

July 16, 2010



The Prentice School
Parent Guild Board
2010-2011

Dear Prentice Families,

We hope this letter finds you enjoying the summer. It is hard to believe that in just over a month, it will be back to: school days, carpools, the joy of seeing our old friends and the pleasure of making new ones.

On behalf of the Prentice Parent Guild Board, we welcome and invite you to become active in the Guild in whatever way you can. We are an integral part of the school; providing necessary support to both students and teachers. In addition to organizing Room Parents, Host Families, Back-to-School Picnic, Scholastic Book Fair, Teacher & Staff Appreciation week, and various fundraising efforts, the Guild also provides funds for all field trips along with transportation, Walk Thru's, Jr. High Mixers, and the year-end Spirit Day.

As a parent of a Prentice student, you are an automatic member of the Prentice Parent Guild. We encourage you to get involved in your child's school. This year, Prentice is requiring each family to volunteer a minimum of 10 hours during the school year. Included with this letter is the Volunteer Opportunities Interest Finder form. There are many volunteer opportunities and we still need coordinators for a few of our programs. Please take a moment to look it over, complete the form and return it with your registration packet.

We would like to thank the many parents who have already come forward to volunteer their time, especially our new board for the 2010-2011 school year:

Angela Armen, *Vice President*

John Koch, *Vice President*

Debra Brunner, *Secretary*

Jacqueline Beijersbergen, *Vice President*

Shanna Thornberg, *Vice President*

Doreen Meyer, *Treasurer*

Our monthly meetings will start on September 3rd at **8:30 a.m.** in the Keck Auditorium. These meetings offer a way to network with other parents, hear informative guest speakers, and learn more about various events happening at Prentice. If you have time, please familiarize yourself with our web page, which can be accessed from the drop down section of the *Parents* tab, titled *Parent Guild*, on the school's website, www.prentice.org. Check back often as the site is a work in progress. This year, the Parent Guild will use the email address, parentguild@prentice.org to send important information and announcements about Parent Guild activities.

On our first day of school, Thursday, August 12th, you are invited to our Welcome Back Coffee. This is a good opportunity for parents to meet one another and learn more about the various volunteer opportunities. Also, mark your calendar for the Back-to-School Picnic on the evening of Wednesday, August 25th. This is a relaxing event and a chance to mingle with other families and your child's teacher. In addition, the Scholastic Book Fair, which is open during the week of August 23rd, will also be open on the night of the Picnic.

We are very fortunate to be a part of a school like Prentice. We are all busy parents, but *many hands make for a lighter load*. If you can help us by participating in various efforts, the time you spend will not only be greatly appreciated, but will enrich your child's overall Prentice experience. If you have any questions or ideas, we are available to you at any time. Please don't hesitate to call either Sharon Downs-Gaines at (714) 330-3555 or Peggy Johnson at (951) 751-1768.

We look forward to our year ahead as we work together to achieve many successes for our children.

Respectfully,

Sharon Downs-Gaines and Peggy Johnson
Prentice Parent Guild
Co-Presidents



The Prentice School

PARENT GUILD VOLUNTEER OPPORTUNITIES

INTEREST FINDER

2010-2011

Volunteers are an integral part of the success of your child's Prentice experience. Prentice requires that each family volunteer a *minimum of 10 hours* per school year. We are very grateful for any help you are able to give to the school. Thank you!

Please take a few moments to complete this form and return to the school as soon as possible.

If you have any questions, please contact the Parent Guild *Volunteer Coordinators*:
Angela Armen at (714) 293-5179 or Donna Lang at (714) 389-3286 *home*; (949) 923-0774 *cell*

PARENT INFORMATION

First Name:	Last Name:	Home Phone:
Email Address:		Cell Phone:

STUDENT INFORMATION

First Name:	Last Name:	Grade:	Teacher:
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I WOULD LIKE TO HELP IN THE FOLLOWING AREAS:

Please check the boxes for ALL activities that you are interested in volunteering for.

