

## VOLUNTEER SIGN UP

If you would like to sign up to help the PTO this year, please fill in the information and check the box next to the committee that interests you. You will be contacted by the chairperson closer to the event date. **Return all forms to the office at Open House (a box will be placed outside the office door) OR through your child's backpack: Attention PTO Volunteers.**

### FUND RAISING VOLUNTEER OPPORTUNITIES:

| Name: | Phone: | Email:  |
|-------|--------|---|
|       |        | <b>Artsonia (ongoing):</b> Assist art teacher in photographing student's artwork and loading it into computer.  |
|       |        | <b>Box Tops (ongoing):</b> Assist with counting box tops and banding in stacks of 50.   |
|       |        | <b>Candy Grams (ongoing):</b> Assist in selling at some school events; i.e. Open House & PTO Meetings.  |
|       |        | <b>Jump Rope for Heart – American Heart Association (1/27/2012):</b> Oversee students at a station promoting physical activity and heart health.  |
|       |        | <b>Malley's Chocolates (tbd):</b> Assist in gathering orders and distributing candy at pick up. More information will be available as plans come together.  |
|       |        | <b>Market Day:</b> Assist in organizing inventory, checking orders and distribution on Thursdays once a month.  |
|       |        | <b>Night at the Races (tbd):</b> Assist with the planning and execution; involves choosing a location, promotion, food, side boards, etc. All ideas are welcome; no specific plans have been made at this time.                                 |
|       |        | <b>Santa / Holiday Shop (12/5/11 through 12/9/11):</b> Assist with obtaining merchandise, setting up and counting inventory, assisting students while they shop, counting and packing up remaining inventory. Tuesday through Saturday options. |
|       |        | <b>Scholastic Book Fair (10/31/2011 through 11/3/2011):</b> Assist in set-up and take down in the school library, help kids pick and choose books and make purchases.   |
|       |        | <b>School Supply Kit Sale and Distribution (8/2012):</b> Help count and deliver school kits to classroom at beginning of year in August.  |
|       |        | <b>Spirit Wear (ongoing):</b> Assist with selling spirit wear at various school activities and distributing orders; exact dates yet tbd.  |

**See reverse side for 'Activities' volunteer opportunities.**

----- DO NOT CUT – FOR PTO USE ONLY -----

### IN SCHOOL VOLUNTEER OPPORTUNITIES:

If you would like to help with some of the daily 'duties' at school, please fill in the appropriate information and check the box next to the job that interests you. (For safety and school policy, we politely ask that there are no toddlers/siblings in tow while volunteering at school.) You will receive a schedule once all volunteers are coordinated.

| Name: | Phone: | Email:   |
|-------|--------|--|
|       |        | <b>CLINIC Volunteer: 11:00 – 1:10</b> Individual(s) needed to take temperatures, provide band-aids, ice, comfort and oversee students that are not feeling well. No medical training is necessary.<br><input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Substitute Only <input type="checkbox"/> Once per month   |
|       |        | <b>COPY Volunteer: Time Flexible</b> Individual(s) works in copy room making copies requested by the staff.<br><input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Substitute Only <input type="checkbox"/> Once per month  |
|       |        | <b>LIBRARY Volunteer:</b> <input type="checkbox"/> 9:00 – 11:00 OR <input type="checkbox"/> 1:00 – 3:30 Individual(s) would help check books in an out and shelve. There are two six week sessions – Fall and Spring – Two days a week based on volunteer sign up.<br><input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Substitute Only <input type="checkbox"/> Once per month |
|       |        | <b>LUNCHROOM Volunteer: 11:00 – 1:10</b> Individual(s) needed to assist students who need help opening milk cartons, encouragement to eat all their lunch, wiping tables, etc.<br><input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Substitute Only <input type="checkbox"/> Once per month   |
|       |        | <b>MARQUIS SIGN: Time Flexible</b> Individual(s) needed to update the front marquis sign as needed with information given by the school office regarding upcoming information and/or PTO activities.   |
|       |        | <b>RECESS Volunteer: 11:00 – 1:10</b> Individual(s) assists with children on the playground to assure that they are playing safely and following playground rules. In bad weather, volunteers oversee children as they play quietly in the classroom.<br><input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Fri <input type="checkbox"/> Substitute Only <input type="checkbox"/> Once per month              |
|       |        | <b>VISION &amp; HEARING Screening: Sept 15th &amp; 16th</b> Help take kids by class to appropriate station. Times determined by school nurse and not known at this time.   |
|       |        | <b>WALKING CLUB Volunteer: 11:00 – 1:10</b> Individual(s) sits in cafeteria during the lunch hours and tracks miles walked, and hand out cards and tokens to students who participate. Fall and Spring when weather permits.<br><input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/> Substitute Only <input type="checkbox"/> Once per month   |

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**ACTIVITIES VOLUNTEER OPPORTUNITIES:**

