



## Volunteering at Ben Gamla Charter School

Ben Gamla Charter is a school with families who value the commitment to student education and character development. Parental involvement is a requirement at Ben Gamla Charter School. **Thirty (30)** Volunteer hours are a mandatory commitment for families of Ben Gamla Students. You may not re-register your child for the following year until your volunteer commitment has been fulfilled.

A wide variety of programs and activities are available to match your time and talents. For example, the school can always benefit from the assistance of people whose talents, skills, or knowledge span a variety of areas such as **handyman, home/office maintenance, repairs, security, arts, music, science, sports, computers, etc.** Please select an activity or event, list your talent, or let us know how you can volunteer and we'll get back to you with volunteer opportunities that will fit into your schedule.

For volunteer opportunities you can:

1. Send an e-mail to the PTO at [pto@bengamla-charter.com](mailto:pto@bengamla-charter.com). Please be sure to provide your name, telephone number, the best time to contact you and the activity you are interested in.
2. Give us a call at 954-342-4064. Please be sure to provide your name, telephone number, the best time to contact you and the activity you are interested in.
3. Contact the person in charge of the activity/event that interests you.
4. Complete the Volunteer Opportunities Form provided on the Ben Gamla website: <http://www.bengamla-charter.com>, under Giving and Volunteering.
5. Complete the *Volunteer Opportunities Form* provided at the end of this letter and return it to Julieta at the front desk.

Volunteer hours can be fulfilled through the following activities:

## 1. Education

- A. Class (contact your children's teacher or the room parent in advance)
- Room Parent: help your teacher organize special events, wish list, etc.
  - Classroom aide: help the teacher during class, make photocopies, grading, etc. (anytime during school hours)
  - Lunch supervision (anytime from 10.15 AM to 1.30 PM)
  - Translators for parent conferences (dates to be determined)
  - Field trip supervision (dates to be determined)
  - Computer aide: help with teacher's website
- B. Reading Coach (contact Mrs. Nevins in advance)
- Screening for Kindergarten
  - Oral Reading Frequency Program (grades second to fifth)
  - One-on-One Tutoring (1/2 hour, twice a week)

Please commit to participate twice a week, half hour for two months. Training will be provided by Ben Gamla's Reading Coach: Mrs. Nevins.

- C. Meet the Master Art Program (contact Anabella Gordon [anabella.gordon@hotmail.com](mailto:anabella.gordon@hotmail.com) or Gisela Gleizer [gisefrei@gmail.com](mailto:gisefrei@gmail.com))
- Volunteer to make presentations on the lives and works of master artists in the classroom, using reproductions of the artists' major works. Each classroom will have a *Meet the Masters* presentation every six weeks.

Please commit to participate in five presentations during the year, for about 20-30 minutes each presentation. Free Program sponsored by the Volunteer Services Department of Broward County Public Schools.

## 2. Administrative (contact Dana Wright at the administrative office)

- Filings and other administrative tasks at the administrative office (any time during school hours)
- Make photocopies (any time during school hours)
- Help produce the school year book

**3. Translators** (contact Mrs. Miller or Mrs. Weizman in advance)

- Translators for Hebrew, Spanish or Russian for parent conferences (any time during school hours)

**4. Media Center Organization** (contact Mrs. Miller, Mrs. Weizman or the PTO in advance)

- Help organize the media center (Sunday morning during October and November 2009, exact dates to be determined)

**5. Front desk** (contact Julieta at the front desk)

- Controlling traffic at the front door (any time during school hours)
- Controlling late pass and tardiness (from 7.30 to 8.30 AM)

**6. Parent Nights** (Contact Mrs. Miller, Mrs. Weizman)

Professional guest speakers or school administration will touch on an important topic on specific education/family related issues. Double volunteer hours will be provided for participating in these seminars. No children please. The first parent seminar will be held on **September 22<sup>nd</sup> at 6.45 p.m.**

**7. Book Fair** (Contact April Prince)

- Help at the Book Fair, to promote the sale of educational books to students (November 9<sup>th</sup> to 18<sup>th</sup>, 2009).

The objective of the book fair is to build classroom & school libraries, raise funds, and connect more students with more books.

**8. PTO**

**Volunteer and financial support of the PTO is vital to the life of our school. We strongly encourage every family to participate in the PTO and its events.**

- Participate in PTO Meetings
- Work with the school faculty to identify particular school needs
- Support school activities and events, and organize fundraising activities to support the financial needs of our school (the PTO organizes or sponsors some of the events above).

## Volunteer Opportunities Form

<b>Name</b>	
<b>E-mail</b>	
<b>Phone</b>	
<b>Name of the event/activity (select from the list above)</b>	
<b>Describe your talents, skills or special knowledge</b>	
<b>Teacher's name and grade</b>	

**Please send this form to [pto@bengamla-charter.com](mailto:pto@bengamla-charter.com) or to Julieta at the front door.**