

Be a Pacific Volunteer and make a difference!

Pacific School Welcomes Your Involvement!

Getting involved at Pacific is easy and rewarding.

If you have time to give, no matter how much or when...
we have a project/event that could use your help.

Here's how you can help:

join a PTA committee

chair a PTA committee

co-chair a PTA committee

help out *with occasional special projects*

help our administration *with day to day activities*

Please take a look at the committee descriptions on the following pages and consider joining one or more. Please check all events and/or committees that interest you.

Return completed forms to the office.:

(* indicates Chair and/or Co-Chair needed)

- | | | |
|---|---|---|
| <input type="checkbox"/> Ambassadors | <input type="checkbox"/> Honorary Service Awards* | <input type="checkbox"/> Red Ribbon Week |
| <input type="checkbox"/> Beautification* | <input type="checkbox"/> Hospitality* | <input type="checkbox"/> Reflections Art Contest* |
| <input type="checkbox"/> Classroom Supplies | <input type="checkbox"/> Jog-A-Thon/Fitness Event | <input type="checkbox"/> School Photographer |
| <input type="checkbox"/> Daffodil Days | <input type="checkbox"/> Legislation | <input type="checkbox"/> School Shopper |
| <input type="checkbox"/> Directory & Handbook* | <input type="checkbox"/> Library | <input type="checkbox"/> Special Projects |
| <input type="checkbox"/> Family Movie Night | <input type="checkbox"/> Office Support | <input type="checkbox"/> Staff Appreciation Lunch |
| <input type="checkbox"/> Gift Wrap | <input type="checkbox"/> Pacificschool.com | <input type="checkbox"/> Staff Appreciation Week |
| <input type="checkbox"/> Growing Great Garden | <input type="checkbox"/> Parent Party/Silent Auction* | <input type="checkbox"/> Student Store |
| <input type="checkbox"/> Growing Great Harvest | <input type="checkbox"/> Picture Day | <input type="checkbox"/> Talent Show |
| <input type="checkbox"/> Halloween Parade | <input type="checkbox"/> Planet Pals | <input type="checkbox"/> Teacher Breakfast 2008 |
| <input type="checkbox"/> Health Assistant Support | <input type="checkbox"/> Playground 4th & 5th grade | <input type="checkbox"/> Traffic & Safety |
| <input type="checkbox"/> Helping Hands | <input type="checkbox"/> Pride/Safety Day | <input type="checkbox"/> Welcome Wagon |
| <input type="checkbox"/> Historian | <input type="checkbox"/> Principal's Reception | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Hometown Fair | <input type="checkbox"/> Publicity | <input type="checkbox"/> Zone Duty* |

Please complete the following information and return to the office (one per family):

Volunteer's Name(s) _____

Student's Name _____ Grade: _____

Home Phone () _____ - _____ E-Mail: _____

Questions regarding the various committees??? Please contact your Volunteer Coordinators:

*Kristi Knowles E-mail: kr.knowles@verizon.net Phone: 310.545.4582

*Nicole Sevier E-mail: nicolesevier@gmail.com Phone: 310.938.0974

Pacific School Committees & Chairs

AMBASSADOR PROGRAM

Timing: All year.

An Ambassador Advisor is needed for each day of the week from 11:30-12:35. Advisors serve as playground facilitators to the 3rd grade students who are ambassadors to the 1st and 2nd graders during lunch and recess on the upper playground.

Committee Chair: Tara Connor

***BEAUTIFICATION COMMITTEE**

Timing: All year.

Committee members oversee campus landscape, flower pots and supports the Pride Day Committee with watering and planting throughout the year.

COMMITTEE CHAIR NEEDED !!!

BOOK FAIR

Timing: November & Spring

Event Dates: November 5th-9th & Spring (week of Open House)

Committee members are needed to work 2 hour shifts during the **Fall** and **Spring** book fairs.

Committee Chairs: Candy Currie & Laurie McCarthy & Wendy Resin

DAFFODIL DAYS

Timing: Spring.

