

2015
2016

PS133

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Volunteer Guide



PS133



VOLUNTEERS

1 TRIMESTER OF BAND TUITION
BROOKLYN MUSIC FACTORY

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1 TRIMESTER OF BAND TUITION
BROOKLYN MUSIC FACTORY

PS 133 is a wonderful school and has so much to offer but funding often falls short. We need the support of our community to overcome budget challenges and provide a quality education to our students.

As parents, we must all commit to support our school and create the best learning environment possible for our children.

We have many exciting things planned each year, but we couldn't do them without your help!

Please take a few minutes to answer our survey:
www.ps133brooklyn.org/volunteer-form/

Have an idea for an event or fundraiser? Don't be afraid to suggest an idea and run with it!

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MEET OUR Volunteer Coordinator

I am Sharon, mom to Ella Mei in Grade 2 (Ms. Woodman-Russell). One of the things I love about PS 133 is the parent body and their generosity to give of their time to make the school great. I am the all things "volunteer maven" and want to meet you! There are all kinds of meaningful ways you can help out large and small to grow our school! Programs like playlab133, Studio in a School, Playworks and the Garden of Wonder could not have been done without the time, energy and creativity of PS 133 parents!

Here are some examples of ways to participate:

1. Help for one hour at the Fall or Spring Festival
2. Get students staged for PS 133 Picture Day 10/13
3. Lend a hand on Hispanic Heritage Day on 10/16
4. Design flyers, logos, backpack mailers for PTA events*
5. Bake something yummy for our PTA First-Friday bake sales*
6. Set-up for one movie night
6. Join the 5K Fun Run for Brooklyn Schools
7. Supervise our students for one recess or lunch
8. Volunteer to help with the spring auction
9. Sell PS133 spirit wear during First Fridays
10. MC the spring talent show

The opportunities are endless but there is only one you!

Look out for ongoing opportunities in the PS 133 PTA weekly newsletter (PTAWEEK), on the PS 133 website side bar or in email from your class parents.

Feel free to contact me with questions or to volunteer at volunteer@ps133brooklyn.org.

Here's to a great year of participation!

Warm regards,
Sharon Ng

*help from home opportunity

Class Parents

The Class Parent provides a critical link between the parents and the classroom teacher, the PTA and the school administration. There can be one or co-class parents per class or some parents have opted to break the tasks down so the effort is distributed.

Class parents (1 lead parent and deputy class parents) :

Build a sense of community within the classroom

Foster a relationship with other class parents in the same grade

Keep families informed and organized

The Class Parent ensures that every parents of his/her class know what is happening in the classroom and in school. The Class Parent brings questions or feedback from parents to the classroom teacher, parent coordinator or other school officials.

Serve as the bridge to the larger school community

By assisting the teacher with a number of tasks and serve as a communication liaison between families, teacher(s), and the PTA. The Class Parents is expected to attend PTA meetings to keep abreast with current PTA matters and initiatives.

Other examples of how class parent can help their teacher(s) and families:

- Create a class google or yahoo group for class-related communication
- Coordinate volunteers in the classroom
- Help teachers schedule parent-teacher conferences
- Organize class snacks (depending on grade)
- Organize field trips and volunteers
- Organize teacher gifts
- Assist with First Fridays (theme related, occurring on the first friday of every month)
- Organize a class social/playdate/potluck
- Help with teacher wish lists/donor choose projects
- Create a grade-wide yearbook for PreK, K and 5th

Please read our *Class Parent Guidebook* for more detailed information. Please download it here www.ps133brooklyn.org/handbooks

If you wish to become a Class Parent, please talk to your child's teacher about it and contact Class Parent Coordinator (Volunteer Parent) Narae Frederick talktonarae@gmail.com, cell number: 917-828-0775

Parent Teacher Association (PTA) Elected Positions

PS 133 needs devoted parents who are team players, organized and driven to be the voice of the parent community. They play an invaluable role creating community, raising much-needed funds and enriching the lives of our students.

The primary focus of the PTA is to fundraise! They provide monetary support to benefit ALL students. Some examples include: paying for recess facilitators (Playworks), supporting the arts (STUDIO), buying classroom supplies, etc. The PTA also provides tools and information to help parents become active participants in their child's education and help create a fun and vibrant community.

