

## **Volunteering ABCs at Normal Park Museum Magnet Upper School**

**A – ALWAYS sign in at the main school office when you visit Normal Park AND fill out a volunteer slip** (found in the Volunteer Center.) These are our only records of your hours, and we must have them on file for all families. The only exception is school-wide PTA meetings or work days—if you sign in at those events, we will record hours from the sign-in sheets. And, please turn in all hours—even if you volunteer more than 18 hours per year.

**B – BE sure to get your 18 hours** completed by April 30. If a family has children in more than one magnet school, the hours must be split equally among each school. For example, if you have children in 2 magnet schools you must complete 9 volunteer hours in each school. We ask that families complete ½ of their hours by December 31. Don't wait until the last minute—there might not be enough volunteer projects to go around!

**C – CHECK out the Upper School Family Bulletins** sent out each week via e-mail and in your child's backpack. They will contain volunteer opportunities and news about ways to get involved.

### **WAYS TO EARN VOLUNTEER HOURS AT NPPMM:**

- **Chaperone a learning expedition.** At Normal Park, our parents are active participants in our student learning expeditions to our museum partners. Choose at least one learning expedition every 9 weeks to attend with your child. They are always on Tuesdays or Thursdays, and a list of all expeditions is sent home at the beginning of each 9 weeks.
- **Visit a museum partner with your child.** You can earn up to 5 volunteer hours simply by using your child's Museum Passport to visit the Tennessee Aquarium, Creative Discovery Museum, Chattanooga History Center, Hunter Museum of American Art, Chattanooga Zoo, Chattanooga Nature Center or Chattanooga African-American Museum. Parents earn one volunteer hour per visit. To earn credit, you must fill out a Museum Visit form with your child during your trip to the museum, so pick up one in advance from the Volunteer Center.
- **Volunteer on a Saturday workday or school-sponsored event.** Special events such as the Normal-Palooza arts festival and the School Auction are great ways to knock out 5 hours in one day!

- **Bake cookies, cupcakes, or other homemade goodies.** We need baked goods for the Happy Cart that we treat teachers to each Friday, and you can also bake for class parties and school events. Please note: Only 6 hours per year can be earned from baking, and the goods must be homemade.
- **Help out with sports.** We will need help manning the concession stands during the sports season, and coaches can always use help coaching and maintaining the sports fields. Talk to your child's coach or team parent about how you can get involved.
- **Join a PTA committee.** There are several PTA committees that need help throughout the year, such as Library, Hospitality, and Building and Grounds.
- **Help out in the classroom.** Talk to your teacher or room parent about how you might help inside the classroom. Please arrange a convenient time to talk to your teacher—do not drop in while class is in session.
- **Attend PTA meetings and parent workshops.** Adults earn one hour for attending PTA meetings, parent workshops, principal's coffees and other special parent events. Note: Parents do not earn hours for attending parent conferences with the teacher, quarterly exhibit nights, sporting events, or student performances unless they are volunteering during these events.
- **Drop by** the Parent Volunteer Center at the Upper School or the Exhibit Building Room at the Lower School and check out the teacher bins. Teachers will be leaving projects to complete. NOTE: It is extremely important to respect teacher deadlines for these projects.
- **Contact Amy Bevis**, Parent Coordinator at the Lower School, or **Debra Price**, Family Partnership Specialist at the Upper School, at any time! They can tell you about volunteer opportunities and help you get involved.

### Questions?

Amy Bevis ([bevis\\_amy@hcde.org](mailto:bevis_amy@hcde.org) or 209-5912), Lower School

Debra Price ([price\\_debra@hcde.org](mailto:price_debra@hcde.org) or 209-5914), Upper School