



Montclair PTO
7250 SW Vermont Street
Portland, OR 97223
montclairpto.org



VOLUNTEER HANDBOOK

YOUR GUIDE TO MONTCLAIR PROGRAMS,
EVENTS & VOLUNTEER OPPORTUNITIES

Volunteers Make a Difference!



The Montclair Parent Teacher Organization (PTO) is all about augmenting the education our kids receive from Montclair's outstanding faculty and staff. We do this primarily through fundraising and volunteering.

The volunteers at Montclair who contribute their time and talent make a significant difference to our school. When you volunteer at Montclair you become part of the community. We'd like to encourage families to commit to 3 hours of involvement each year - together we can do this!

"Montclair is such a special place for students to learn and grow. The support we receive from our parent volunteers is one of the reasons students thrive and staff feel appreciated and supported. You truly make a difference in the life of your own children and so many others. Thank you so much, volunteers!"

Angee Silliman, Principal

This handbook is your guide to the programs and events that enrich your child's educational experience at Montclair. We invite you to read it with an eye to how you might be able to participate. We hope to have many grandparents and neighbors who also volunteer – please consider this possibility for your family.

Keep this guide handy this year as a quick reference to school programs and activities. We hope you can find a way to volunteer a bit of yourself - you can make a difference in your child's education.

Montclair Parent Teacher Organization



Our Board

Amanda Coppa, *President* - president@montclairpto.org

Jennifer Hughes, *Vice President* - vp@montclairpto.org

Nina Steigerwald, *Treasurer* - treasurer@montclairpto.org

Rachel Robinson, *Secretary* - secretary@montclairpto.org

Emily McCoy, *Co-Volunteer Coordinator* - vc@montclairpto.org

Rachelle Vanderzanden, *Co-Volunteer Coordinator* - vc2@montclairpto.org

About

The Montclair PTO, is the parent-teacher organization at [Montclair Elementary School](#). As a parent or guardian of a child at Montclair, you are automatically a member of the Montclair PTO. With the goal of enhancing the educational experience of Montclair students, the PTO coordinates volunteer efforts, community events, educational enhancement and fundraising.

Items to note

01

Volunteer Background Checks

All volunteers must clear the Beaverton School District criminal background check process before volunteering, including Field Trips. If you have not already done so, please use this link:

<https://www.beaverton.k12.or.us/departments/communications-community-involvement/volunteer>. The check generally takes 2 weeks to complete. Please abstain from volunteering until this has been done.

You'll receive an email when your application is received and another when your profile has been activated. Your profile on [myvolunteerpage.com](https://www.myvolunteerpage.com) will be active as soon as you receive a welcome email from the school's Volunteer Coordinator. After that, you'll be able to view and sign up for open volunteer opportunities.

If you have questions, or if you believe your clearance should have come through but hasn't, contact the school office who will help figure it out.

02

Signing In & Out

Please sign in and out on the computer in the school office using your www.myvolunteerpage.com username and password. This is how we know of your presence on the school grounds in case of fire or natural disaster. The District also tracks volunteer trends through the data on this computer.

03

I.D. Badges

Volunteers are required to check in through the office and wear a name badge when in the school, during school hours. There are personalized badges for on-going volunteers. You can sign up for a personalized name badge by the Volunteer Computer in the office and one will be made for you. Otherwise, please wear a non-personalized one.

04

Confidentiality

When volunteering at the school, you may overhear sensitive information about students and families. Please keep this information confidential by not discussing the information inside or outside of the school (chatting in line at the grocery store, bus stop, sports field, etc.).

05

Sight & Sound Policy

Beaverton School District policy: "All volunteers shall operate under the direction of a licensed staff member & shall be within sight and sound of a licensed staff member while working with students." This policy ensures the safety of children & protects volunteers from liability.

06

Dependability & Punctuality

Our teachers really depend on us! If you are scheduled to volunteer in a classroom but you are unable to come in or need to come in at a different time, please contact your teacher(s) by ParentSquare messaging, phone or email as soon as you know of your change in plans. If you have agreed to help with an event but your plans have changed, please let the event coordinator know asap so that they can find another volunteer.