This event is a flower sale to benefit the American Cancer Society. Committee members distribute and collect flower order forms and coordinates delivery of the flowers ordered.

Committee Chairs: Karen Horner & Suzanne Packer

***DIRECTORY AND HANDBOOK**

Timing: August-November

Committee members coordinate the collection of student information, ensure the publication of the school directory/handbook and distribute them to the classrooms. They also look for and secure sponsors interested for the yellow pages of the book.

Committee Chair: Sasha Ramaswami

CO-CHAIR NEEDED!!!

FAMILY MOVIE NIGHT

Timing: August – Sept.

Event Date: September 28th

Committee members will be responsible for arranging music, distributing flyers, posting signage throughout the school grounds, coordinating with school for set-up and clean-up and supporting the flow of this year's event with In 'n Out Burger and Bristol Farms. Members are also needed to work one hour shifts the night of the event at the snack stand, bouncers, etc.

Committee Chairs: Shelly Stutz & Karla Cameron

GIFT WRAP

Timing: September- January

Event Dates: September 17th – October 1st

Committee members responsibilities include but are not limited to: the distribution, collection and auditing of order forms, making and posting signage throughout the school grounds, getting volunteers from each class for the day of delivery, solicitation, coordination and distribution of student prizes for the top sellers, Teacher and Room Mom prizes for the highest involvement, and Monday Messenger announcements.

Committee Chairs: Kay Sheth & Cindy Isgrig

GROWING GREAT GARDEN

Timing: All year.

Committee members will help prepare the school's garden for student planting, work with students to plant the garden during fall (October) and spring (March) plantings, help students harvest the garden for class parties and Farmers Market (February), and help maintain the garden. Time commitment is 2-3 hours for one week in October, February, and March to get all plots planted and harvested, and then 1 hour per week for garden maintenance at a scheduled weekly workday. (TBD)

Committee Chairs: Jill Coons & Leslie Keneipp

GROWING GREAT HARVEST

Timing: Once a month - all year.

Committee members will serve fresh fruits and vegetables to students in the cafeteria at lunch once a month to celebrate seasonal harvests from the school garden and encourage better nutrition. Time commitment is 2 hours, one day a month from 11:30-1:30. You may sign-up for as many tastings as you wish. All would be awesome but even one is great.

Committee Chairs: Tina Hartney & Jane Lebbin

HALLOWEEN PARADE

Timing: October

Committee members will coordinate the music, seating, set-up and flow of the annual Halloween parade held at school with Mrs. Mabry.

Committee Chair: Teri Hampton

HEALTH ASSISTANT SUPPORT

Timing: All year.

Committee members will assist the school Health Assistant with student screening, filing, and phone calls. Assistance is also needed with escorting classes during hearing and vision screening days.

Committee Chair: Donna Kim

Pacific School Committees & Chairs

HELPING HANDS

Timing: All year.

Committee members will support various charitable activities, including School Supplies (fall), Book and Clothing Drives (spring) for 68th St School, Thanksgiving Food Baskets and Christmas Toy Drive for The Richstone Center.

Committee Chairs: Kathy Tyrer & Holly Toomey

*HISTORIAN

Timing: All year.

Committee members will photograph special events, meetings, beginning and last days of school, fundraisers, class plays, and special projects. They will also create a scrapbook of photos, programs, etc. to document the year.

COMMITTEE CHAIR NEEDED!!!

*HOMETOWN FAIR COMMITTEE

Timing: Aug-October

Event date: October 6th & 7th

Committee chairs will organize Pacific's fundraising booths at the Hometown Fair. They will negotiate with the city's Hometown Fair Committee, solicit parent and older children volunteers to work the hour shifts, purchase prizes, supplies needed and manage all revenue. Members will work two hour shifts at the fair.

Committee Chairs: Dana Lindley, Dawn Bush, & Jania Fox (additional co-chair needed)

*HONORARY SERVICE AWARDS

Timing:

Committee members will coordinate a program to honor outstanding PTA volunteers at the end of the school year. The Awards will be presented at the PTA general membership meeting in May 2008.

COMMITTEE CHAIR NEEDED!!!

