



Travell HSA Volunteer Opportunities

The Travell HSA depends on parents to encourage volunteering their time, talents, ideas, experience, and energy. Many parents are uncertain how to get involved due to working full-time, little ones at home, etc. Most of the opportunities have flexibility—please contact us with any questions.

After months and months of being separate, we are excited to find ways to bring our community back together. Taking part in a school activity is a great way to reconnect and make an impact in the experience our kids have at Travell.

Everyone is welcome!!

Visit the Travell HSA website to sign up:

<https://www.travellhsa.com/copy-of-volunteer-signup>

Or email TravellHSA@gmail.com with questions.



So many options, so many opportunities....come join us!

Adult Socials

Fall Social

Volunteers Needed: 1-2 Coordinators

Time Commitment: 5-8 hours planning for a one time Fall event

Description: Meet with volunteers, decide on party theme, pick dates and locations for parties. Work with HSA on cost of the events, make flyers and email flyers to presidents for approval.

Ladies' Night

Volunteers Needed: 1-2 Coordinators

Time Commitment: 2-4 hours planning for a one time, 2-hour Spring event

Description: Meet with volunteers, decide on party theme, pick dates and locations for parties. Work with HSA on cost of the events, make flyers and email flyers to presidents for approval.

Mens' Night

Volunteers Needed: 1-2 Coordinators

Time Commitment: 2-4 hours planning for a one time, 2-hour Winter or Spring event

Description: Meet with volunteers, decide on party theme, pick dates and locations for parties. Work with HSA on cost of the events, make flyers and email flyers to presidents for approval.

BFMS Rep

Volunteers Needed: 2 Coordinators

Time Commitment: 1-2 hrs, 3 times per year

Description: Attend BF HSA meetings, and give updates at General HSA meetings. Must have a student at BF.

Back to School Picnic

Volunteers Needed 2 Coordinators + 15-18 day of volunteers

Time Commitment for Coordinators: 4-6 hours in August planning for one time, 3-hour September event.

Description: Confirm food vendor, create .pdf flyer for eNews, Coordinate Community Pass dates with HSA Technical Secretary; create sign-up sheet and reserve space in school and tables with Main Office. Work with HSA for day or purchases and help manage additional volunteers.



(Back to School Picnic, cont.)

Time Commitment for day of event volunteers:

- **Set up** - 2 people
- **Check in** - four more people in addition to the chairs. Recruit HSA board members as it involves handling money.
- **Photos** - recruit someone who is great at taking pics. Have them take a special pic of the 5th Graders for the yearbook. Ask DJ to announce it.
- **Floater** - It is good to have one floater who can be a runner for whatever is needed while the people at the check in tables are busy.
- **Scoopers** - 6 people to scoop the ice cream (can be teen siblings if they are good at it). The HSA has four scoops. Ask volunteers to bring more.
- **Ice Cream Line Monitors (Parents Only)** - 3 to 5 people to help monitor the ice cream line. Need to have big voices and are not afraid to take control of the line. It can get CRAZY!

Bag A Lunch, Help A Bunch

Volunteers Needed: 1-2 Coordinators

Time Commitment: 2-4 hours in the Fall

Description: Partner with Table to Table to raise money for families experiencing food insecurity. Determine online or in person fundraiser – depending on format, coordinate fundraiser (online giving platform or brown bag appeal sent home). Design promotional posters and a .pdf flyer for eNews.

Bake Sale

Volunteers Needed: 2 Coordinators

Time Commitment: 2-4 hours, several events per year

Description: Coordinators will work with HSA Presidents to coordinate bake sale dates with other Travell Events such as school concerts, art shows. The Bake Sale is set up outside the Main Office. Fill out Building Use form and request tables. Design and submit .pdf flyer to Presidents in September asking for Bake Sale volunteers needed to bake individually wrapped treats throughout the year. Organize people to assist with sales on the day of the event.

Bingo Night

Volunteers Needed: 2-4 Coordinators

Time Commitment: 2-4 hours planning for a one time, 1-hour Winter event

Description: Coordinators will book time on the calendar and reserve the space via Building Use form on HSA website. You will need an emcee to run Bingo. All Bingo supplies are in the HSA storage closet. You will need two volunteers to run the prize table. You have freedom to run it however you want. Some years, you needed to RSVP, and tickets cost \$5 per family so we could gauge how many people were coming and buy appropriate prizes. Other years, admission was toy donation. It was usually run after Christmas so people might 'donate' unwanted presents. You can use the popcorn machine and pop popcorn or you can order pizza and have food. Or don't serve anything and make it super easy.



