

Volunteer Opportunities for Parents at TJHSST

The PTSA Volunteer Coordinators welcome new and returning families to the 2009-2010 school year. There are opportunities for all: day, evening, at school or at home. Please look at the list below, then visit the online login form (<http://leadership.tjhsst.edu/ptsa/login.htm>), log in with your username and password, and indicate your areas of interest!

If you are not already registered, please go to:
<http://leadership.tjhsst.edu/ptsa/welcome.htm>

Follow the directions to obtain a password (**New Students**) and enter your information for school directory and volunteering in the TJHSST community. **YOU MUST ENTER THIS INFORMATION TO BE INCLUDED ON THE TJ PTSA MASTER LIST of information!**

*If you have questions, please contact PTSA Volunteer Coordinators **Jill Cook (Myles 2011) and Rajni Goel (Ashu 2011)** at ptsa.volunteers@tjhsst.edu.*

VOLUNTEER OPPORTUNITIES

Weekly or Biweekly (regular time shifts)

Front Office: Assist staff in answering phones and responding to questions.

Attendance Office: Answer phones/speak with students, photocopy for faculty; hours vary.

8th period Office: Working on computer to register activities, change schedules, Wed or Fri only.

Library: Check in materials, staff the circulation desk, cover/repair/shelve books, laminate materials.

Library (after school): On late bus days/special event days, so students can use library, 4-6:15pm.

JLC Day: Be the adult in the room in various places while the faculty meets on Thursdays, 8 to 9am.

Lunch Availability: Supervise during Open Gym or other needs during the scheduled lunch break.

Driver: Drive small groups of students locally during 8th period (or other times by arrangement).

Occasional (needed once a month or only once or twice a year – times vary, can do some from home.)

Accountant: Audit the books or serve as a treasurer for a Booster or PTSA group.

Attorney: Advise student teams, write/proof legal documents or more.

Activities/Athletics Office: Assist with desk and phone enquiries and administrative tasks.

Daytime Chaperone: For class field trips and more (school hours).

Evening Chaperone: For dances, homecoming activities, and more (after 4pm).

Freshman Lock-In: Chaperone the all-night Lock-In in late spring.

Sophomore Ethics Day: Sophomore parents needed to chaperone all-day event at GMU in March.

Junior Camp-out: Junior parents needed to chaperone all-night event, usually Friday in June at TJ.

AP/SOL Proctor: Hand out materials and ensure test rules are maintained (springtime).

Newsletter Editor(s): Receive copy, compose, edit, publish and distribute the monthly PTSA newsletter.

Mailing: Assemble/prepare communications such as PTSA newsletter for mailing (daytime at school).

Special Projects: Help with unspecified administrative or clerical tasks at school during the school day.

Directory Handout: At Back-to-School night and some selected lunchtimes (fall).

Summer Assistance: Help with Back-to-School packet assembly in late July and/or distribution in Aug.

Clinic: Take a simple one-hour training session; be available to help out in clinic as needed.

Health Screening: Help the school nurse with vision and hearing tests during one week in October.

Computer Systems: Computer design, application development, system implementation or more.

Data entry: Put your keyboard skills to work. Work on data entry for various PTSA/booster needs.

Donate food/supplies: Bake or donate store-bought food items, sodas, paper goods for hospitality.

Free Money Program: Help with consumer programs including grocery, Office Depot, Amazon.com affiliate link, eScrip, Target Red Card and Verizon. Collect grocery card sign-ups at Back to School night and do data entry.

Recycling Program: Advertise the inkjet cartridge and cell phone recycling programs; mail cartridges & cell phones to recycling company.

Board/Committee or Group Members (day or evening duties)

PTSA Board Service: Serve on Executive Committee/head a committee, attend monthly PTSA meeting.

ANGP: Parents/adults from all class levels to work on this unforgettable night for graduating seniors.

Building Initiatives: Work with the Immediate Needs or the Visionary Committee on facility issues.

Class Liaison: Coordinate class activities with the faculty sponsors and liaise with the PTSA.

Cluster/County Rep: Organize social function in summer so new families can meet the TJ community.

Communication: Coordinate the efforts and needs of: webmasters, electronic directory & newsletter.

Curriculum Advisory Committee: Advisory to the principal and faculty on curricular issues.

Directory: Work at home to compile/produce the PTSA directory – late spring and summer intense.

Diversity: Promote/support FCPS/TJ efforts to increase diversity, provide outreach to middle-schoolers.

Faculty Allocations: Evaluate the requests for PTSA funding from faculty and staff.

Government Relations: Coordinate outreach activities with state legislators & other Governors Schools.

Hospitality: Work with the co-chairs to set-up, serve or clean-up at various events.

Jacket Sales: Help students try on jackets, place orders, distribute jackets (limited times Fall & January)

Landscape: First impressions count; help TJ create the right one! Green thumb helpful but not necessary.

Reflections: Help organize competition that recognizes the literary/artistic talents of students - FALL

Human Relations Committee: Administrators, faculty, students & parents discussion.

Student Services Advisory Board: Discuss issues that affect TJ students; students, parents & faculty.

Science Fair – Judge or Hospitality

Be amazed and proud to be a part of this wonderful one-day event, often on a Saturday in February.

Volunteer to judge: Behavioral Science, Biochemistry, Botany, Chemistry, Computer Science,

Earth/Space, Engineering, Environmental, Medicine/Health, Mathematics, Microbiology, Physics, etc...

Help is also needed with hospitality for the judges and the students – provide food, help with set-up and lunch/refreshments and/or clean up.

MISCELLANEOUS We might need your skills in these areas:

Archivists: Organize and preserve various paper and photographic records of life at TJHSST.

Arts/Crafts/Calligraphy/Sewing/Costuming: Are you skilled/interested in any of these?

Cultural Liaison: Provide assistance to another parent who is not confident in speaking English.

Historian: Record PTSA-sponsored events and submit to the newsletter; work with publicity person.

Parliamentarian: Ensure that meetings are run in the correct procedural manner.

Publicity: Provide ways for the PTSA to publicize our activities when appropriate.

PROFESSIONAL EXPERTISE

From time to time the students, the faculty, the administration, the PTSA or a Booster Group need

professionals to assist or advise; no expertise is too trivial or too specialized for our database registry.

Please register!

TJ PARTNERSHIP FUND

This non-profit 501(c)(3) organization raises money to support student research and science labs at TJ.

Parents are needed to help with outreach to families within the TJ community and to corporations.