

# How To Get Involved, Volunteer...and Give Back to Maury!

Matthew Maury Elementary School is an amazing community of learning with a dedicated staff and caring parents who volunteer in countless ways. No matter your time availability there is an opportunity for everyone. You can do as much or as little as you would like... during the school day, in the evenings, or at home. Listed below are all of the committees, including contact information and approximate time commitments. Take a look at this list and either:

- 1) Reach out directly to the committee chair or coordinator to ask questions and get involved, or;
- 2) Circle the committees of interest and leave it in the PTA mailbox with your name and contact information.

If you have ANY questions, please contact PTA President Courtney Schlieter at 703.407.7828 or [cschliet@gmail.com](mailto:cschliet@gmail.com). Thank you in advance for your consideration.

## PROGRAMS & ENRICHMENT COMMITTEE

- ❖ **After School Programs:** Parents volunteers organize and coordinate two after school program sessions on an annual basis – Fall and Spring. After school activities have included chess club, glee club and a science class to name a few. Volunteers are needed to help with registration, organization, dismissals, class evaluations and general coordination of offerings and scope.  
**Chair:** Lara Hudson Press **Contact:** [maurypaprograms@gmail.com](mailto:maurypaprograms@gmail.com)  
**Time Commitment:** Four 1 hour meetings per year.
- ❖ **Green Team:** Dedicated to enhancing the environmental awareness of the Maury community, the Maury Green Team plans and sponsors a Classroom Energy Star Contest to measure recycling and energy use. They also coordinate environmental activities at the Fall Festival, Bike and Walk to School Rallies, an Earth Day celebration, Compost Awareness Art Contest and, in partnership with Health and Wellness Committee, the annual Run for the Trees.  
**Chair:** Kate Marks **Contact:** [kmarks4@gmail.com](mailto:kmarks4@gmail.com)  
**Time Commitment:** Typically one hour prior to monthly PTA meetings.
- ❖ **Health and Wellness:** This committee seeks to promote better health for all students and staff at Maury Elementary through educational and enrichment activities that teach good nutrition, healthy eating habits, and fitness through fun activities.  
**Chair:** Denise Dick **Contact:** [denise@fitnessontherun.com](mailto:denise@fitnessontherun.com)  
**Time Commitment:** Assist with Marine Corp Marathon Fun Run, Run for the Trees fitness event in the spring and participate in and promote 2-3 other events throughout the year.
- ❖ **Literacy Committee:** Provide a range of literacy opportunities for students and increased access to reading/books through Scholastic Book Fairs, Author/Illustrator visits and school literacy events.  
**Chair:** Emily Schell Jones & Brittany Fraser **Contact:** [emilyschelljones@gmail.com](mailto:emilyschelljones@gmail.com);  
[brittanyfraser76@gmail.com](mailto:brittanyfraser76@gmail.com)  
**Time Commitment:** Assist with two book fairs and author/illustrator visits throughout the year.
- ❖ **Odyssey of the Mind:** An international educational program that provides creative problem-solving opportunities for students from kindergarten through college. Team members apply their creativity to solve problems that range from building mechanical devices to presenting their own interpretation of literary classics.  
**Coordinators:** Kathryn Howell Dalton & Jean Kim **Contact:** [Kathrynhd@gmail.com](mailto:Kathrynhd@gmail.com);  
[jeansunkim@yahoo.com](mailto:jeansunkim@yahoo.com)

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**Time Commitment:** Assist with fall recruitment of Maury team coaches; coordinate efforts as they prepare for competition.

- ❖ **Outdoor Learning/ Garden Committee:** The garden team plants and maintains a learning garden where all students spend time in the outdoor environment. The garden provides a change of space for kids to do hands on lessons including planting, harvesting, measuring, life cycle, plant parts, apothecary, journaling, sketching and more.  
**Coordinator:** Sue Setliff **Contact:** [setliff.sue@gmail.com](mailto:setliff.sue@gmail.com)  
**Time Commitment:** Host garden to table events. Manage the campus clean ups. Lots of room for volunteers, no experience needed!
- ❖ **Reflections:** PTA sponsored nationwide arts contest for students, with categories for art, music, photography, literature, video, and dance/choreography. Volunteers publicize and organize the program. Art night typically takes place in October.  
**Coordinators:** Courtney Pippin-Mathur **Contact:** [courtney@pippinmathur.com](mailto:courtney@pippinmathur.com)  
**Time Commitment:** Help to organize an Art night in October and arrange judging and delivery to the District coordinator in November. Also help to organize the awards ceremony in January.
- ❖ **Special Education Committee:** Support Maury's special education teachers by planning and assisting with field trips and other group activities, helping organize programming to increase awareness and understanding of special education, and coordinating teacher gifts. Volunteer to be "matched" with another Maury family in need of support related to their child's special education needs.  
**Chair:** Kristen Creighton **Contact:** [kristen.s.creighton@gmail.com](mailto:kristen.s.creighton@gmail.com)  
**Time Commitment:** Monthly meetings to discuss issues facing special education students and their families.
- ❖ **Special Programs Committee:** Assist with in-depth forums, outside normal PTA meetings where parents could discuss certain topics or arrange guest speakers. Assist in special programs for students that focus on curriculum-related topics such as math tournaments. Topics could include: hands-on math, events in the news, bullying, adoption of a world language, etc.  
**Chair:** Rebecca Anderson **Contact:** [rebeccapocahonta@hotmail.com](mailto:rebeccapocahonta@hotmail.com)  
**Time Commitment:** Less than 1 hour a month assisting with setting up speakers or arranging events.
- ❖ **Watch DOGS:** Our D.O.G.S. (Dads of Great Students) is our mentoring program, providing positive male role models to all students during the school day.  
**Coordinator:** Brandy Reber **Contact:** [reber\\_b@yahoo.com](mailto:reber_b@yahoo.com)  
**Time Commitment:** Dads, grandpas, uncles, etc. serve one day as a volunteer during the school day-assisting with PE, reading, library, and as needed.