*HOSPITALITY

Timing: All year.

Committee members will provide and set up refreshments for PTA meetings throughout the school year. Volunteers can divide up the monthly PTA meetings, staff development days, open house, kindergarten/PEP orientation. The number of people expected to attend should be estimated and adequate coffee, juice, cookies, etc. should be provided. Includes set up and clean up.

COMMITTEE CHAIR NEEDED!!!

JOG-A-THON/FITNESS EVENT

Timing: March

Committee members will coordinate and communicate the theme for 4th annual Jog/Walkathon or other fitness related event, design and produce t-shirts, solicit community sponsors and organize school wide schedule.

Committee Chair: Robyn Glasgow

LEGISLATION COORDINATOR COMMITTEE

Timing:

Committee members will assist the coordinator in her job as the school liaison for local and state legislation issues.

Committee Chair: Suzanne Packer

LIBRARY COMMITTEE

Timing: All year.

Committee members will assist the librarian with organization, special projects and inventory. Committee volunteers are needed to work weekly shifts in the library.

Committee Chair: Fay Sklar

OFFICE SUPPORT

Timing: All year.

Committee members will help with general office duties on an on-call basis. Coordinator will report to Susie Howat and Mrs. Mabry.

Committee Chair: Elisa Johnson

PACIFICSCHOOL.COM

Timing: All year

Committee members will coordinate Web-site content and forward information to the Webmaster for posting. Responsibilities include gathering, updating and cross checking information currently posted on the web-site.

Committee Chairs: Tina Stout & Megan Zimmer

Committee Co-Chair: Tisha Lee & Jason Glasgow

*PACIFIC PARENT PARTY / SILENT AUCTION

Timing: October - March

Event Date: March 14th

Committee members will plan and coordinate all the details of the largest social event of the year. Duties will include but are not limited to: reserving a venue, decorating, securing donations and silent auction items, coordinating classroom contributions, logistics, auditing, set-up, clean-up music and food coordination and managing revenue.

COMMITTEE CHAIR NEEDED!!!

CO-CHAIRS NEEDED!!!

PICTURE DAY

Timing: September & April

Committee members will support teachers and staff in getting children to and from picture station.

Committee Chair: Susie Howat

PLANET PALS

Timing: All year.

Committee members will help coordinate and support the **Reducing, Reusing, and Recycling** efforts of our school with various programs i.e. cartridge, phone recycling, Cans for Cash Drive, etc.. Work with students and families to become more GREEN.

Committee Chair: Kristen Johnson

Pacific School Committees & Chairs

PLAYGROUND VOLUNTEERS

4th and 5th grades

Timing: All year.

Committee members will coordinate, schedule and recruit playground supervisors from 12:45 – 1:45pm for the 4th and 5th graders on the lower playground.

Committee Chair: Wendy Walsh

PRIDE/SAFETY DAY

Timing: Early fall.

Committee members will coordinate activities to beautify and spruce up our campus on Pride/Safety day. The responsibilities will include publicizing the event through flyers and Monday Messenger, bringing snacks, supplies, managing a sign up sheet for the day of the event, assist and direct families to various tasks around campus.

Committee Chairs: Audrey Rittermann-Estes & Lisa Glaze

PRINCIPAL'S RECEPTION

Timing: August – October

Event Date: October 12th

Committee members will plan and coordinate all details to put on the Principal's Reception/back to school cocktail event. Duties will include but are not limited to: securing teacher contributions, decorating, logistics, music and food coordination.

Committee Chairs: Rachel Reisig, Jackie Ray, Kristi Seth & Sandi Nerad

PUBLICITY

Timing: All year.

Committee members will coordinate the publicity of community events that benefit the Manhattan Beach Education Foundation and MBUSD. Information for these events is compiled by Sherry Kramer, business partnerships liaison for MBEF and forwarded to Pacific for distribution to school families. This committee is also responsible for preparing notices for the Monday Messenger, distributing labels, posting notification on campus and on Pacific's website, coordinate publicity of Pacific events in the Beach Reporter and Easy Reader newspapers.

