

1. **Promote** Parent Involvement ~ Our Mission is to **be** involved! To **get** involved. Every person and every minute counts to make our school environment and events fun for all. *Sign Up ~ Get Involved ~ Mission Take Off ~ Success*
 - a. Be a member of the Crossfield Crew
 - b. Working together we can get our missions done
 - c. Start early: 1. Board at open house (Sign up to be part of the Crossfield Parent Involvement Team), 2. Sign Up Genius for Room Parent Teams
2. **Identify** 4 types of Members (aka volunteers)
 - a. Volunteer Coordinators: Katherine and Caryn's roles as liaisons, preceptors, guides, support
 - b. PTO Volunteers: be involved with larger school wide events that are not classroom specific (Event Calendar)
 - c. Grade Level Volunteers/ AKA Grade Level Teams: Grade Lead, Lead Room Parent, Assistant Room Parent, teacher helpers. Direct contact with teachers and classes.
 - d. School Volunteers: Library, Health Room, Kindergarten Lunch helpers beginning of school.
3. **Execute the System**
 - a. Caryn and Katherine share email link?
 - b. Online access to everything: volunteer interest page, sign up genius link to all sign ups, forms.
 - c. Don't reinvent the wheel: what are standard decorations for lobby display? Muffins for Moms and Donuts for Dads are the same event ~ lead by same team?
 - d. Reward the Crew ~ Caryn and Katherine follow up with thank you email each event with small survey on approximate hours spent volunteering for each job as well as inquiry for comments and suggestions. Get the 'crew' involved. We will track 'volunteer hours' on lobby rocket, have a mid-year lunch, end of year lunch or brunch, and visual thank you on lobby TV of school.
 - e. Recruit involvement from all levels: every minute counts including behind the scenes work: baking, decorating, setting up.