## COMMUNITY BUILDING AND EVENTS

- ❖ **Blessings in a Back Pack (BIB):** Blessings in a Backpack (BIB) is a national program designed to assist schools across the country with a program that provides food to grade school children each weekend of the school year and is distributed in a discreet backpack on Friday afternoons.  
**Coordinators:** Katie Stohs/Kristen Moore **Contact:** [kkstohs@hotmail.com](mailto:kkstohs@hotmail.com);  
[kristen2012@yahoo.com](mailto:kristen2012@yahoo.com)  
**Time Commitment:** Assist with food purchasing, packing and drop off.
- ❖ **Community Outreach Committee:** Assist with coordinating opportunities for the families of Maury to help those within the Alexandria community and beyond. Organize school wide service projects/charitable giving events (e.g., canned food drive, supplies for Carpenter's Shelter, holiday meals and fundraising for BIB families during school breaks). Last year, the committee held a fundraising bake sale at the school on election day.  
**Chair:** Dawn Luepke **Contact:** [Luepkedawn@gmail.com](mailto:Luepkedawn@gmail.com)

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**Time Commitment:** 1-2 hours per month in planning the next month's activity and providing support for the current month's activities.

- ❖ **Fall Festival:** Annual fall event to be held on October 21 this year which historically includes moon bounces, games, music, food, bake sale and much more!  
**Coordinator:** Kevin Jahns **Contact:** [kevinjahns@aol.com](mailto:kevinjahns@aol.com)  
**Time Commitment:** Help plan and coordination of one of the activities, assist in promotion of the event and assist in recruiting additional volunteers.
- ❖ **Military Family Committee:** Connect with Maury military families to help educate them on the protections and accommodations made by ACPS for military families, as well as connect them to local resources specific to military families in the Northern Virginia area. Assist with Veterans Day planning, activities and school-wide crafts like "Give Our Veterans a Hand" and the Military Child Breakfast.  
**Chair:** Josie Beets **Contact:** [josie.beets@gmail.com](mailto:josie.beets@gmail.com).  
**Time Commitment:** less than 1 hour per month, a couple hours in March preparing for events related to the Month of the Military Child.
- ❖ **Room Parent:** Typically two Parents per classroom depending on the needs of the teacher. Volunteers needed to disseminate information to parents in their classroom and help plan curriculum based crafts. Oversee and coordinate volunteers for classroom needs as directed by teacher. Coordinate collection of donations from parents for holiday and/or end-of-year teacher gifts and classroom baskets for annual gala.  
**Coordinator:** Catherine Finley **Contact:** [catherinefinley@hotmail.com](mailto:catherinefinley@hotmail.com)  
**Time Commitment:** Monthly activity/communication depending on need of the teacher.
- ❖ **Parent Tours:** Beyond the traditional Open House in Spring, parent volunteers provide school tours for prospective parents as needed throughout the school year.  
**Coordinators:** Vacant **Contact:** Courtney Schlieter [cschliet@gmail.com](mailto:cschliet@gmail.com)  
**Time Commitment:** As needed throughout the year, tours normally last 30-45 minutes.
- ❖ **Spring Fling/Field Day Coordinator:** Working with Coach Allen (PE Teacher) to organize and provide outdoor games/events and recruit parent volunteers to help with this one day event in June.  
**Coordinator:** Missy Estabrook **Contact:** [missysantoro@yahoo.com](mailto:missysantoro@yahoo.com)  
**Time Commitment:** Coordination of volunteers towards the end of school and participation on day of the event- June 15<sup>th</sup>.
- ❖ **Teacher/Staff Appreciation Committee:** Organizes fun meals and small gifts for staff and teachers throughout the school year, as well as during Teacher Appreciation Week in May.  
**Chair:** Melissa Bennett **Contact:** [melissaschultzbenett@yahoo.com](mailto:melissaschultzbenett@yahoo.com)  
**Time Commitment:** Assist with planning, ordering, buying supplies for staff lunches. Assistance is also needed assembling items for teacher appreciation gifts. The later can be done at home on your schedule.
- ❖ **Uniform Swap:** The Maury Uniform Swap is an opportunity for families to trade used uniform clothing for clothing that will fit their growing children. Families donate used uniform clothing and receive points for each item donated. The points can be redeemed for "new" items on Swap Days, or items may be purchased at discounted prices.  
**Coordinators:** Julie Riddle & Katy Lambert **Contact:** [julie\\_riddle@earthlink.net](mailto:julie_riddle@earthlink.net); [katy\\_lambert@me.com](mailto:katy_lambert@me.com)  
**Time Commitment:** Assist at PTA meetings and 1-2 events before/after drop off.