Book Fair

Volunteers Needed: 2 coordinators + 8-10 volunteers

Time Commitment: 8 – 10 hours of organization/planning/set up for one week event in December (set up date, 3-day Book Fair, breakdown/closeout day)

Description for Coordinators: Work with Scholastic rep to confirm/secure dates and times for Book Fair. Secure location via the Building Use form on HSA website. Receive the book delivery and organize Fair set up. Coordinate volunteers.

Descriptions for Volunteers: Point of sale/registers; assist lower grade levels with purchasing.

Note: Book Fair is busiest during Family Dance Night. Book Fair runs 3 days, bookended with a setup and closeout day on either side.

Book Swap

Volunteers Needed: 1 Coordinator + 4 volunteers

Time Commitment: 4-6 hours for a one-time Spring event.

Description: Secure location via the Building Use form on HSA website. Coordinate with librarian about where and how to drop off gently used books. Create a .pdf flyer to collect books and email to presidents to get in eNews. Once all the books are collected, you will need to organize the books roughly by categories (picture books, nonfiction, series, leveled reading). The librarian will help with this task and a few parent volunteers. Every child that donates a book, can get a book. For the day of the Book Swap, you will need 3-4 volunteers to help on the day of the sale. You will also need to email the treasurer to get petty cash. Don't forget quarters--kids come in pocket change. At the end of the sale, pack up unsold books and donate to a local charity.

Box Tops for Education

Volunteers Needed: 1 Coordinator

Time Commitment: 2-4 hours for marketing and organization of a year-long fundraiser

Description: [Box Tops](#) is a major Fundraiser at Travell. In order for it to be successful, getting more participation is key. Normally, we push out the Box Top program in September at Back to school Night and with individual contests throughout the year. You just need to work on getting parents to download the App onto their phones and then scan their receipts after shopping. Communication can be done through E-news, Instagram, Facebook, and Group Spot.

Class Parents

Volunteers Needed: 1-2 parents per class, per grade

Time Commitment: 1-2 hours/month

Description: Coordinate class gifts for Teacher Appreciation, holidays and year-end. Solicit classroom volunteers for field trips, art docent, Mayfair, etc. Must read eNews and make sure parents are up-to-date on school info and must stay up-to-date on email and be comfortable emailing classes to share updates. It is recommended that you attend Travell HSA General Meetings so that you can pass along pertinent information to your class.



Directory

Volunteers Needed: 1 Coordinator

Time Commitment: 10-12 hours over the course of the year.

Description: Update the content in the mobile directory by importing information from our Skyward system-of-record. Basic testing to ensure application is operational. Explore opportunities for expanding functionality of mobile directory. This is an ideal position for someone with a general technical aptitude to assist with problem identification and resolution and has experience with web and mobile application functionality.

Directory Ad Sales

Volunteers Needed: 1 Coordinator

Time Commitment: 4 hours, September to October

Description: This is an ad-sales position where you are going to local businesses and asking them to make a donation to Travell for ad space on our Community Partners Page on GroupSpot.

Diversity, Equity, and Inclusion Committee

Volunteers Needed: Open

Time Commitment: 3-4 meetings per year + any initiatives/events

Description: As part of the HSA, the Travell Diversity, Equity and Inclusion (DEI) Committee strives to work with the school's principal, staff, and administration to promote initiatives that celebrate differences in race, gender, religion, sexual orientation, and physical/mental abilities. In addition, the DEI Committee aspires to provide resources and conversation starters to help parents facilitate open dialogue at home to further foster a collective understanding and to highlight the contributions of all individuals.

Drama Club

Volunteers Needed: 1 Coordinator + 8-10 volunteers during the Drama Club Show

Time Commitment: 6 -10 hours, December to February

Description: Work closely with HSA and the theatre company to determine the show. Email .pdf to Presidents to promote the show and get children to sign up. Typically, Drama Club is for 3rd to 5th grade with the 5th graders auditioning for larger roles. Coordinator must reserve the rehearsal space via Building Use Form. Coordinator will organize parent volunteers. Decorations feature headshots, which may or may not be provided by the vendor. Review Contract.