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|--------------------------|--|---------------------|
| <input type="checkbox"/> | Elementary Room Parent (Pre-K/K-5th)
Assist with occasional class parties and any special assistance the teacher might need for an event or field trip. The room parent will contact each new family in their respective class and welcome to Prentice. Provide yearbook committee with digital pictures of classroom events. | |
| <input type="checkbox"/> | Junior High Room Parent Coordinator (6th-8th)
Acts as a liaison between Volunteer Coordinator and classroom. | |
| <input type="checkbox"/> | New Family Welcome Committee
The purpose is to have one parent-volunteer assigned to each new family to welcome them and assist in getting them acquainted with various activities at school. Help direct them to the right person to get any questions answered. | (Year-round) |
| <input type="checkbox"/> | Fundraiser Committee
Plan and implement various fundraising activities throughout the school year. | (Year-round) |
| <input type="checkbox"/> | Gift Wrap Fundraiser
Choose, plan and implement a Prentice gift-wrap fundraiser. | (August) |
| <input type="checkbox"/> | Teacher & Staff Appreciation
Assemble committee to decide on activities to honor our teachers & staff throughout the year. A luncheon will take place on Teacher/Staff Appreciation Day. | (Year-round) |
| <input type="checkbox"/> | Box Tops for Education
Collect box tops from each classroom and front office, organize, and submit for cash. | (Year-round) |

<input type="checkbox"/>	Community Partner Programs (Year-round)
	Organize, maintain and identify vendors that offer fundraising opportunities for the school. A few examples are Albertson's, Target, Ralph's, E-scrip, Office Depot, Home Depot and many other local businesses.
<input type="checkbox"/>	Back to School Picnic (August 25 th)
	Line up vendor to provide and deliver food. Send out invitation flyers including dinner order forms, maintain RSVP's and food count. Place signage in the quad delineating where each class is to gather.
<input type="checkbox"/>	Fall Scholastic Book Fair (August 23 rd —August 27 th)
	Main duties include set up, staffing event, accounting and tear down. Scholastic offers a chairperson workshop that can be attended.
<input type="checkbox"/>	Holiday Boutique (Late Nov. or Early Dec.)
	Purchase and organize merchandise throughout the year, decorate Keck, set up gift tables, assist kids with shopping, wrap gifts and clean up.
<input type="checkbox"/>	Spring Scholastic Book Fair (April 11 th -14 th)
	Main duties include set up, staffing event, accounting and tear down. Scholastic offers a chairperson workshop that can be attended.
<input type="checkbox"/>	Junior High Mixers (December 10 th , March 25 th , May 6 th)
	Mixers are held after school in the Keck. Parents create theme, provide food, decorations & book the DJ.
<input type="checkbox"/>	Eighth Grade Graduation (June 9 th)
	7th grade parents host this event. Responsibilities include decorating the Keck (keep all receipts for reimbursement by school) and serving food on day of graduation. Prentice provides the food and drink.
<input type="checkbox"/>	Library (Year-round)
	Help shelve books or other projects as needed.
<input type="checkbox"/>	"The Prentice Post Editor" (Year-round)
	Writer/Reporter—Submit brief articles covering relevant Prentice activities. Advertising—Type up classified ads and put them on the Parent Guild website.
Position Filled	School Directory (Linda Jenkins & Doreen Meyer) Compile student and school information for school directory.
Position Filled	Clothes Closet (Ginny Mayne & Shari Amanat) (Year-round) Takes donated, recycled uniforms home; washes, folds and returns them to school. The clothes should be set up at the Back to School coffee, Back to School Picnic, and based on manpower and enthusiasm, several times during the month at carpool and/or before school.
Position Filled	Yearbook Committee (Linda Jenkins & Sharon Downs-Gaines) (Year-round) Take digital photos of various student activities and school events throughout the school year. Organize and design the Prentice yearbook.

We appreciate the help of all of our volunteers!

Sincerely,

Sharon Downs-Gaines and Peggy Johnson

Prentice Parent Guild

Co-Presidents