07

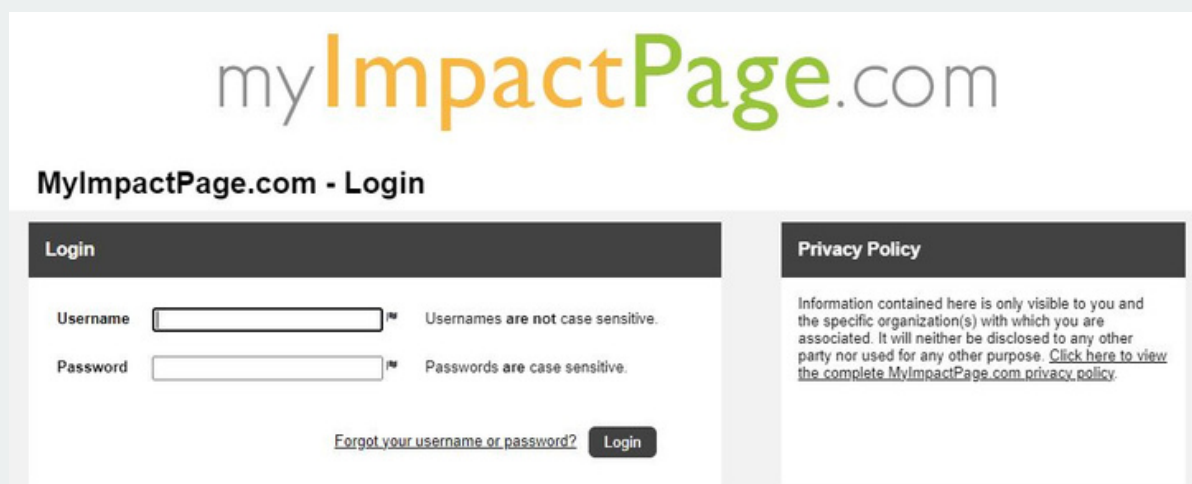
Miscellaneous

- Teachers & staff always have priority at the photocopiers.
- Adult-only bathrooms are located near the staff lounge, the library and in the Garden House. Please use these bathrooms instead of the students' bathrooms.
- When there is a drill for fire, earthquake, lock down, or any other emergency drill, volunteers are expected to follow the instructions given to teachers, staff and students.
- Please help to keep the workroom tidy by cleaning up after yourself.
- Preschool age children are not allowed to accompany volunteers during the school day, even if they are just working in the work room.

