

2010-2011 Maidu/Excelsior PTC Coordinators

PTC PROGRAM	DESCRIPTION	EXCELSIOR	MAIDU
ART DOCENTS	Coordinate art projects for each grade level. Ensure supplies are available. Serve as resource for volunteer questions.	Lisa Kring – 6 th grade 772-3272 lkring07@yahoo.com	Rachel Wright 952-9536 frizzymoto@yahoo.com
		Melissa Barron - 5th grade 797-3873 2barron@surewest.net	
		Caryn Wong - 4th grade 791-3116 cpezwong@yahoo.com	
ASSEMBLIES	Work with the principals to plan, coordinate, and assist with assemblies.	Jeannie Larson 749-3698 415-505-3884 jeannie_larson@comcast.net	Jessica Rafanan 474-5082 jrafanan@comcast.net
BINGO NIGHT	Coordinate event including games, refreshments, and prizes. [Feb]	Dianne Cooper 783-0639 drooney@hotmail.com	
BIRTHDAY BOOK CLUB	Send birthday book club forms to students, collect money, and coordinate book donations with Librarian.	N/A	Ryan Crawford 797-1353 crawfordbrj@hotmail.com
BOOK FAIR	Coordinate the Book Fair with Scholastic Books. Training through Scholastic [Excelsior: Oct; Maidu: Apr]	Sherilyn Petterson 773-9074 spetterson@surewest.net	Lorrie Drucker 872-8077 lsdrucker@yahoo.com
		Shannon Castillo 865-6711 shannon.castillo2010@gmail.com	Janine Wilson 787-5699 jflathmann@ucdavis.edu
CLASS ASSIGNMENT NIGHT	Coordinate set up of tables and other logistics for delivery of first day of school packets. [Aug]	Nancy Zavesky 797-3829 zaveskyfam@surewest.net	
		Mila Lindley 782-6020 mpldal@yahoo.com	
COPY & ADMIN SUPPORT	Help copy materials for teachers, and when necessary organize volunteers to provide copy and administrative support. [Year-round, once a week]	Sherilyn Petterson 773-9074 spetterson@surewest.net	Ryan Crawford 797-1353 crawfordbrj@hotmail.com
DIRECTORY	Coordinate publication of the school directory. Committee Members will assist with proofreading and other tasks as needed. [Aug/Sep]	Susana Sollazzo 791-5725 sollazzofamily@surewest.net	
DISTRIBUTION	Meet each Tuesday or as needed to copy, sort and distribute items for Wednesday folders. [Weekly: Morning or afternoon]	Sherilyn Petterson 773-9074 spetterson@surewest.net	Angela Raffin 797-8997 a_raffin@yahoo.com
DISTRICT BREAKFAST	Meet once or twice with district committee regarding theme and schools' assigned tasks. Organize our schools' assigned tasks. [Oct]	Shannon Berg 780-7178 payne2003@gmail.com	
eNews	Email parents Wednesday Folder information and post to E-News Web page. [Year-round, 1-1 ½ hrs/week]	Tami Lynch 396-7823 tamicam@surewest.net	
		Shannon Berg 780-7178 payne2003@gmail.com	
ESF ANNUAL GIVING LIAISON	Liaison between Eureka Schools Foundation (ESF) and schools to coordinate parent volunteers for	Shelli Teed-Bose 847-5800 steedbose@surewest.net	

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	the ESF Annual Giving Campaign. Assist with tracking ESF donations. Money raised helps finance music, PE, library, and technology programs. [Feb-Apr]	Jen Mobell 781-9949 jmobell@msn.com	
ESF AUCTION LIAISON	Attend Eureka Schools Foundation (ESF) Auction meetings and serve as liaison between ESF and school for school contributions to Auction. Gather donations and purchases for PTC contribution to Auction.	Margot Birch 789-7157 johnnybdds@surewest.net	
EXCELSIOR DAD'S CLUB	Recruit and coordinate dads in working with Principal Duncan & the PTC to provide assistance to various programs/projects	John Brooding 837-1908 jmbrooding@comcast.net	N/A
EXCELSIOR EAGLES RECOGNITION	Assist Principal Diane Duncan as needed with Excelsior student awards. Once per month	Stephanie Washburn 774-0587 shaoh@comcast.net	N/A
EXCELSIOR MEET & GREET NIGHT	Coordinate games, food, or other activities; for 3 rd grade students to meet 4 th grade students and learn about Excelsior [May]	Leigh-Ann Reiner 782-1963 reiner@yaho.com	N/A
FALL FUNDRAISING	Serve as liaison between vendor and school; process and distribute orders. [Oct/Nov]	Angela Raffin 797-8997 a_raffin@yahoo.com	
		Joyce Stubee 402-1971 jbstubee@surewest.net	
FAMILY FUN NIGHT	Coordinate food/activities for the event. [Nov]	Leigh-Ann & Mike Reiner 782-1963 reiner@yaho.com	
		Co-Coordinator	
FAMILY PICNIC or ESF COUNTRY FAIRE	Coordinate food/activities for the picnic OR serve as liaison to ESF for Country Faire activities. [May]	Open	
JOG A THON	Event Coordinator: Organize PTC's largest fundraiser – set up coordination meetings - recruit volunteers for sub-committees – prepare necessary forms and get approvals - determine logistics/scheduling [Aug-Sep]	Jeannie Larson 749-3698 415-505-3884 jeannie_larson@comcast.net	Nicole Cochran 780-4091 ncochran@surewest.net
		Cindy Robertson 797-0470 cindy@edmci.com	
	Pledge Collection Coordinator: Prepare jog a thon database for current year - collect pledges including preparation and distribution of pledge packets - recruit volunteers for event day command center [Aug-Sep]	Tami Jackson 772-6176 tjackson@surewest.net	Open (Jenny Milne)
	Sponsors & Advertising Coordinator (both schools): Set sponsor donation levels and advertising opportunities - solicit	Marci Tjader 783-2872 marciatjader@hotmail.com	

