Volunteer information & sign up can also be found online at:
www.MMW.ptomanager.com

Are you interested in Chairing, Coordinating or heading up an event? If so, which ones?



Please return this form to the office.



Volunteer Guidelines

Sign-In Please sign in and get your volunteer sticker when entering the building.

Confidentiality & Dependability You may observe, read and hear about individual children while volunteering. Please respect confidentiality by not repeating information. Organizers and staff are anticipating your volunteer commitment. Please call the school office at 952-401-5300 if you will be late or absent.

Fall Opportunities

Jump right in, get to know the staff, school and other volunteers. These activities occur before and right after school begins.

Back To School Nights Plan / assist with Back to School Nights, which occur a few days before school starts. Time slots allow you to work around your child's scheduled times.

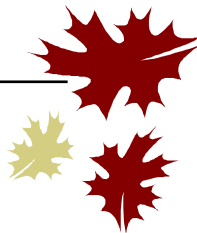
Directory Help produce the Student Directory in the Fall. Excel experience is a plus!

Magazine Sales Help with the school's biggest fundraiser. Assist with packet and prize distribution, as well as packet collection.

New Family Welcome Plan / assist with the New Family Welcome, which occurs during the Back to School Nights.

6th / 7th Grade Party Help plan, set up, and/or chaperone the 6th / 7th grade party.

School Help Formerly Friendly Presence, Office Help, State Testing and Media Center. Set your own hours! Examples include: helping students with lockers, monitoring the halls, delivering items to classrooms, photocopying, shelving books, and updating bulletin boards.



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can also be found online at:
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Events

Sign up to help on the event day, or with tasks leading up to the big event. Want to help coordinate one of these events? Let us know!

Community Service Day Assist with planning or chaperoning the school wide Community Service Day.

Dream Makers Dinner The Dream Makers Dinner is Mtka School Foundation's annual fundraising event. There are many volunteer opportunities in support of this fun evening.

8th Grade Party Help plan, set up, and/or chaperone the 8th grade party.



Volunteer questions? Contact our Volunteer Recruiters:

Michelle Seets, 952-470-1579, mseets@yahoo.com

Vicki Vandlik, 952-217-5732, vvandlik@mchsi.com

PTA questions? Contact our PTA Presidents:

Heidi Garcia, 952-934-2289, largarfamily@hotmail.com

Julie Kolbow, 952-974-1004, rjkolbow@usfamily.net



On Going Committees

CASE Legislative Supporter Show support for Minnetonka Public schools by attending hearings and events at the Capitol. Hours vary.

Courtyard Project Assist with seasonal garden maintenance. Set your own hours.

Day Time, On call Helper Assist with miscellaneous needs throughout the year.

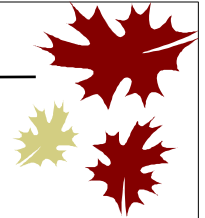
Staff & Support Staff Appreciation Assist with appreciation events throughout the year.

Tonka Green Assist with green campaigns (e.g. recycling), projects and activities. Attend District level meetings.



Coordinators

Although any of these tasks can be done by teams, they are often accomplished by a single volunteer.



Case Liaison: Represent MMW at bimonthly meetings of CASE (Community Action for Student Education) and report activities and goals to the PTA.

Outdoor Sign Management Work with the office to update and maintain the outdoor sign.

Tonka Cares: Tonka Cares' focus is prevention of substance abuse by our kids. Attend District level meetings, and promote Tonka Cares initiatives within the school.

Tonka Pride Apparel: Coordinate Tonka Pride Sportswear program at MMW and serve as liaison to district-wide committee.

Tonka Pride Recognition: Coordinate Tonka Pride recognition program at MMW and serve as liaison to district-wide committee.

Sign Up On-Line

On line sign up is quick and easy! Go to:

www.MMW.ptomanager.com

New Users can log in via the "Click Here" link, found on the bottom right hand side of the screen. If a red warning comes up, and MMW is not listed in the text, just click confirm and use a unique password to this PTO Manager system. If MMW is listed, then you already have an MMW account (see Current Users below). Contact a Volunteer Recruiter with questions.

Current Users can either sign in or get passwords via the "forgot your password?" section.

Go to the **Volunteer Information** page to confirm or update your name, e-mail address and phone number.

Go to the **Volunteer Interests** page to select your committees.

Go to the **Student** page to update grade level information.