If you wish to run for a PTA position, elections are held in May

School Leadership Team (SLT) Elected Positions

All New York State public schools are mandated to have a School Leadership Team (SLT). It is the primary school-based vehicle for parents to work with teachers and the Principal to establish school priorities, ensure that the budget is aligned with those priorities, and evaluate our school's progress.

The group meets once a month, and the meeting is open to everyone.

Meeting dates for school year 2014-15 will be listed on the school calendar.

If you wish to run for an SLT position, please email the parent coordinator at ADickerson@schools.nyc.gov

Spring Auction & Social Event

The Spring Auction is our biggest fundraiser of the year and also a lot of fun! This is great opportunity to spend a night out (kid-free!), enjoy delicious food and tasty drinks, and bid on amazing items. Event has been in April.

Volunteers needed before the event

Solicitation (should start as early as September)

- Contact businesses and individual to collect donations that will be auction at the event.
- Create and maintain a database on donations, donor, item value, description, etc. and keep track of all donated items and gift certificates.
- Contact businesses and individuals to get sponsorships.

Communication and Design

- Write information about the event (save the date, call for donations, etc.) for web site, email, social media, etc.
- Help create the visual theme for the event, from poster to catalog.

Catalog

Collect information about donations and write fun descriptions of the items.

Ticket sales

We start selling tickets mid-January (online and once or twice a week in the lobby). Tickets are not actually printed; names are put on a guest list.

Party Planning

- Choose the theme event and décor
- Look into catering options, decide on menu and more!

Volunteers needed the day of the event

Set-up and decoration

- Decorations: Set up tables and display auction items
- Check in: Welcome guests, catalogs, assign bid number, drink tickets, process payments.
- Check out: Gather bidding sheets, prepare invoices, process payments, distribute items to winning bidders.

For more information contact Kathryn Mora, kathrynmora@me.com

Learning Leaders

Become a classroom volunteer! After a short training course by the Department of Education and background check, you can volunteer as a Learning Leader; tutoring and supporting the teachers at PS 133.

You get to help other children at the school and also learn skills that will help you with your own child(ren)'s education. This credential stays with you even after your child leaves PS 133. Please note this is not the same initiative as 'Parents as Learning Partners' that occurs monthly on First Fridays.

For more information or to sign up, contact Parent Coordinator Mr. Dickerson at adickerson@schools.nyc.gov

PS 133 Online and Pop-up Store

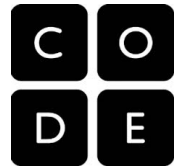
We need volunteers to manage the online store, order items, update the inventory and sell merchandise during events. Share your sales skills with us!



After the PTA Election on Sept 15th, let the Board know you are interested.

code.org

We are looking for a parent volunteer to help us partner with code.org to bring more computer science into our classrooms. "Learning to write programs stretches your mind, and helps you think better, creates a way of thinking about things that I think is helpful in all domains."
– Bill Gates.



For more information contact Kate Rubin @ designk8@gmail.com

Translating

PS 133 attempts to translate all material going home in backpacks into Spanish. Let us know if you are interested in being part of the parent pool we use for this service

Email Kate Dautrich Rubin + Kristen Swenson, communications@ps133brooklyn.org

Marathon & Election Day Bake Sales

Come sell delicious donated treats to neighborhood Marathon cheerers and community members as they vote! Activities include: organize donation wish list and solicit donations, direct volunteers the day of the events, man tables and sell, sell, sell!

If you cannot help the day of the event you can still participate by donating store-bought or homemade baked goods. These events are held in the beginning of November.

Need Event Chair

Grandparent Appreciation Day

This is a very special moment for our PS 133 families and students as we take the time to thank grandparents and extended family members.

Promote this spring (March/April) event through flyers distributed to students and invitations sent to families. Greet Grandparents and other Special People and guide them throughout and welcome them in the Auditorium, set-up tables for afternoon tea, coffee and sweet treats.