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	sponsors - design advertising (website/newsletter, t-shirts, signage) - create sponsor thank you signage [Aug-Sep]	Tami Jackson 765-2816 tjackson@surewest.net	
KID'S CLOTHES CLOSET	Collect donations, set up hours and run clothes closet [Nov]	Katie Lowell 257-8634 rklowell@surewest.net	
MAIDU PRIDE	Coordinate delivery of prizes every week. [Year-round, weekly]	N/A	Sherilyn Petterson 773-9074 spetterson@surewest.net
MUSIC & DRAMA PRODUCTIONS	Work with Excelsior staff to coordinate 5th and 6th grade talent show. [Winter/Spring]	Dianna Benner 781-2465 rdkl@comcast.net	N/A
P.A.L.	Coordinate nutrition programs and serving of nutrition bar at lunch time	Jessica Rafanan 474-5082 jrafanan@comcast.net	
PICTURE DAYS	Assemble volunteers to help on picture day. Work with office staff to establish schedule for classes to have pictures taken, fall and spring.	Tami Lynch 396-7823 tamicam@surewest.net	Carolyn Brosnan 749-3282 cjbrosnan@gmail.com
PTC WEBSITE COORDINATOR	Update and manage the Excelsior/Maidu PTC website.	Gavin Wilson 871-2091 gavinswilson@gmail.com	
READ ACROSS AMERICA	Coordinator volunteers to read to classes during this week [March]	Lorna Schofield 774-6389 lrschofield@hotmail.com	Carolyn Brosnan 749-3282 cjbrosnan@gmail.com
ROOM PARENT	Plan, assemble, and distribute important information to room parents at their meeting at the beginning of the year.	Kristi Peterson 789-0951 krstptrsn2@aol.com	Lorrie Drucker 872-8077 lsdrucker@yahoo.com
SCHOOL ACTIVITY NIGHT (PREVIOUSLY MOVIE NIGHT)	Plan and provide support for a family-friendly evening for students and families specific to each school. Assemble volunteers to help on family nights [Maidu: March; Excelsior: Oct & Feb]	Coordinator	Coordinator
SCRIP PROGRAMS	Serve as liaison with ESF's on-line SCRIP processing program; coordinate fundraising through eScrip; serve as liaison and promote scrip program in coordination with ESF	Shannon Berg 780-7178 payne2003@gmail.com	
SUMMER MAILER	Assist the school secretaries by getting the summer mailers collated, sealed, labeled and sorted by zip code and delivered to the District office for the bulk mailing. [May/June]	Coordinator	
T SHIRTS	Organize sales and distribution of school apparel. [Fall]	Dean Bliss 772-1082 cdbliss@surewest.net	Sarah Haas 783-2466 sarah-haas@hotmail.com
TEACHER & STAFF APPRECIATION	Coordinate teacher/staff appreciation events: Back to School breakfast/luncheon, Teacher Appreciation Week, special monthly "thank you" meals, and School Board luncheon. [Sep/May]	Kristi Peterson 789-0951 krstptrsn2@aol.com	Coordinator

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TOY & FOOD DRIVE	Organize the collection and delivery of donated items. [Nov/Dec]	Jennie Zinn 791-6094 henpenjen@rcsis.com	Tracy Quilala 772-5803 tracyquilala@hotmail.com
VOLUNTEER COORDINATOR	Recruit volunteers for various PTC events; collect names/contact info and distribute to appropriate event coordinator. Maintain "on-call" volunteer list and send out e-mails to contact them regarding volunteer opportunities.	Tami Lynch 396-7823 tamicam@surewest.net	
WASTE FREE WEDNESDAYS LUNCH	Reduce waste generated during Maidu and Excelsior lunches by 15%; increase awareness about environmentally friendly lunch packaging materials; prepare informational flyers/newsletter tips for reduced waste lunches.	Molly Scholes 797-9897 Molly_Scholes@skillsoft.com	
		Carrie Riggs 791-3620 carrieriggs@surewest.net	
WELCOME WAGON	Welcome new families to the school through out the year by providing them with PTC, school and community information. [Year-round]	Andrea Van Wallegghem 845-3488 Andrea.VanWallegghem@ftb.ca.gov	
YEARBOOK ASSISTANT	Help the Excelsior staff create the yearbook. [Year-round]	Susan Smyth 390-3414 susansmyth003@yahoo.com	N/A