



# Hickory Volunteer Orientation

2022-2023



# Events Room Reps Assist With

- ★ Halloween class celebrations                      October 31
- ★ Winter Holiday class celebrations                      Before winter break
- ★ Teacher Appreciation Week                      April 24-28, 2023
- ★ End of the Year Park Day                      Approx. June 1-14, 2023
- ★ \*\*TK and Kinder classes may have additional class celebrations- ask the teachers\*\*

# Thank you for Volunteering!

- ★ First and Most Important - - get your Raptor volunteer approval done!
- ★ Send Introductory Letter to introduce yourself (see Handbook for sample)
- ★ Ask your teacher for the parent email list early on
- ★ Start Planning Early
- ★ Run Everything by the Teacher - Teachers have the final say
- ★ Use the sample email templates in the Handbook
- ★ Maximum amount you may request from each family per event is \$5
- ★ All family donations are voluntary - every child will participate in the class celebration whether or not they donate \$\$ or items

# Raptor Approval

One of the requirements for volunteering at Hickory and within the Torrance Unified School District is getting approval through the Raptor system.

To acquire Raptor approval:

1. Click [here to fill out the application](#) and upload the appropriate documents
2. Documents needed
  - a. Driver's License
  - b. Adult Tuberculosis Assessment (this should be good for 4 years)
  - c. No Proof of Covid Vaccination or negative test is currently required
  - d. Send your approval email to Sofia @ hickoryvolunteervp@gmail.com

Approval can take up to a few weeks, especially at the beginning of the year when the system is flooded with applications, so apply and submit all your documents as soon as possible so you can be allowed on campus

# Teacher Appreciation Week

**What is it?** A week set aside for parents and students to honor teachers for all they do.

**When is it?** Each Spring - April 24-28, 2023 (also check PTA calendar)

**What do I need to do?** Make your teacher feel appreciated!

Be creative! There are so many things you can do to make this week great for your Teachers. I will touch base with you as the date approaches. Anything you do for your teachers (and aides, if you like) is voluntary, can be low/no cost and is very much appreciated.

# General Guidelines

- ❖ As soon as you enter school, register and sign in with the front office
- ❖ When you leave, sign out with the front office
- ❖ Honor your commitments & be on time
- ❖ Never discipline or reprimand a student
- ❖ Be patient
- ❖ Be courteous & professional
- ❖ Have fun!

# Additional Volunteer Opportunities @ Hickory

- ★ **We need volunteers to assist with classes without assigned room reps - if you can help please contact Sofia**
  - ❑ **TK class with only 12 students**
  - ❑ **4th grade class**
  - ❑ **5th grade class**

## **Book Fair**

Students love buying books from the book fair and teachers love getting new books for their classroom libraries! Volunteers are needed to help run the book fair.

Tentative dates: Spring (most likely March 2023)

## **Jog-A-Thon**

This is a great opportunity for students to actively participate in raising money for our school. Volunteers are needed for setup, cleanup, and distribution of prizes to students. This year's Jog-A-Thon (run by Boosterthon) is set to kick-off on March 24 and the actual run will be on Friday, March 31, 2023.

## **Blue Ribbon Week**

This week is about honoring our Hickory Heroes: healthcare workers, teachers, first responders, police officers, fire fighters and our armed forces. Volunteers are needed to plan activities and assemblies that celebrate those who keep our community safe. Blue Ribbon Week will be Monday, April 17 – Friday, April 21, 2023.

## **Bike Rodeo**

This event is open to all 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> graders with parent permission. It provides a great opportunity for students to improve their biking skills and safety awareness while competing amongst their peers. Volunteers are needed to assist with various bike-riding skills stations. This year's Bike Rodeo at Hickory will be on Wednesday, April 19, 2023. Winners move on to the District Bike Rodeo (exact date TBD).

# Volunteer Opportunities @ Hickory

## **Career Day**

Career Day allows 5th grade students to learn about the different jobs that exist in their community, and many of them might discover something new to aspire to. The Career Day chairperson will coordinate with volunteer speakers in different careers to share about their jobs and experience. Additional volunteers are needed to help keep the speakers to a set schedule. Career Day will be **Friday, June 2, 2023.**

## **Park Days**

All grades will have a set park day to be held at Hickory Park. Volunteers are needed to help plan, setup, facilitate games/activities, and clean up. Approximate dates TBD **(usually around June 1-14, 2023).**

## **5th Grade Culmination (Graduation) & Reception**

5th graders and their families will get to celebrate this milestone with a ceremony and reception. Exact location TBD. Volunteers are needed to help plan throughout the year, to make this event special for 5th graders. Parents from any grades are appreciated, so that our 5th grade volunteers can enjoy the day also. **Tentative event date: June 14 or 15th, 2023.**

## **Yearbook Committee**

Students in 4<sup>th</sup> and 5<sup>th</sup> grade will be invited to apply to join the Yearbook Committee, along with any parent volunteers. Yearbook Committee members will be tasked with choosing the cover art contest winners, collecting photos, and creating yearbook layouts. Families will be reminded to submit photos for the yearbook throughout the year. **Yearbook sales begin in February 2023.**

# Volunteer Opportunities @ Hickory

- **Hickory Talent Show**

We love to showcase all the amazing talent we have at Hickory! In the past, the Hickory talent show chair has held auditions, planned the event, and coordinated a group dance of all talent show participants. The show used to be held in the Torrance High Auditorium. Tentative dates: **Auditions in January; show in February.**

- **Daughter/Special Someone Dance**

This event is for our Hickory girls and their “special someone” (father, mother, grandfather, uncle, or any other special caregiver in their life). Volunteers will be needed to help setup, run the event, and cleanup. Tentative date: **Spring (it has been in February in the past).**

- **Son/Special Someone Dance**

This event is for our Hickory boys and their “special someone” (father, mother, grandmother, aunt, or any other special caregiver in their life). Volunteers will be needed to help set up, run the event, and clean up. Tentative date: **Spring (it has been in March in the past).**

- **Multicultural Week**

This week-long event is intended to raise awareness of and celebrate the different cultures at Hickory. Volunteers are needed to help plan and organize the event. Multicultural Week will be **Monday, May 8 – Friday, May 12, 2023.**

- **Spring Festival**

This spring family festival can include carnival style games, shows, entertainment, auction, and food trucks. We’ve also done a spring movie night around this time. Volunteers are needed to help organize and run the event. **Friday, May 12, 2022.**

# Tips & Advice (from veteran Rooms reps)

1. Coordinate with your teacher EARLY so you have time to plan and obtain the things you need
2. Some teachers want to do most of the planning themselves - others prefer that the room parent(s) handle everything
3. The teacher has the final say in the classroom celebration
4. Ask teachers what they want help with specifically (i.e., helping younger kids get out of the Halloween costumes once the Halloween parade is over; collecting donations and buying supplies for a celebration)
5. Get a Venmo and paypal account set up to accept parent donations if you dont have these already
6. Honor your commitments (i.e., show up when you say you will)
7. Ask the teacher if any children have allergies to certain foods and if so be sure to let parents know if they are sending in goodie bags
8. Work with co-room parents to divide responsibilities

# Thank you for Volunteering!

The Hickory PTA is an all-volunteer organization and none of the programs and activities would happen if not for parents like you who are volunteering your time, energy and knowledge to enrich our children's lives.

**Be a recruiter** - ask other Hickory parents to sign up to volunteer, even if it's just for one event!