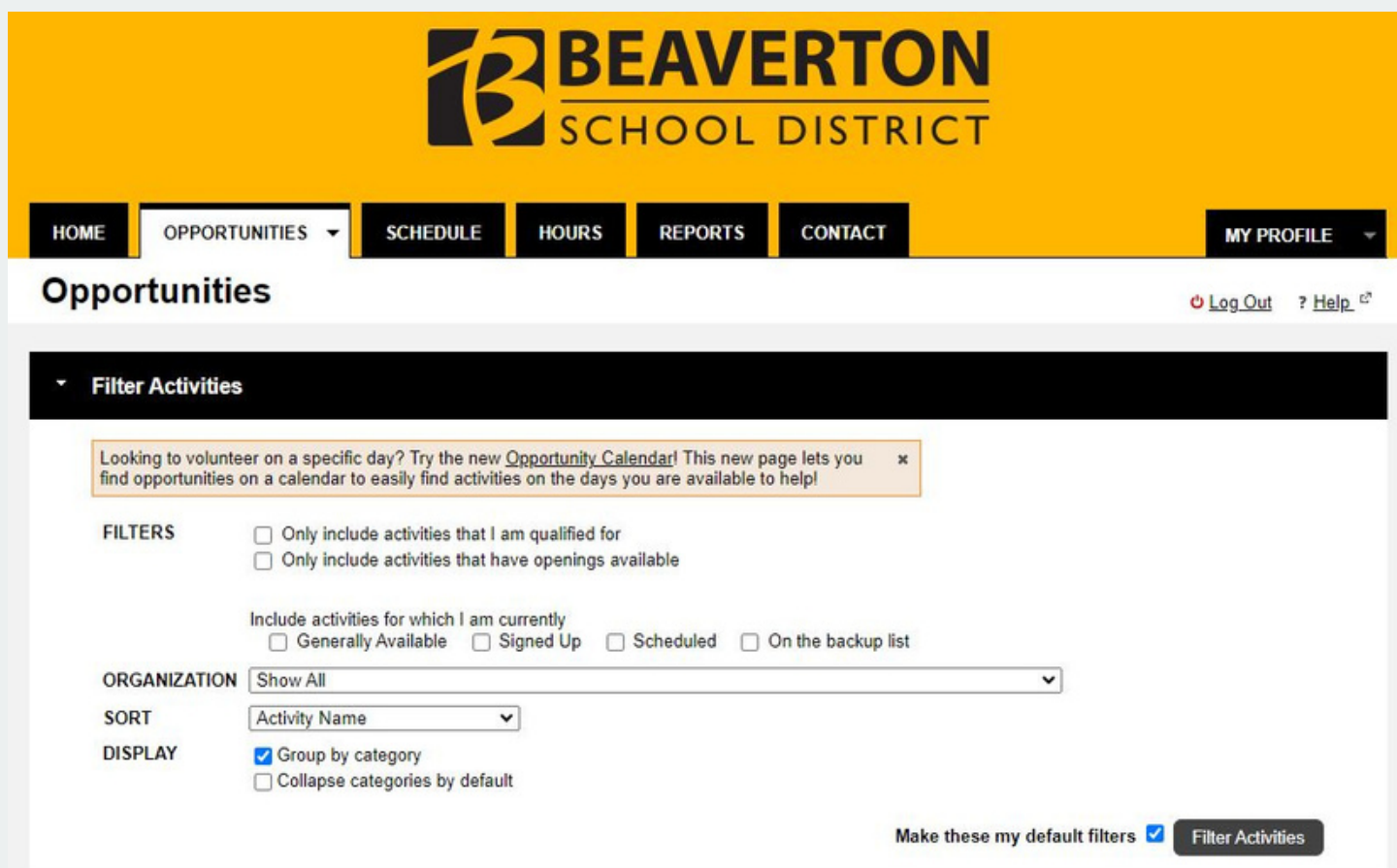
How to get involved

myimpactpage.com

To view upcoming volunteer opportunities, just logon to myimpactpage.com and click on “Opportunities.” Make sure to also update your interests and availability, located under the “My Profile” tab. If you are interested in a Chair or Co-Chair position, please let your Volunteer Coordinators know.



The screenshot shows the login page for myImpactPage.com. The header features the logo "myImpactPage.com" with "my" in grey, "Impact" in orange, and "Page.com" in green. Below the logo is the text "MyImpactPage.com - Login". The main content area is divided into two sections. The left section, titled "Login", contains a form with fields for "Username" and "Password", each with a "Forgot your username or password?" link. To the right of the form are the instructions "Usernames are not case sensitive." and "Passwords are case sensitive." Below the form is a "Login" button. The right section, titled "Privacy Policy", contains a paragraph of text and a link to "Click here to view the complete MyImpactPage.com privacy policy."



The screenshot shows the "Opportunities" page of the Beaverton School District website. The header is yellow with the "BEAVERTON SCHOOL DISTRICT" logo. Below the header is a navigation bar with links: HOME, OPPORTUNITIES (selected), SCHEDULE, HOURS, REPORTS, CONTACT, and MY PROFILE. The main content area is titled "Opportunities" and includes a "Log Out" link and a "Help" icon. A "Filter Activities" section is visible, containing a message about the "Opportunity Calendar" and a list of filters. The filters include checkboxes for "Only include activities that I am qualified for", "Only include activities that have openings available", and "Include activities for which I am currently" (with sub-options: Generally Available, Signed Up, Scheduled, On the backup list). There is also a dropdown for "ORGANIZATION" (set to "Show All"), a dropdown for "SORT" (set to "Activity Name"), and a "DISPLAY" section with checkboxes for "Group by category" (checked) and "Collapse categories by default". At the bottom right, there is a button "Filter Activities" and a checkbox "Make these my default filters" (checked).

How to get involved

Assisting Staff and Teachers

You can support our teachers and children in the classroom, by volunteering at school or by volunteering at home.



At-Home Projects

Taking time off from work to help at school is sometimes difficult, so consider doing volunteer tasks at home doing projects for teachers, PTO, or staff. Let your child's teacher or room rep know if you wish to help with classroom take-home work, and let a PTO board member know if you would like to help the PTO with our many extra duties.



Classroom Helpers

Support your child's teacher and classmates by helping in or out of the classroom. Assist in the classroom with reading, tutoring students & special projects. Time commitment, tasks, and schedules are flexible to suit the needs of teachers and volunteers.



Library Assistants

The library welcomes help throughout the school year with shelving books, assisting students on computers, clerical tasks, and special projects such as book displays and bulletin boards. One or two hours a week preferred. Time commitment and schedules can be flexible.