Contact Event Chair, Celeste Loft at cjloft@mac.com

International Book Fair

Last May, PS 133 launched its first Spanish/French Book Fair. For 2 days, families had the opportunity to browse and buy books and subscribe to magazines both in Spanish or French. Teachers were invited to submit their class wish list.

Help is needed to promote the event to our families, gather teachers' wish list and man the goodies table.

Need Event Chair

Fall Harvest

As Thanksgiving approaches, a long-standing tradition unites the families at PS 133. A school-wide potluck is organized and families bring in food and then volunteer to serve the students. This event is usually held the Wednesday before Thanksgiving. A formal call for volunteers will come in early November.

Need Event Chair

PS 133 Movie Nights

This fundraiser was new for the 2014-15 school year. Movies that relate to the curriculum will be screened on Friday evenings and healthy snacks will be for sale. Help pick movies, work at the snack table, take tickets or help to set-up and clean-up.

Chair: Ann Henry, ann.henry11@gmail.com

Donors Choose Coordinator

Help teachers school-wide identify classroom needs and assist them in assembling classroom projects and field trips on DonorsChoose.org, a popular online charity that makes it easy for anyone to help students in need. Public school teachers from every corner of America post classroom project requests on this site, and anyone can give any amount to the project that most inspires them. This position entails training the teachers to use the site, holding meetings with them to assess needs and write their essays to post on the site, assemble list of supplies on project, troubleshoot any issues and follow up with teachers to comply with thank you packages.

Need Event Chair

BOKS Morning Fitness Program Coordinator

This parent helps Mr. Blatt (PS 133 Physical Education teacher and BOKS coach) communicate with other enrolled parents.

Chair: Jon Frederick hossmosis@hotmail.com

Hispanic Heritage Event Coordinator

Each year our school celebrates Hispanic Heritage by creating a community event that is fun and educational. Help brainstorm event ideas, make hispanic food or handle the decorations. Help on the day of the event to set up, clean up, etc. is also needed.

Chair: Carlos Saavedra, csaave01@gmail.com

Fall/Spring Festivals

A PS 133 tradition, our festival is a fun-filled outing for the whole family! From Cotton Candy, to Pony rides, Bouncy castles to face painting, we need volunteers to help organize, set-up and man tables during the events. Bring your fun activities ideas or contact businesses for donations! October 2015 & May 2016.

Contact Isabella Caccavo, PS 133 Speech Provider, ideangelis@schools.nyc.gov

Picture Day

Picture day is Tuesday, October 13! Help our students be picture perfect for this fundraiser! Activities include escorting students to and from the gymnasium, combing hair, assisting photographers, distributing notices, order forms, and photos, collecting payments and keeping records. Shift from 8-10, 9-11, 10-12 and 11-1 and 12-2 pm.

Chair: Aisha Johnson Burwell, aishajburwell@gmail.com

Friday Clubs

To foster the talents and interests of every child, cluster classes are offered once a week in different areas of interest. Teachers provide options for students and they rank them according to preference. These enrichment periods are offered once a week in different areas: Drama, Art, Comic Book Writing, Yoga, Rainbow Loom, Cooking, Dance, Legos and Arts & Crafts.

At the end of each clubs semester, students showcase their learning and parents are able to see what they have been working on. Parent volunteers are needed to assist teachers either in the classroom or with supplies or behind the scenes support.

Email Sha-Wonda Credle Williams, PS 133 Literacy Coach, SWilliams@schools.nyc.gov

PTA Committees

playlab: After-School Enrichment

The role of this new committee is to research and oversee an array of affordable after-school options for all grades throughout the year; from homework help to arts, sports, languages and much more.

Committee Chair: Niae Knight- extendedday@ps133brooklyn.org

Garden of Wonder

If you have a green thumb and wish to help green our school, The Garden of Wonder is your committee. Named by our students and created in 2012 the goal of the committee is not only to grow and maintain the garden but also introduce students to the joy of gardening with hands-on classroom activities.

Several times a year, students are able to sample the Garden of Wonder's harvest in the Cafeteria.

