

# PARENT VOLUNTEER SIGN UP FORM

## 2011-2012 School Year

Name \_\_\_\_\_ Phone # \_\_\_\_\_

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

E-Mail \_\_\_\_\_

Please **fill out** the activities you are volunteering for on this sheet, and return to the Counseling office. We encourage you to volunteer for **AS MANY** activities as you are comfortable doing. You will be contacted according to what you volunteer for by a PTO member, or a staff member.

*See back for description of duties and responsibilities for these positions.*

### ONGOING COMMITMENT

- PTO President
- PTO Vice President
- PTO Treasurer
- PTO Secretary
- Teacher Appreciation Coordinator
- PTO Member
- Free Money Coordinator
- School Advisory Committee (SAC)

### OCCASIONAL VOLUNTEER POSITION

- Family Fun Fest Coordinator
- Family Fun Fest Helper
- Food Providers
- Magazine Fundraiser Coordinator
- Assist with Fundraisers
- Book Fair Helper
- Teacher Appreciation Helper
- Classroom Helper
- Vision & Hearing Screening

### ONCE A WEEK IN SCHOOL

- Library Volunteers
- Health Office Volunteer

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- I am willing to help with anything
  - I am available during daytime hours
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# Erie Middle School PTO Volunteer Opportunities 2011/2012

*Erie Middle School needs your help!* Please consider your time, talents, and interests and decide to make a difference for kids today. Call the school at 303-828-3391 if you have any questions about volunteering for these programs.

## ONGOING COMMITMENTS

- **PTO President:** The President will be expected to prepare an agenda, run all of the PTO meetings and oversee all other aspects of the PTO.
- **PTO Vice President:** The Vice President will run the PTO meetings in the event that the President can not be there. The Vice President is also the volunteer coordinator which involves checking in with the coordinators for each event, making sure they have all of the volunteers they need and answering any questions they may have.
- **Treasurer:** Responsibilities include but are not limited to: manage all aspects of PTO money, prepare financial reports for PTO meetings, manage donations, manage teacher grants and gifts, write checks, balance checkbook, reconcile bank statements, make deposits, count fund raising earnings, assist other board members as necessary, communicate with school personal.
- **Secretary:** The Secretary is responsible for taking minutes at each PTO meeting (1x per month), typing them up and emailing them to the board members. The Secretary is also responsible for writing articles for the newsletter and getting other communication items to personal.
- **Teacher Appreciation Coordinator:** Plan and execute 3 teacher appreciation events per year: Welcome Back (Fall breakfast), Holiday Gift Wrap (December) and Teacher Appreciation Week (May).
- **PTO Member:** Attend monthly meetings and share ideas/suggestions for PTO programs and events. Participate in events as available.
- **Free Money Coordinator:** Plan and execute two free money competitions per year as well as organize, trim, count and send in box tops, Campbell's soup labels, and ink jet cartridges.
- **School Advisory Committee:** The SAC (School Advisory Committee) is comprised of administration, faculty and community members who currently have students attending Erie

Middle School. This committee provides valuable insight regarding the concerns of parents and community members to the administration.

- **Library Volunteers:** Assist with projects including bulletin boards, laminating, shelving books, etc.
- **Health Office Volunteer:** Assist with checking in and supervising students in the Health Office

## OCCASIONAL VOLUNTEER POSITION

- **Family Fun Fest Coordinator:** Plan, organize and execute a fall "carnival" for the whole family.
- **Family Fun Fest Helper:** Assist the coordinator in all aspects of implementing the Family Fun Fest.
- **Food Providers:** Provide food for school events such as teacher conference days.
- **Magazine Fundraiser Coordinator:** Organize the annual fundraiser through setting target dates, achievement goals, distribution of proceeds, volunteer recruitment and be the liaison with the EMS staff.
- **Assisting with fundraiser:** Assist coordinator with distribution of materials, processing orders, money collection, etc.
- **Book Fair Helper:** Work during book fair at cash register, assist parents/students.
- **Teacher Appreciation Helper:** Help with any of the 3 teacher appreciation events per year: Welcome Back (fall), Holiday Gift Wrap (December) and Teacher Appreciation Week (May).
- **Classroom Helper:** Help at teacher request with various classroom activities.
  - ❖ book orders
  - ❖ special projects
  - ❖ filing
- **Vision & Hearing Screening:** Help school health personnel conduct vision and hearing screenings. Training is available.