Drama Club Concessions and Decorations

Volunteers Needed: 8-10 volunteers during the Drama Club Show

Time Commitment: 2 hours for a one-time event in February (typically)

Description: The bulletin board outside the auditorium must be decorated with headshots and with the show title 2-3 weeks before the show. Concessions are run only on show nights and are a huge fundraiser. A volunteer(s) will purchase items in bulk ahead of time. Volunteers will arrive two hours before the show to work the popcorn machine.



Field Day

Volunteers Needed: 10-15

Time Commitment: ½ day in Spring during Field

Description: Work with Mrs. Lauro on event setup and cleanup. Purchase ice pops and freeze in advance of Field Day. During Field Day, parent volunteers are stationed at each event and help run the games.

Friends of Music

Volunteers Needed: 1

Time Commitment: 4 hours over the course of the year

Description: Attend quarterly Friends of Music Meetings and promote events to the Travell community. Share flyers with HSA Presidents to distribute in eNews. Hang posters at the school.

Garden Club

Volunteers Needed: 2-4

Time Commitment: seasonal

Description: Help us beautify the outside of our school! You can coordinate with Girl Scout or Boy Scout troops or the Green Team to plant seasonal flowers outside the school and in the library garden. Some schools have "Family Gardening Days," so if you have an interest in gardening and want to share your love of flowers with the Travell Community, this could be the volunteer job for you.

International Expo

Volunteers Needed: 3-5 Committee Coordinators

Time Commitment: Late Fall - Mid-Spring (event); hours vary and increase as event approaches.

Description: Develop theme for annual International Expo. Organize logistics for Expo (food court, performances, in school assembly, etc.). Coordinate with Country leads on practice schedules, displays, performances. Complete Building Use Forms practices for groups as well as event(s).

July 4th Float

Volunteers Needed: 1-2 coordinators + volunteers

Time Commitment: Mid-June - 4th of July

Description: Float committee develops plan for annual float. Coordinator(s) will develop a budget for materials/shirts/etc and oversee float production; file necessary paperwork and secure all participant waivers to keep on file. Committee/volunteers will work together to build and transport float in Ridgewood 4th of July Parade; design parade t-shirts.



Library Reading Marathon

Volunteers Needed:1

Time Commitment: 2-4 hours during the month of February, first flyer to go out the last week of January

Description: Share your love of reading with Travell. Work closely with Ridgewood Public Library as a sponsor of the event. Share flyers that promote the reading marathon with HSA Presidents for distribution in eNews. Communicate sign up information to classroom teachers. Work with the school librarian to promote the marathon. Pick up Ben and Jerry's free scoop bookmarks and distribute to classroom teachers for participating students.

Library Author Visits

Volunteers Needed:1-2

Time Commitment: 4-6 hours, January to March

Description: The school Librarian will work with teachers and the Principal to select the author visit. Once the author is secured, volunteers will promote the author visit several weeks before the visit. Flyers must be made for eNews and you will work with the Technical Secretary to open up sales via Community Pass. Books must be ordered in advance of visit so that books can be personalized and signed (this will be on Community Pass). Finalize book order with the Librarian. Once books are delivered, add signed bookplates (Large stickers with personalization and author signature) into books, divide up book orders by classroom, and deliver them to the school.

Library Volunteer

Volunteers Needed: 2 coordinators

Time Commitment: One (1) hour per week; typically every 3-6 weeks; scheduled with Librarian

Description: The library volunteers assist the Librarian throughout the year during your child's library class (on a rotating schedule). You will assist by shelving library books, checking books in and out of the library. The Librarian might have a special project to work on or you might assist during the class lesson.

Mayfair

Volunteers Needed: 3-4 coordinators

Time Commitment: 10-15 hours planning for a one time, 6-hour May event

Description: Mayfair is a Travell tradition. It is a giant outdoor carnival featuring food, bouncy blowup castles, Dunk tank, carnival games, crafts and so much more. It is a big job, but very manageable.