Production Team

The Production Team works in the workroom to complete projects for teachers or staff. Projects may include photocopying, die cutting, collating and assembling booklets, and more. Training will be provided. This program results in better use of copy machines, and provides a generally available resource to teachers,



Room Representatives

The Room Rep focuses on support for the teacher. The needs of each classroom will be different, and the style of each teacher will vary. Some teachers need minimal assistance, and others may want a more involved role from the Room Rep. We want our teachers to know that we appreciate all they do for our kids, and we're here to support them.

2023-2024 COMMITTEES AND EVENT OPPORTUNITIES



Art Literacy

Ongoing

The program consists of volunteers who go into classrooms to give a visual presentation on an artist or culture which is followed by a hands-on art project with the students. Typically during the year, there are six different lessons presented. Training sessions will be provided.

Book Fair

Fall and Spring

Help coordinate our school's Scholastic book fair. Set up a literary display in the library and host our books before bed night. A literary lover's dream!



BottleDrop Give

Ongoing

Aid our community in making donations towards the Montclair PTO fund by setting them up with the right tools. Coordinate distribution of our blue bags and stickers and manage collecting the funds.

Clothes Closet

Ongoing

This resource at the Beaverton School District offices provides free clothing to families with limited income in the Beaverton School District. Each school staffs the Closet once a year. Volunteer for a two and a half hour shift between 9:00 and 4:00. You will help families find what they need.



2023-2024 COMMITTEES AND EVENT OPPORTUNITIES



Donuts at Dawn

November and May

Coordinate a morning celebration of our parents and guardians with their student(s). Volunteers needed to seek donations from local business, set up, serve and clean up after event.

Field Day

June

Volunteer to help out with Field Day, where the students enjoy action-packed games and music on the field and in the gym during the last day of school. Many volunteers are needed to make this a success! We need both a chairperson and day-of event volunteers.



Fun Run

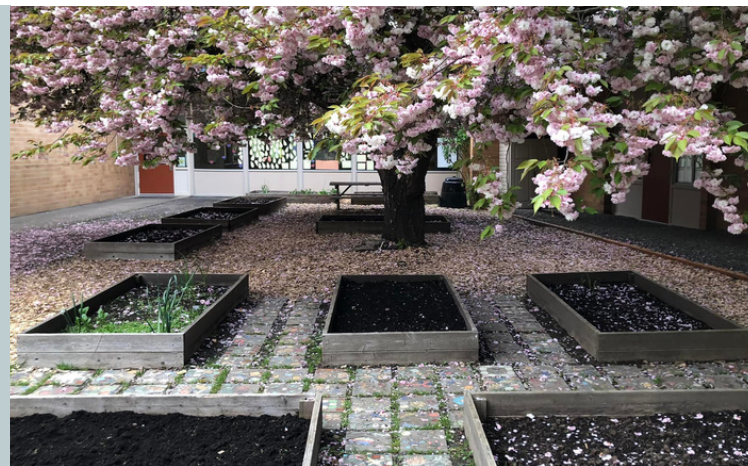
Beginning of school year

This is one of our biggest fundraisers of the year. Students seek pledges for running and take pride in being physically active. We need volunteers to help count laps, collect contribution envelopes, hand out water and popsicles and cheer on our students. Many volunteers are needed to make this a success!

Garden & Grounds

Ongoing

Assist us in keeping our school a safe and beautiful place to be by joining our Gardens and Grounds team in coordinating grounds clean up parties, tending to our garden beds throughout the school year and organizing summer watering coverage. Let's show pride in our school!



2023-2024 COMMITTEES AND EVENT OPPORTUNITIES



Hawktion

Prep starts in November, event in March

Help plan and host our biggest fundraiser of the year, the Hawktion! We are looking for a chairperson and committee members to help plan and execute this amazing event and assist with procurement of in-kind donations and sponsorships.

Harvest Festival

October

Assist with preparing and executing one of our students' favorite events that includes fall-themed games, crafts, costumes and more. Many volunteers are needed to make this a success! We need both committee volunteers and day-of event volunteers.



It's Snowing Hawkeyes

February

Help coordinate, arrange, and set us up for success during our Winter raffle fundraiser! Plan fun games and help arrange donations and prizes for this fun event.

Lost & Found

Ongoing

A few times throughout the school year, unclaimed clothing from Montclair School goes to the BSD Clothes Closet. The lost items are displayed in our school, and when left unclaimed, clothing items are sorted, laundered, and delivered to the Clothes Closet. Ideally two coordinators can "share the load."