Committee Chair: Open – we really need someone with experience who can help us! – garden@ps133brooklyn.org (Parents overseeing the transition: Sorayya Kassamali and Denise Morales)

Grant Writing

The purpose of this committee is to research, write and submit grant proposals in order to raise money and resources for PS 133 and its programs. Grants are a great way to get larger amounts of money into our school. We need parents to help research new grants, write and submit grant proposals.

Committee Chair: Cari Sietstra – grants@ps133brooklyn.org

Green Team

The Green Team is derived from the Garden of Wonder to encourage sustainable initiatives throughout the school and promote healthy living. Last year, the Green Team launched a school-wide initiative – the Green Month in March – to educate students and reinforce a new recycling system in the Cafeteria and the classrooms.

Committee Chair: Kate Dautrich Rubin – greenteam@ps133brooklyn.org
Co-chair: Carol Getaz

Performing Arts

We have a great auditorium and intend on putting it to good use every year! Be a part of this committee to help formulate a theater or dance program at PS 133! We need volunteers to research external programs that may work with our school and come up with ideas for an original production!

Last year, the Performing Arts Committee was instrumental in winning a grant and bringing Theater for a New Audience's New Voices Project at PS 133 - a 13-week residency that culminated with a performance in the Auditorium. The Committee also successfully launched PS 133's very own First Annual Talent showcase – PS 133Ds GOT TALENT!

Co-chairs: Esra Dayani – performingarts@ps133brooklyn.org

Co-chair: OPEN

Design, PR, Branding , Web and Social Media

The role of this committee is to promote and expand PS 133 presence online and via traditional marketing tools, primarily by developing a solid branding, maintaining and upgrading the school's website, and developing an effective social media strategy with the goal of keeping the school community, external stakeholders and potential contributors and donors abreast of school's programs, activities and achievements.

No technology skills required but knowledge and experience in marketing, communications and online outreach is desired. Graphic designers are needed to help with backpack mailers and imagery for the website.

Committee Chair: Kreg Holt – admin@ps133brooklyn.org

Library

PS 133 fully stocked up with over 9,000 books plays an essential role in fostering students' independent reading habits and love of books. Classes are able to visit the library as part of technology class, as well as with their classroom teachers, to borrow books and engage in computer based research.

We need volunteers to execute tasks as simple as keeping books organized, maintaining and updating an automated catalog or creating and managing special programs such as book clubs or inviting (local) authors for book readings.

Co-chairs: Seri Worden and Lisa Campbell – library@ps133brooklyn.org

FUNdraising

The FUNdraising committee is the central hub of our fundraising efforts. The FUNdraising committee brainstorm ideas, initiates and coordinates fundraising activities, such as the Annual Appeal, the Annual Spring Auction, the Holiday Craft Fair (Brooklyn MADE), book fairs, MULEE's Back-to-School, Mabel's labels, Marathon and Election Day Bake Sales, Picture Day, Legacy Tile Wall and many more!

This committee oversees current fundraising initiatives and launch new ones. The sky is the limit!

Co-chairs: Kathryn Mora + Christa Rimonneau – fundraising@ps133brooklyn.org

Lunch / Recess Duty

Lunchtime can be a busy time in the cafeteria. Why not make our students' lunch-time more enjoyable? During your lunch break? Please sign up to help organize students as they come into the cafeteria from their classrooms, gather slow eaters and encourage them to finish, help them wrap up, discard leftovers and organize them into lines to go out to courtyard for recess.

Lunch Periods are as follows:

PreK: 10:41am-11:26 am

K&1: 11:26pm-12:16 pm

2nd-5th: 12:16pm-1:06 pm

Sign up online here http://ps133brooklyn.org/volunteer-sign-up/?sheet_id=3

Co-chair: Ingrid Levine – lunch@ps133brooklyn.org

Co-chair: OPEN

Parent Outreach

The goal of this committee is to be a source of information for the parents of your class, and work on initiatives to communicate to other parents in the school. It will improve parent communications as well as provide food for the soul for our parents' health and general well being. One of the main goals of this committee is to establish a Class Parent for each classroom who will act as the bridge between the parents and the classroom teacher.

Contact last year's co-chairs: Timm Ryan-Young or Chiquita Payne – parentoutreach@ps133brooklyn.org

PS133

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