Name: Phone: Email:

|  |  |
|--|--|
|  | <b>Art Gallery (ongoing):</b> Assist in hanging and removing artwork around the building.  |
|  | <b>Blood Mobile (2/2/12):</b> Assist in coordinating all Blood Mobile activities; assemblies, babysitting, canteen and registration.   |
|  | <b>Buzzard Day (3/18/12):</b> Assist in setting up and running a game for the PTO on Buzzard Sunday.   |
|  | <b>COSI on Wheels (3/13/12):</b> Oversee a group of students at a science station held in the gymnasium.   |
|  | <b>Father / Daughter Dance (tbd):</b> Assist in planning and implementing this activity, details undetermined at this time.  |
|  | <b>Fifth Grade Party (6/6/12):</b> Assist in organizing the last day party activities for 5 <sup>th</sup> graders.   |
|  | <b>Grandparent's Day (9/12/2011):</b> Assist in planned activities, tbd.   |
|  | <b>Garden Day / Earth Day (4/23/2012):</b> Clean up, plant flowers, weed and improve the school grounds.   |
|  | <b>Hospitality (ongoing):</b> Assist by providing beverage, treat, dessert and/or dinner for the teachers on conference nights, Blood Drive, Teacher Appreciation; and/or volunteer to distribute juice and donuts for Academic Achievers Breakfast. |
|  | <b>Kindergarten Registration (3/15/12):</b> Greet parents and new students and distribute information. Held at Highland Middle School.   |
|  | <b>Mother's Day Plant Sale (5/11/12):</b> Assist with the annual plant sale; collect money from students, help them make a selection and pack the flowers for them to take home. Thursday and Friday before Mother's Day.                            |
|  | <b>Mother / Son Activity (tbd):</b> Assist in planning and implementing this activity, details undetermined at this time.  |
|  | <b>Nominating Committee (March):</b> Help to compile a list of interested individuals for the PTO board and committee chairperson positions.   |
|  | <b>Pinnacle Play Date (tbd):</b> Assist in planning and implementing this activity, details undetermined at this time.   |
|  | <b>Student Creations (ongoing):</b> Help with set up of projects submitted, may involve judging and take down.   |
|  | <b>Student Garden / Grounds (fall and spring):</b> Help maintain the Student Garden, plant bushes and flowers and weed occasionally.   |
|  | <b>Teacher Appreciation (5/7/12 through 5/11/12):</b> Help plan and organize the teacher appreciation week.  |
|  | <b>Teacher Holiday Breakfast (Dec tbd):</b> Help plan and organize the teacher holiday breakfast before winter break.  |
|  | <b>Yearbook (January through April):</b> Assist in putting together the yearbook using photos provided by the school. Must be completed using a computer at school.  |

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**ROOM MOM & DAD VOLUNTEER OPPORTUNITIES:**

The PTO is looking for parents to volunteer as **Room Parents**, taking responsibility for planning, organizing and running class parties. This includes collecting money from parents (the letter requesting this money is send out from and by the PTO) and working with other parents as a team. It is suggested that the room parents host a teacher luncheon, giving parents the opportunity to meet the teacher and discuss party ideas and requests. Please consider giving some time to make your child's school year memorable and fun. We'd love to have you!

The party dates for the year are as follows:

- |                  |                          |                    |                          |
|------------------|--------------------------|--------------------|--------------------------|
| 1. Halloween     | Friday..... October 28th | 3. Valentine's Day | Friday.....February 10th |
| * Tues/Th Kinder | Thurs ..... October 27th | * Tues/Th Kinder   | Thurs.....February 9th   |
| 2. Christmas     | Friday.....December 16th | 4. Carnival Day    | Tues .....June 6th       |
| * Tues/Th Kinder | Thurs .....December 15th |                    |                          |

**On lines below, please list child and teacher names and mark which party/parties you wish to help with.**

|   |               |   |
|---|---------------|---|
| <b>Name:</b>                                | <b>Phone:</b> | <b>Email:</b>   |
| I am interested in being a room parent for: |               | I will help with the following parties:   |
| Student:                                    | Teacher:      | <input type="checkbox"/> Halloween <input type="checkbox"/> Christmas <input type="checkbox"/> Valentine's Day <input type="checkbox"/> End of Year |
| I am interested in being a room parent for: |               | I will help with the following parties:   |
| Student:                                    | Teacher:      | <input type="checkbox"/> Halloween <input type="checkbox"/> Christmas <input type="checkbox"/> Valentine's Day <input type="checkbox"/> End of Year |
| I am interested in being a room parent for: |               | I will help with the following parties:   |
| Student:                                    | Teacher:      | <input type="checkbox"/> Halloween <input type="checkbox"/> Christmas <input type="checkbox"/> Valentine's Day <input type="checkbox"/> End of Year |
| I am interested in being a room parent for: |               | I will help with the following parties:   |
| Student:                                    | Teacher:      | <input type="checkbox"/> Halloween <input type="checkbox"/> Christmas <input type="checkbox"/> Valentine's Day <input type="checkbox"/> End of Year |

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