2023-2024 COMMITTEES AND EVENT OPPORTUNITIES



OBOB

March

The Oregon Battle of the Books is an optional student enrichment program that runs roughly from mid-November through mid-March. 3rd-5th graders are eligible to participate, creating teams who compete in weekly battles regarding the content of the designated OBOB books.

Picture Day/Vision Screen

October

Assist students as they have their school photos taken and their vision checked. Classrooms rotate through pictures and screenings on the same day, usually occurring in early October. Various shifts are available throughout the day.



School Supplies

End of year

Assist with ordering and/or distributing prepackaged back-to-school supply packs from our fundraising supply partner. These packs are delivered right to school and are a great time saver for parents.

Staff Appreciation

May

Join us in recognizing the people who, without which, we wouldn't be Montclair. Volunteers needed to coordinate a day, contribute a dish, set-up/clean-up a meal, decorate the staff room or collect cards and notes from families.



2023-2024 COMMITTEES AND EVENT OPPORTUNITIES



Talent Show

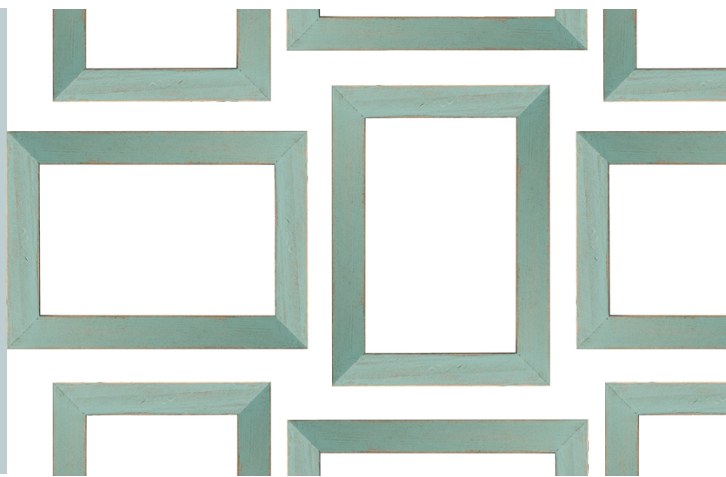
Spring

Assist in organizing our beloved Talent Show open to Montclair Students and Staff. We'll need committee members to advertise and secure talent, support acts with props and set up for rehearsal and event. One volunteer needed to record the show.

Yearbook

Spring

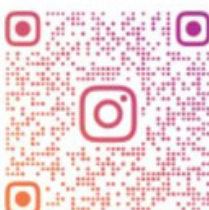
Help us with put together our end of year memory book that is gifted to all of our students. Collect and upload photos, reach out for sponsors and help preserve the memories.



Connect with us!



Montclair PTO, Inc.
www.montclairpto.org



MONTCLAIRPTO



Montclair Parent, Teacher
Organization, Inc.
m.facebook.com

*THANK YOU for your time & commitment.
We could not make this happen without your help!!*

VOLUNTEER INTEREST FORM



Get Involved!

The volunteers at Montclair who contribute their time and talent make a significant difference to our school. When you volunteer at Montclair you become part of the community. We'd like to encourage families to commit to 3 hours of involvement each year - together we can do this!

Please provide your contact information and a Volunteer Coordinator will contact you soon. Questions? vc@montclairpto.org. Thank you!



PERSONAL INFORMATION

Name

Phone Number

Email



EVENT / COMMITTEE

Yes! I am interested in volunteering for the following events or ongoing committees:

- | | | |
|---|---|--|
| <input type="checkbox"/> Art Literacy | <input type="checkbox"/> Garden & Grounds | <input type="checkbox"/> Picture Day/Vision Screen |
| <input type="checkbox"/> Book Fair | <input type="checkbox"/> Hawkction (Live Auction) | <input type="checkbox"/> School Supplies |
| <input type="checkbox"/> Clothes Closet | <input type="checkbox"/> Harvest Festival | <input type="checkbox"/> Staff Appreciation |
| <input type="checkbox"/> Donuts at Dawn | <input type="checkbox"/> It's Snowing Hawkeyes | <input type="checkbox"/> Talent Show |
| <input type="checkbox"/> Field Day | <input type="checkbox"/> Lost & Found | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Fun Run | <input type="checkbox"/> OBOB | |

Note:

All volunteers must clear the Beaverton School District criminal background check process before volunteering. If you have not already done so, please use this link:

<https://www.beaverton.k12.or.us/departments/communications-community-involvement/volunteer>

Older siblings are encouraged and welcomed to volunteer as well!

THANK YOU FOR YOUR PARTICIPATION!