Event Coordinators: This is a two-person job that works in tandem with Food, Crafts and Games and HSA. They will promote Mayfair and work with the HSA Board to get volunteers. Coordinators secure vendors, fields, and space for the event. They help Games with creating a map of all the parts (Food, Crafts, Games, blowups). You will also help with coordinating volunteers for the day before the event set up (pulling everything out of the HSA closet), set up day of and clean up. May fair is the busiest, but also the most fun day of the year.



(Mayfair, cont.)

Food Coordinator (4 hours): Food Coordinator decides menu (event is 10am – 2pm so food quantities are important). Past menu offerings included Parkwood Heroes, Puzo’s Pizza and BBQ burgers and hot dogs. Parkwood dropped off grills. Parent volunteers can be solicited to grill. Food Coordinator must also manage volunteers and get petty cash from treasurers. Set up food tents and tables (with help).

Crafts Coordinator (4 hours): The craft person should go through Mayfair bins in the HSA closet to determine what’s usable and what’s not. Previous years have focused on Mother’s Day crafts. Other crafts have been sand art, coloring hair stations, face tattoos, cupcake decorating, and many more. If you are a creative person that sees a bin of sticky jewels and can figure how to make that into a craft-this is the job for you.

Games (4 hours): The games person will also go through the HSA closet to determine what games are usable and compose a list of games. Also, you must map the space needed for games and create a map of set up for the day of the event. Order additional games from amazon or Ridgewood Party Rental so that there is a mix of old games and news games.

Safety

Volunteers Needed: 1

Time Commitment:1 hour

Description: Promote Walk to School Month in October and again in May. Create a .pdf flyer and send it to HSA Presidents in advance of Walk to School Month for eNews. You can get creative and promote Walk to School Month. Find someone to wear the Tiger Costume and walk to school with kids and take pictures with them. Also, secure a parent to take pictures and send to the yearbook. Work with the Green team on the Anti-idling initiative at school.

School Photos

Volunteers Needed: 1 Coordinator + 4 -6 Volunteers on the day of photos to assist photographers.

Time Commitment: 3-6 hours in the September

Description: Coordinate with Principal Ross and HSA presidents to select the date of photos (this is actually coordinated in May/June). Confirm dates, including rain date with Rod Bolton and school. Confirm date is on the calendar and Group Spot. Create a .pdf flyer for eNews, and share two weeks prior. Coordinate volunteers, you will need at least 2 volunteers each day assisting the photographer, keeping kids in line and helping with paperwork. This is the job for someone that wants to pop in once a year and see all the kids in your child’s face—you can finally match faces to names! Time to see those smiles again!

Science Fair

Volunteers Needed: 1-2 Coordinators

Time Commitment: December (info distribution/sign up) - January (event)

Description: Coordinators will organize Science Fair sign up; design, procure, and distribute (through teachers) annual t-shirt, and communicate with principal/teachers about the week(s) of Science Fair so as to allow for 3-5 minutes per student for in-class presentations. Design .pdf eNews flyers with information for dissemination.



SCRIP/Grocery cards

Volunteers Needed: 3 Volunteers

Time Commitment: 4-6 hours spread throughout the year

Description: SCRIP is a huge fundraiser and it's incredibly easy because everyone shops for food. SCRIP is a grocery gift card fundraiser. Buy your gift cards from Travell, we receive a percentage of sales and you get gift cards for Stop and Shop, Kings or Shop Rite. SCRIP is divided into 3 roles:

SCRIP Flyer Volunteer - coordinate monthly flyer and SCRIP dates with HSA board. Send flyer to printer and staple SCRIP envelopes to the flyer and distribute to classes. You can also come up with classroom contests. Be creative. It can be as easy as September class with most SCRIP gets extra recess or the class that sold the most SCRIP at the end of the year gets a pizza party!

SCRIP Envelope Volunteer -This person collects all the SCRIP envelopes from school and tallies who bought what and from what store. This list is then sent over to

SCRIP Gift Card Volunteer -This volunteer purchases gift cards and then returns gift cards to enveloped and brings back to school.

Teacher Appreciation Week

Volunteers Needed: 1 Coordinator + 3-5 volunteers

Time Commitment: 3-5 hours, Late April

Description: Coordinator will determine theme; develop daily appreciation activities (decorations, breakfasts, lunches, treats, etc.) and work with volunteers to organize the daily tokens of appreciation at school during Teacher Appreciation Week.