Committee Chair: Kathy Tyrer

RED RIBBON WEEK

Timing: October

Committee members will coordinate Pacific's participation in a **national drug abuse prevention week**, including publicizing the event and decorating the school with red ribbons.

Committee Chair: Cathy Banchik

*REFLECTIONS ART CONTEST

Timing: October - November

Committee members will be responsible for this National PTA Sponsored Event. Reflections Art Contest is a competition seeking submissions from school age children in utilizing various media, including visual arts, photography, music and literature. This committee will seek and collect submissions, select judges, and send winning entries on to higher levels of competition, culminating in a national final. School level judging will take place in **November**. Volunteers needed for flyer design and distribution, posters and student awareness of event.

COMMITTEE CHAIR NEEDED!!!

SCHOOL PHOTOGRAPHER

Timing: All year.

Committee members will take photos during various school events and share them with the Yearbook committee, the Historian and other various groups.

Committee Chair: Dawn Bush

SCHOOL SHOPPER

Timing: All year.

Committee members will shop for school, office and classroom supplies as needed throughout the year.

Committee Chair: Donnelle Weaver

SPECIAL PROJECTS

Timing: All year.

Committee members will assist throughout the year for tasks that have not been determined yet. Tasks will vary and several can be completed at home.

Committee Chair: Nicole Sevier

STAFF APPRECIATION LUNCH

Timing:

Committee members will bring a food item to one of the three Staff Appreciation lunches during the school year.

Committee Chairs: Sheri Kay & Janet O'Connell

STAFF APPRECIATION WEEK

Timing: May

Committee members will coordinate the creation and distribution of special treats for the teachers and staff during Staff Appreciation Week in May 2008.

Committee Chairs: Sheri Kay & Janet O'Connell

STUDENT STORE

Timing: All year.

Committee members will manage all aspects of the student store which will include but not limited to ordering Pacific logo t-shirts and sweatshirts, stocking Pacific novelty items, maintaining school supplies (pencils, etc.) for the student store, coordinating sales at school events. Time commitment is in small spurts throughout the year. New product ideas welcome. The store will be open throughout the school year.

Committee Chair: Lorraine Ibarra

Pacific School Committees & Chairs

TALENT SHOW

Timing: February 8th

Committee members will coordinate a fun evening for children to showcase their talent to family and friends. Duties include: securing the sound stage, videographer; print program and tickets; distribute tickets, schedule talent show. The actual event is approximately 2 ½ hours.

Committee Chairs: Theresa Dawson, Janet O'Connell & Mary Wilson

TEACHER BREAKFAST 2008

Timing: June

Committee members will provide and serve all teachers breakfast the day after the close of school 2008.

Committee Chair: Jill Real & Caroline Tsuang

TRAFFIC AND SAFETY

Timing: All year.

Committee members will meet as needed during the school year to manage campus safety issues. This committee addresses school wide emergency preparedness and safety drills, traffic and pedestrian safety, parent communication on safety and emergency plans. One parent volunteer needed per grade level: 5, 4, 3, 2, 1, & K

Committee Chair: Louise Dumont

WELCOME WAGON

Timing: All year.

Committee members will serve as a liaison to new Pacific families by matching them with a "host" family in their child's grade to help them transition smoothly.

Committee Chairs: Denise Loversky & Angee Marlar

***YEARBOOK**

Timing: All year.

Committee members will collect and organize photos from the school year into a yearbook, which is meant to document special events and memories as well as to display individual portraits. One goal is to include at least one photo of each student and faculty member in collage pages. Last year's format is largely computerized for the ease of this year's committee. Responsibilities also include management of funds, logistics and distribution of the yearbooks to the classrooms during the last week of school.

COMMITTEE CHAIR NEEDED!!!

***ZONE DUTY**

Timing: All year – 8:00am – 8:20am

Committee members will help children get safely to school by assisting in the drop off area--aka "The Zone." Monday through Friday from 8:00-8:20am.

Committee Chair: Dexter Ford

CO-CHAIR NEEDED!!!