## FUNDRAISERS

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- ❖ **Box Tops/Labels for Education & Grocery Points:** Fundraiser involving collection of box tops and labels and grocery store cards for promotions/cash. Volunteers publicize programs and gather labels all year.  
**Coordinators:** Chemin Brown **Contact:** Chemin.brown@gmail.com  
**Time Commitment:** Assist with organizing donated labels for redemption and promotion on a monthly basis. Approximately 1 hour per month and can be done from home in the evenings or on your schedule.
  
- ❖ **Eat and Greets:** Help organize Maury Dine-outs and community social fundraisers at local restaurants.  
**Coordinator:** Pam Townsend **Contact:** pam@townsendandwatkins.com  
**Time Commitment:** Assist with identifying and coordinating monthly dine-outs. Approximately 1/2 hour per month to contact restaurant(s) and publicize details.
  
- ❖ **Fund Run:** A fun fall fundraiser where all students participate to help raise funds for school programs and PTA events. Event takes place on a Friday during the school day.  
**Coordinator:** Kim Robbert **Contact:** kim\_robber@comcast.net  
**Time Commitment:** Assist with coordinating the incentives, organizing the event and staffing the run on the day of – volunteer as much or as little as you can.
  
- ❖ **Holiday Book Event:** Organize, promote, and solicit volunteers for Barnes and Noble fundraiser in mid-December.  
**Coordinator:** Melissa Bennett **Contact:** melissaschultzbenett@yahoo.com  
**Time Commitment:** Kindergarteners sing and Maury earns money from gift wrapping during the event. Assist with promotion and coordinating volunteers for gift wrapping.
  
- ❖ **Maury Gala:** Our largest fundraiser, a silent/live auction event to take place this year on November 11th. Volunteers bring in donations, sponsors, help with brochures, coordination, auction set-up, clean-up, food - many ways to help!  
**Chairs:** Tim Luepke & Teresa Schofield **Contact:** [timluepke@gmail.com](mailto:timluepke@gmail.com);  
[teresa.schofield@gmail.com](mailto:teresa.schofield@gmail.com)  
**Time Commitment:** As much or as little as you can. Need help soliciting donations, decorating, etc.
  
- ❖ **Maury Spirit Wear:** Assist with preparing fall and spring order forms, organizing orders received and distributing Maury spirit wear merchandise.  
**Coordinator:** Kelley Organek & Elizabeth Turnbull **Contact:** [kelleorgane@hotmai.com](mailto:kelleorgane@hotmai.com);  
[eturnbull@me.com](mailto:eturnbull@me.com)  
**Time Commitment:** This job entails a couple of hours twice a year to help process orders and organize merchandise for distribution.
  
- ❖ **Splendid Portrait Day:** Assist with getting kids organized and picture perfect on school portrait day. Earn discounts for your family's photos or yearbook.  
**Coordinator:** Missy Estabrook **Contact:** [missysantoro@yahoo.com](mailto:missysantoro@yahoo.com)  
**Time Commitment:** One full school day and a second partial day for make-up photos.
  
- ❖ **Spring2Action:** Spring2ACTion is a 24-hour online event that provides a simple way to connect donors to the charitable causes they care about most. In addition to raising money through individual pledges, Maury has the ability to win cash prizes based on different fundraising categories, i.e. Most donors in a specific hour.  
**Coordinator:** Cathy Gwin **Contact:** [cathygwin@gmail.com](mailto:cathygwin@gmail.com)  
**Time Commitment:** 1-2 hours prior to Spring2Action. Day of event, regular/frequent electronic communication to inform Maury community of details to maximize the additional cash prizes

## COMMUNICATIONS AND ADMINISTRATION

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- ❖ **Facebook:** Maury has a facebook presence with an active following. We are looking for someone to post pictures and updates about events, prior to and after completion.  
**Coordinator:** VACANT **Contact:** Cindy Demers [cmdz17@gmail.com](mailto:cmdz17@gmail.com)  
**Time Commitment:** Several posts a week, primarily leading up to and just after PTA events. Help with recruiting volunteers.
  