Teacher Appreciation Door Decorating

Volunteers Needed: 1

Time Commitment: 2 hours in the Spring

Description: Work with Mrs. Pfeifer to acquire large pieces of paper for the door. Act as a resource to class parents to come up with door decorating ideas. Pinterest is very helpful. Find 6-8 additional volunteers to help with specialist doors, janitors and main office.

Teacher Scoop Night: Ben & Jerry's

Volunteers Needed: 2-3

Time Commitment: 1-3 hours planning for a one time, 2-hour Spring event

Description: Work with HSA presidents to select date. Design a .pdf flyer and send it to Presidents for eNews. Secure a volunteer to wear Tiger Costume. Coordinate teachers who are willing to scoop. Organize signup sheet and publicize ahead of time so families know when specific teachers will be scooping.



Travell Auction (held bi-annually; next in March 2022)

Volunteers Needed: 10-15

Time Commitment: Planning Event 6-10 hours; 4 hours,

Description: This is the biggest and most fun event and needs lots of volunteers for it to be successful. The Fundraising VPs run it, but they need help! Preferably a 3rd person that loves fundraising and isn't afraid to ask stores, restaurants, people for money. Creativity is a bonus here. You'll need to be able to create theme baskets and experiences. This is a terrific opportunity for someone new to school that wants to get to know other families and work on this project over the course of several months. If you are a visual person, we need your help with decorations, invites and centerpieces. For those interested in day of event volunteering, we need help driving auction items over to the restaurant and setting up inside. Ultimately, it ends in a big party and it will be so much fun after these past two years!

Travell Cares

Volunteers Needed:

Time Commitment: Year-Round, as needed

Description: Join to help cook, provide child care, and/or drive for any family in crisis on an as-needed basis. Any family needing assistance may contact the principal, HSA presidents, or the Travell Cares chair. Additionally, in special cases, funds may be provided to the school to cover certain school-related expenses for a student in need. Confidentiality is always maintained.

Travell Wear

Volunteers Needed: 1-2 Coordinators

Time Commitment: 3-5 hours, Fall

Description: Partner with clothing company to design Travell Spirit Wear; develop .pdf flyer for eNews; coordinate sales and distribution of gear.

TIC TOC Art Docent

Volunteers Needed: 2-8 per class

Time Commitment: 20-30 minutes, 1x per year

Description: "TIC TOC To Introduce Culture to Our Children." Through TICTOC, volunteers have an opportunity to engage with their children inside the classroom. Art Docents share a 20- 30 minute lesson and small art project with the class. You can be as creative as you want. If you have a favorite artist that you'd like to explore with your child's class, please do so! If you are less familiar with art, but want to be in the classroom, TIC TOC has tremendous resources available. You can follow TICTOC lesson plans and suggestions - you do not need any art experience to be great at this opportunity!

TIC TOC Tuesdays are typically scheduled 4 times per year but you can schedule your own lesson with the individual teacher so if you are only available Fridays, you may still volunteer! Just plan ahead with your child's teacher.



TIC TOC School Representative

Volunteers Needed: 2 or 3

Time Commitment: 1-2 hours, 4x per year + socialization of volunteer opportunities

Description: Attend monthly board meetings in Ridgewood, recruit Art Docents, coordinate painting and special collections at Travell. Maintain and change the TICTOC art collection in the hallway by the gym, opposite the library courtyard. The art collection is shared amongst the schools and rotates quarterly.

Welcoming Committee

Volunteers Needed:

Time Commitment: Year-round, periodic

Description: Help all new families get acquainted with school traditions, policies, events, and one another. Organize kindergarten playdate/meetings in July/August. Contact new families who move to Travell throughout the school year. Connect new families with a "Go-To Parent" in which parents new to Travell are paired with existing Travell parents starting over the summer.

Yearbook

Volunteers Needed: 1-2

Time Commitment: Bulk of work April - June for production; year-round gathering of submitted photos, etc.

Description: Help oversee the production of the annual Travell Yearbook. Compile photos and layout pages; collect 5th grade baby photos, parent dedications, favorites; track photos coming in from parent submissions; Coordinate yearbook sales through eNews