

Archway Trivium West PSO Volunteer Opportunities

Last Updated: 8/03/2019

BOOK PROGRAMS

Book Programs Chair: Jodi Tinker triviumbooks@gmail.com

Description: The Book Programs consist of:

- The annual Usborne Read-a-Thon/Book Fair
- The school library

We are always looking for parents to assist in the library either by helping organize and arrange books, or helping scholars check out books during library time. You must have fingerprint clearance to work in the library. We are always looking for more reading programs to encourage our scholars to read!

PASSIVE FUNDRAISING

Passive Fundraising Chair: OPEN ATWFunds@gmail.com

Description: Monitor and advertise the Frys, Amazon and Box Tops program as well as look for new opportunities for the school to raise funds passively. If you have an idea for passive fundraising, we want to hear about it!

LUNCH PROGRAM

Lunch Program Chair: Dawnine Sembaluk ATWLunches@gmail.com

Description: Organize Parent Volunteers utilizing Sign-Up Genius to assist in serving the food, helping the younger children in the lunchroom, and ensuring our lunchroom remains clean. The Lunch Program also provides emergency lunch (brown sack lunches) supplies and ensures emergency lunches are available each week.

The Archway Trivium Hot Lunch program is provided by the PSO. What that means to us as parents is that WE are responsible for running the program. If we do not have volunteers serving in the lunchroom on a regular basis, the program will not succeed. You must have fingerprint clearance to assist in the lunchroom. More information can be found on our [Lunch Program](#) page.

Duty Time: 10:50 AM to 12:30 PM Monday thru Friday

Please Note:

On Early Release Wednesdays (1:25 PM release), lunch periods are scheduled as usual.

On Half Days (11:50 AM release), NO student lunch periods are held.

CLASSROOM PARENTS

Classroom Parent Chair: Jen Faber ATWClassroomParents@gmail.com

Description: The Classroom Parent Chair oversees all classroom parents, organizes an initial meeting of all classroom parents to explain their duties relative to both the teacher and the

other parents, keeps a regular line of communication open with each classroom parent to be sure they are on task, and in turn listens to their concerns/needs and brings them to the board.

Classroom Parent Duties:

- Helping to ensure clear, timely communication between the teacher and parents regarding activities, events, and needs in the classroom
- Assisting with the planning and coordinating of classroom events/ parties (planning, communicating with parents, coordinating volunteers)
- Helping to coordinate classroom volunteers for reading groups and for whatever needs arise as requested by the teacher
- Planning, communicating, and acting on teacher appreciation activities (birthday, teacher appreciation week, end of year gift)
- Maintain confidentiality (see confidentiality guidelines)
- Assist the teacher however they need while making sure you are not getting in the way or creating more work

Looking for YOUR classroom parent? Please visit the [Classroom & Community](#) section of the website for this information.

DADDY/DAUGHTER DANCE

Daddy/Daughter Dance Chair: Susie Lavery slporps@yahoo.com

Description: Organize and facilitate a Daddy-Daughter Dance that would be held on a February Evening at the school.

MOTHER/SON ACTIVITY

Mother/Son Activity Chair: OPEN ArchwayWestPSO@gmail.com

Description: Organize and facilitate an activity for mothers and sons such as bowling, golf, laser tag...

FAMILY MOVIE NIGHT

Family Movie Night Chair: OPEN ArchwayWestPSO@gmail.com

Description: Organize and facilitate a family friendly outdoor movie with concessions!

UNIFORM EXCHANGE

Uniform Exchange Chair: Claudia Soto ATWUniformExchange@gmail.com

Description: The Chair organizes and facilitates uniform exchanges (usually in the fall and spring, depending on if there is enough inventory to exchange) to recycle outgrown uniforms within the Archway community. Support parents are always needed to assist the Chair before, during, and after the events.

COMMUNITY SERVICE PROJECTS

Community Building: Anthony Pacheco triviumwestcommunity@gmail.com

Description: Organize and facilitate Community Service Projects to get the Archway Trivium West Community engaged in helping our local community. If you have an idea for a community service project, we want to hear about it!

STARGAZING NIGHT

Stargazing Night Chair: OPEN archwaywestpso@gmail.com

Description: Organize and facilitate an evening under the stars for the Archway Community alongside the Science Center and the Headmasters.

RUN THE VIRTUES (5K-1 MILE FUN RUN)

5K-1 Mile Fun Run: MaryHelen McElfresh McElfresh3@aol.com

Description: Organize and facilitate a meal to get families together, encouraging friendship and community.

TEACHER APPRECIATION

Teacher Appreciation: Kim Alvidrez ArchwayTeacherAppreciation@gmail.com

Description: Organize and facilitate Teacher Appreciation Week (May) activities as well as organize teacher luncheons during project weeks (October/January). If you have an idea to show our teachers how much we appreciate them, we want to hear about it!

TEACHER/STAFF BIRTHDAYS

ATW Birthdays Chair: Sharla Porter Sharbar.vw73@gmail.com

Description: Organize and manage all Archway Trivium West teacher and staff birthdays along with their wish lists. Provide wish list information to families in a timely manner so they may celebrate their teachers as they wish. Let us know if you would like to assist the Chair in celebrating the birthdays of the Archway teachers and staff!

SNOWSTORM

Snowstorm Chair: OPEN archwaywestpso@gmail.com

Description: Coordinates and promotes the annual ATWPSO Holiday Program for faculty and staff, and helps hang the Snowflakes around the school. This goes from early October to mid-December.

NEW FAMILY MENTORS

New Family Mentors: Veronica Armstead ArchwayWestVP@gmail.com

Description: Connect with NEW incoming families. This allows the new families to have someone to ask questions on a more warm and friendly level when they arise (i.e. the campus, drop-off/pick-up procedures, uniforms, books, pop culture). This is great for friendly Archway Trivium West supporters who would like to connect with new families throughout the year!

If you have any questions on how to get involved as a volunteer at Archway Trivium West, please contact Kim Logan at archwaywestpso@gmail.com.