



BONITA CANYON ELEMENTARY

Volunteer Opportunity Descriptions

After School Classroom Enrichment (ACE) Coordinator: ACE is a high-quality district-wide program administered by the Irvine Public School Foundation (IPSF) that provides opportunities for students to participate in classes, both fun and academic, while staying in their school environment. These fee-based enrichment classes are organized and managed by an ACE volunteer coordinator at each school and are taught by pre-approved professionals. The ACE coordinator is responsible for scheduling all ACE classes with IPSF-approved vendors/instructors, coordinating the use of school space with BC staff, promoting each session of ACE to BC parents and students, managing course registrations, and scheduling and overseeing volunteers to act as ACE monitors (checking students in/out for each ACE class).

Art Masters: Thanks to money raised by the PTA, students participate in five Art Masters sessions each year. Students learn about famous artists and engage in projects introducing children to each artist's technique and style. The Art Masters chair is responsible for contracting with our Art Masters vendor, selecting featured artists, scheduling assemblies and in-class sessions, procuring and managing materials, and coordinating leaders and volunteers for each in-class session.

Assemblies: Attend assembly "fair" in the spring to learn about potential assembly topics and presenters/performers. Select, contract, schedule, and oversee each of four school-wide assemblies per year. Student assemblies are 100% funded by our PTA.

Back To School Bash: The PTA organizes an annual Fall event for all BC families to get together and socialize. Festivities include a DJ, cake walk, coloring contest, games and activities for the children, and food trucks. The Fall Social chair(s) plan and coordinate the entire event, including signing up and scheduling a large group of parent volunteers to run the evening's activities.

BC Connections: BC Connections is about building strong connections across our diverse community of BC families. The Connection chairs work in conjunction with "BC Buddies" to connect new parents with veteran BC parents speaking a range of native languages who can serve as resources on a variety of school topics. Chairs also help to organize our multicultural lunch for families and plan holiday celebrations to educate our student population. Our Connection chairs also plan community events (donuts and coffee, Bonita parent hikes in our community) to give our families another way to meet our community.

Book Fair: The PTA organizes two weeklong book fairs per year. During the Fall and Spring, the students have an opportunity to purchase books for themselves or the classroom/library. The Book Fair chair(s) work with the school librarian to plan, set up, break down, and oversee both book fairs including the scheduling and training of a large cadre of parent volunteers who work as book fair "staff" (helpers and cashiers).

Community Outreach: Plan and coordinate several "dining out" and/or community-building fundraiser events per year (funds raised are donated back to BC PTA), as well as charity or community service activities and events including food/book/toy drives and the like.

Directory Chair(s): Manage the production and distribution of our annual school directory including data management, production schedule, layout and printing.

Directory Advertising: Solicit and coordinate paid advertising from local businesses for our annual school directory.

Display Cases: Manage the utilization of our PTA display cases (located outside the front office) throughout the year to communicate, highlight, and promote PTA activities to parents, students, and staff.

Emergency Preparedness: Work with BC staff on our school's disaster/earthquake preparedness plans and procedures. Coordinate the acquisition of necessary supplies and equipment.

Field Day: This end of the year two-day event (one day for primary grades, one day for upper grades) is a favorite with BC students. Thanks to PTA funds, the students participate in numerous outdoor games and activities. Field Day chairs work with BC staff to plan and execute all field day activities, manage and set up any necessary equipment, and schedule and manage a large group of day-of parent volunteers.

Guy Stuff: The PTA organizes an evening for 5th grade boys and their dads to discuss "guy stuff" and puberty. Fifth grade dads are needed to assist with this 5th grade boys' health education program.

Harvest Cup Soccer Tournament: Every Fall, boys and girls in grades 3 to 6 have the chance to tryout and compete in a district-wide soccer tournament. Coordinators and coaches are needed to act as liaisons between the organizing body and BC students and parents, confirm registrations, conduct tryouts, finalize a roster, arrange practices, and coach a team of BC students.

Hoops Classic Basketball Tournament: The Irvine Hoops Classic is a district-wide inter-school basketball tournament for students in grades 3 to 6, played each year in March. Coordinators and coaches are needed act as liaisons between the organizing body and BC students and parents, confirm registrations, conduct tryouts, finalize a roster, arrange practices, and coach a team of BC students.

Hospitality: Coordinate refreshments at PTA general association meetings and miscellaneous PTA functions.