- ❖ **Flier Designer:** Are you creative? We need your help to design fliers to help promote PTA events.  
**Coordinator:** VACANT **Contact:** Courtney Schlieter [cschliet@gmail.com](mailto:cschliet@gmail.com)  
**Time Commitment:** 1-2 hours a month creating fliers for upcoming PTA events.
  
- ❖ **Legislative Committee:** Work with executive committee to communicate issues/needs of Maury community to School Board and Alexandria City Council and to report legislative actions to Maury PTA. Sept – June.  
**Liaison:** Linda Williams & Jasmine Vyas **Contact:** [lindafwilliams9@yahoo.com](mailto:lindafwilliams9@yahoo.com);  
[jazvyas@gmail.com](mailto:jazvyas@gmail.com)  
**Time Commitment:** Several hours a month concentrated around the Alexandria City Budget period from February – May.
  
- ❖ **Membership Committee:** Annually recruit PTA Members and facilitate Membership Registration. Encourage PTA Membership among parents, staff, and the local community.  
**Chair:** Jen Van Goethem **Contact:** [jvangoethem@cox.net](mailto:jvangoethem@cox.net)  
**Time Commitment:** 4-5 hours during early fall events, including but not limited to K-prep coffee, back to school night, back to school picnic and one or two member drive events around school drop off in September. Assist with reporting membership numbers to the Treasurer twice a year.
  
- ❖ **Remind:** The PTA is using a text messaging service this year to remind members via text of upcoming events. Assist with this effort by staffing a laptop or iPad during a fall event as we gather cell phone information and other key data.  
**Chair:** VACANT **Contact:** Cindy Demers [cmdz17@gmail.com](mailto:cmdz17@gmail.com)  
**Time Commitment:** As you're willing to give during fall events. A couple hours inputting cell numbers. Can be done at home at your availability.
  
- ❖ **Research Support:** Support the PTA committees by researching ideas, books or other materials they may need to execute an event or to support a classroom learning experience.  
**Chair:** VACANT **Contact:** Emily Carlsen [emily.carlsen@gmail.com](mailto:emily.carlsen@gmail.com)  
**Time Commitment:** An hour here and there over the course of the year. Can be performed at home on your schedule.
  
- ❖ **School Receptionist:** Maury has moved its registrar from the front desk just inside the entrance to the administrative office because of the confidential information that individual regularly handles. The school is looking for volunteers to help staff the desk during regular school hours. The volunteer would help answer phones, welcome and direct people entering the building and help with other front of the school activities.  
**Coordinator:** VACANT **Contact:** Courtney Schlieter [cschliet@gmail.com](mailto:cschliet@gmail.com)  
**Time Commitment:** A much time as you are willing to give during the school day.
  
- ❖ **Signup Genius Coordinator:** The PTA uses Sign Up Genius to help organize volunteers for events throughout the year. We need help updating the sign up sheets from previous year's events or creating a new sheets as needed.  
**Coordinator:** VACANT **Contact:** Courtney Schlieter [cschliet@gmail.com](mailto:cschliet@gmail.com)  
**Time Commitment:** Approximately 1 hour a month to update all volunteer sign up sheets for the following month's events.

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- ❖ **Website Manager:** Work with our VP of Communications to get more Maury and community resources on our website. Simple webpage updates like linking to PDFs or external websites.  
**Coordinator:** VACANT                      **Contact:** Cindy Demers [cmdz17@gmail.com](mailto:cmdz17@gmail.com)  
**Time Commitment:** Approximately 1-2 hours a month to update the website.
  
- ❖ **Yearbook:** Annual publication prepared by PTA for students. Volunteers lay out the yearbook, coordinate payments and promote yearbook and ad sales. Need grade level coordinators to help gather candid/event photos.  
**Editors:** Nancy Ho Foster & Missy Estabrook                      **Contact:** [nancy.ho.foster@gmail.com](mailto:nancy.ho.foster@gmail.com);  
[missysantoro@yahoo.com](mailto:missysantoro@yahoo.com)  
**Time Commitment:** Year- long collection of pictures, a couple of committee meetings to divvy up tasks of sales and promotion, design work on your own timetable leading up to publication in April, distribution in June.

**Name** \_\_\_\_\_

**Phone/email** \_\_\_\_\_

**Child(ren)'s name and grade(s)** \_\_\_\_\_

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