



Arboretum Elementary School VOLUNTEER SIGN-UP 2011-2012



VOLUNTEER CONTACT INFORMATION

NAME: _____ EMAIL ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____ WORK PHONE: _____

CHILDREN AT ARBORETUM:	GRADE:	TEACHER:
_____	_____	_____
_____	_____	_____
_____	_____	_____

I. CHAIRPERSON VOLUNTEERS: *The following committees need volunteers to chair them. If you are interested in finding out more information about one of these committees, please check the box.*

- | | | |
|--|---|---|
| <input type="checkbox"/> CARNIVAL —Co Chair
Need 4 co-chairs | <input type="checkbox"/> FAMILY LEARNING NIGHT
<input type="checkbox"/> SPRING ART SHOW 4/24 | <input type="checkbox"/> COOKIE DOUGH SALES
<input type="checkbox"/> GARDENING |
|--|---|---|

II. PTO VOLUNTEER COORDINATOR: *Volunteer duties would include contacting (via telephone and/or email) parents to help volunteer for PTO Events. (Will mentor with Brian Hauke, PTO Volunteer Coordinator)*

III. PTO CLASSROOM COORDINATORS: *Volunteer duties would include contacting (via telephone and/or email) parents in your classroom and reminding them of current PTO events.*

- KINDERGARTEN 1ST GRADE 2ND GRADE 3RD GRADE 4TH GRADE

IV. REGULARLY SCHEDULED VOLUNTEERS: *These committees are looking for volunteers who would be able to commit on a consistent basis to working scheduled days and times in the following areas:*

- | | |
|--|--|
| <input type="checkbox"/> EARLY RISER READER (K-2) 7:00 TO 7:30AM: Pick up food items before the event, setting up for the event and/or cleaning up after the event. | <input type="checkbox"/> STAFF APPRECIATION MEALS/PROJECTS: Provide food for staff meals or assist with staff activities. |
| <input type="checkbox"/> FAMILY BOOK CLUB (3-4) 6:30 TO 7:15AM: Pick up food items before the event, setting up for the event and/or cleaning up after the event. | |

V. ALL-SCHOOL EVENTS: *These committees are looking for volunteers who would be able to commit to working scheduled days for the following events:*

- BBQ Kick Off 9/7** **FAMILY FUN FITNESS 2/10** **ICE CREAM SOCIAL @ PRAIRIE 5/10**

VI. REGULAR/UNSCHEDULED VOLUNTEER: *This requires a regular commitment throughout the school year, but the volunteer usually determines the hours.*

- | | | |
|--|--|---|
| <input type="checkbox"/> PHOTOGRAPHY: Take pictures of events, volunteers, students, classroom photo. | <input type="checkbox"/> AT HOME PROJECTS : Coloring, writing notes, etc. | <input type="checkbox"/> SEAMSTRESS |
| <input type="checkbox"/> OFFICE HELP: Bulletin boards, organize photos, etc. | <input type="checkbox"/> GARDENING: Weeding, planting and other misc. gardening duties. | <input type="checkbox"/> HANDYMAN COMMITTEE: Carpentry, odd jobs |
| <input type="checkbox"/> STUDENT BIRTHDAY BOOKS: Assemble and stamp birthday books | <input type="checkbox"/> STAFF BIRTHDAY BOOKS: Assemble and stamp birthday books | |

VII. SPECIAL EVENT VOLUNTEER: *This usually involved a one-time, short term duration commitment for a special school function.*

- | | | |
|---|---|--|
| <input type="checkbox"/> BOOK FAIR: Work shifts for set up and sales for this fall fundraiser.

FAMILY LEARNING NIGHT

<input type="checkbox"/> HELP ORGANIZE
<input type="checkbox"/> TEACH A CLASS

<input type="checkbox"/> HALLOWEEN PARADE (10/31): Assist with spectator seating | <input type="checkbox"/> SQUARE ONE ART: Label art, sort incoming orders and assist as needed.

<input type="checkbox"/> SCHOOL ASSEMBLIES: Help supervise students during assemblies

PARENT/TEACHER CONFERENCES:
Bring Desserts

<input type="checkbox"/> 10/17
<input type="checkbox"/> 3/5 | <input type="checkbox"/> SPRING ART SHOW (4/24): Help hang and label art work, and set up/take down the event.

FOURTH GRADE MUSIC PROGRAM (4/24):
<input type="checkbox"/> Music Program Chair
<input type="checkbox"/> Decorate gym on 4/18 2:45pm
<input type="checkbox"/> Videotaping
<input type="checkbox"/> Photographer
<input type="checkbox"/> Take down decorations after program
<input type="checkbox"/> Artist/Crafts: Make props, decorations, backdrops |
| <input type="checkbox"/> SCHOOL PICTURE RETAKE (9/22): Accompany classrooms to photo area and assist photographer.

<input type="checkbox"/> HOLIDAY MUSIC PROGRAM (12/20):
<input type="checkbox"/> Music Program Chair
<input type="checkbox"/> Decorate gym on 12/19 2:45pm
<input type="checkbox"/> Piano Accompanist
<input type="checkbox"/> Artist/Crafts: Make props, decorations, backdrops
<input type="checkbox"/> Take down decorations after program
<input type="checkbox"/> Photographer | <input type="checkbox"/> BAKE SALE SPRING: Price and/or sell baked goods.

<input type="checkbox"/> READ ACROSS AMERICA

<input type="checkbox"/> ICE CREAM CELEBRATIONS: Serve ice cream to students 1-2 p.m. Month _____ | <input type="checkbox"/> SPRING BASKET DRAWING (4/24): Sell raffle tickets and assemble baskets.

<input type="checkbox"/> FIELD DAY (6/1): Help set up/ take down the event, help during the event at various stations or assist with classes.

<input type="checkbox"/> SCHOOL PICNIC (6/1): Assist food service staff

SUMMER SCHOOL: Assist students first two days of summer school.
<input type="checkbox"/> SESSION I
<input type="checkbox"/> SESSION II

<input type="checkbox"/> REGISTRATION DAY IN AUG: Help distribute preordered school supplies, t-shirt orders, sell raffle tickets, etc. |

Call me for anything!

VIII. OTHER: *Please let us know if you have any other talents or ideas that you would like to volunteer. Any great Ideas???*

**We are very excited to announce our new PTO Co-Presidents for 2011-2012!
Katie Dotzler and Jennifer Piette**

If you have any questions, please contact Brian Hauke, PTO Volunteer Coordinator Mentor, at 850-3017 or bhauke@charter.net.

Please return this completed sheet at registration day or in the office.

Thanks for your continued support.