IPSF Ambassador: The BC PTA supports Irvine Public School Foundations (IPSF). Act as the liaison between IPSF and the Bonita Canyon community. Attend 1-2 IPSF Ambassador meetings per year and help communicate with BC families about IPSF events and initiatives.

Legislative Action: Attend "Sacramento Safari," the Fourth District PTA's annual two-day trip to our State Capitol in Sacramento (typically in February), where PTA members have the opportunity to learn about legislative advocacy projects designed to benefit Irvine Unified School District on the local, state and federal levels and to advocate for our students directly with legislators. Act as a liaison to inform the BC community about legislative initiatives that impact our students.

Girl Talk: The PTA organizes an evening for 5th grade girls and their moms to discuss puberty. Fifth grade moms are needed to plan and organize this 5th grade girls' health education night.

Movie Night: BC families gather on the soccer field in the fall and spring and watch a family movie on a large outdoor screen with popcorn, candy, and food trucks. BC students have the chance to vote for the featured movie. Movie night chair(s) organize and plan this annual event, including recruiting and overseeing additional volunteers to help out at Movie Night.

Picture Day: Work with BC staff to organize and run picture day, including scheduling additional volunteers to assist photographers with orders, combing hair, escorting classes, etc.

Pizza Parent: BC students love pizza days! Plan and organize student pizza days two times a month. Pizza days vary depending on each month's lunch menu. Serving time is from 11:25am to 12:55pm.

PTA Website: Help keep Bonita Canyon's PTA website current and relevant. Add new content to promote upcoming events and initiatives. Regularly review and update existing content.

Red Ribbon Week: RRW chairs organize, plan, promote, and execute the whole week's events, including scheduling and managing volunteers to decorate the school and plan spirit days for the week.

Reflections: Reflections is a national arts recognition and achievement program for students. BC students are encouraged to express their creativity by submitting original works of visual art, literature, photography, dance, or film production. The Reflections chair is responsible for communicating information about the Reflections program to students and parents, collecting student artwork, organizing an exhibit of BC student entries, and turning in BC's top entries to the Irvine Unified Council PTA Reflections Committee.

Room Parent Coordinator: Work with teachers to identify a room parent and additional parent volunteers for each classroom at the beginning of each school year. Lead a training and informational meeting for all room parents at the beginning of the year and oversee the distribution and reconciliation of PTA classroom funds. Throughout the year, distribute reminders and PTA communications to room parents for room parents to share with their classes. Serve as a resource for all room parents and a liaison between room parents and the PTA executive board and/or school administration.

Sixth Grade Promotion Party: Plan and organize a graduation party for sixth graders in June, including decorations, programs, and refreshments.

Sixth Grade SHAPE Program: Coordinate an IUSD-approved sex education program for sixth graders, offered in the spring. The program consists of four evening parent-and-child meetings, separated for boys and girls.

Spirit Wear: Manage the design, production, and inventory of a line of BC spirit wear including caps, t-shirts, and sweatshirts. Sell BC spirit wear at Fall Social and manage the availability of online sales.

Spring Fundraiser: The Spring Fundraiser is one of our two biggest PTA fundraisers each year. This adults-only night out is an opportunity to have fun with friends while raising money for our wonderful school. Funds raised help support many important programs at BC. Spring Fundraiser chair(s) are responsible for the planning and execution of the entire event, including venue, food, entertainment, décor, the procurement of all online and live auction items, and the management of the event budget. The Spring Fundraiser chairs will also recruit and manage a team of parent volunteers to help out with all tasks related to the planning and execution of the Spring Fundraiser.

Teacher & Staff Appreciation Luncheon: To let the teachers and staff at BC know that we think they are the best, the PTA organizes an annual luncheon during Teacher Appreciation Week in May. Chairs are responsible for planning and organizing the food, setup, décor, and recruiting and scheduling additional volunteers to help at the luncheon.

Theater Program: In the new school year we are working to launch our theater program. This coordinator will work with the ACE coordinator, principal, and teachers to plan and execute a theater program for students.

Winter Bowl Flag Football Tournament: The Winter Bowl Tournament is a district-wide inter-school flag football tournament for students in grades 3 to 6, played each year in January. Coordinators and coaches are needed act as

liaisons between the organizing body and BC students and parents, confirm registrations, conduct tryouts, finalize a roster, arrange practices, and coach a team of BC students.