

## PTA Volunteer Form - Due West Elementary School



Feel free to take this home and consider where you can help make a difference for Due West and your child. Please return to your child’s teacher as soon as possible. You can also volunteer online at [www.duewestpta.com](http://www.duewestpta.com).

**Students’ Names** \_\_\_\_\_ **Teachers’ Names** \_\_\_\_\_

**Parent Volunteer 1 Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

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- Classroom committees:** Sign up in the classroom or send a note to the teacher requesting to be put on these committees:  
**Room Parent:** Plan classroom parties; get volunteers for the fall festival, teacher appreciation week, silent auction basket, etc.  
**Book Buddies:** Read to your child’s class several times throughout the year.  
**Yearbook:** Set up pages; take pictures for your child’s classroom and grade level.  
**Garden:** Volunteers help the your child’s class plant and take care of the garden.

Check for Parent 1 to Volunteer	Check for Parent 2 to Volunteer	Committee Name and Description
		<b>Advocacy and Legislation:</b> attend PTA day at the capitol and keep up-to-date on issues important to Due West.
		<b>ARC &amp; Reading:</b> Help facilitate additional reading programs, oversee ARC tests (7:30 – 7:50 a.m.) in the Computer Lab.
		<b>Bingo &amp; Pizza:</b> Plan Bingo & Pizza night on Friday, September 18th.
		<b>Book Fair:</b> Sell books twice a year during conference week.
		<b>Box Top Program:</b> Cut and count Box tops
		<b>Chick-Fil-A Night/Jumpits Night:</b> Send out reminder notices, award prizes to classes once per month.
		<b>Community Outreach:</b> Help organize projects and collections for those in need in our community.
		<b>Community Liaison:</b> Seek out community support & coordinate with our Partners in Education.
		<b>Community Liaison: Chair</b>
		<b>Cultural Arts:</b> Help with any additional art or music programs
		<b>Due West Do Dads:</b> Odd jobs such as building things for the fall festival, clean up days, planting trees.
		<b>Exceptional Children:</b> Be an advocate within PTA and the school for exceptional children.
		<b>Exceptional Children: Chair</b>
		<b>Fall Festival:</b> Help the chair with planning, set up, take down, and more. <i>Do not check here to help with your child’s classroom activity. The room parent will contact all the parents to help the day of the festival.</i>
		<b>Fall Festival: Food Chair</b>

		<b>Fall Festival: Wristband Sales Chair</b>
		<b>Fall Fundraiser -Boosterthon Fun Run:</b> Help organize Fun Run.
		<b>Family Dance:</b> Plan, decorate, sell tickets, have fun.
		<b>Fifth Grade:</b> Plan end of the year activities and fundraisers.
		<b>Garden:</b> Assist the chair with various garden tasks
		<b>Health and Safety:</b> Eye and hearing screening, Red Ribbon Week, bus safety week.
		<b>Holiday Elves Workshop:</b> Volunteers assist students with making crafts to give as gifts. The event will be held Fri, Dec 4.
		<b>Hospitality:</b> Send in food for various activities such as conference week and teacher appreciation luncheon.
		<b>Media Center:</b> Volunteer in the Media Center, shelving books, working check-in/out desk.
		<b>Membership:</b> Collect membership forms, maintain membership records, and distribute cards.
		<b>Newsletter:</b> Collect articles for electronic newsletter.
		<b>Original Artwork:</b> Collect artwork from each student, collect money and distribute items.
		<b>Production Lab:</b> Complete projects for the teachers; run off copies, buttons, laminating, cutting, and etc.
		<b>Recycling:</b> Assist chair in recycling within the school on Fridays.
		<b>Reflections:</b> Collect and display entries. Plan participants' reception.
		<b>School Store:</b> 7-8 a.m. Thursday of each week - Set up, sell, clean up once per month.
		<b>Scrapbook Mom:</b> Keep up with PTA & school events to compile a record of the year.
		<b>Scrapbook Mom:</b> Chair
		<b>Silent Auction:</b> During fall festival, collect items, set up, and distribute items. Nov. 7
		<b>Skate Night/Jumpits Night: Chair.</b> Tally student participation at Sparkles skating rink and award a monthly "Skate Trophy." Organize Skate Night and Jumpits Night.
		<b>Spirit Shirts:</b> Help organize/sell shirts at Meet & Greet, Open House & Fall Festival. Distribute pre-ordered shirts to classrooms.
		<b>Student Enrichment (In School)-</b> Organize additional programs during school
		<b>Yearbook-</b> Oversee photographs, creation and layout of the school yearbook for publishing.

**Students' Names** \_\_\_\_\_ **Teachers' Names** \_\_\_\_\_

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