

Rachel Carson Elementary PTSA VOLUNTEER SIGN-UP 2011-2012

The Rachel Carson PTSA is built upon the support of our community and members. Please **check** the following events that you would be willing to volunteer your time.

Name: _____ Phone: _____

Email (please print clearly): _____

Student's Name(s): _____ grade(s) _____

Student's Name(s): _____ grade(s) _____

Available: Days _____ Evenings: _____ Comments: _____

| Check Here | Dates | <i>Open Committee Chair Positions</i> |
|------------|--------------|---|
| | 2-3 per year | Assemblies: Meet with school staff to coordinate possible school assemblies. Solicit volunteers, if needed, to help organize assemblies. |
| | May | Awards: Oversee awards and recognition of PTSA members and the school community, including the Golden Acorn and Outstanding Educator Awards of the Washington State PTA. The committee works with the PTSA Executive Committee on applications and coordinates nomination, selection, and presentation of the awards. |
| | Ongoing | Nominating Committee: Recognize and recruit the most qualified people available for PTSA positions. Committee work includes holding confidential meetings, reviewing nominations, and searching for the best qualified candidates for leadership roles in your PTA. This committee is elected by the general membership. If you would like to be considered for this important position, please check the box! |
| | Fall | Reflections: Organize and manage the Reflections Art Program. Reflections is a National and Washington State PTA art competition. |
| | Ongoing | Safe Arrival: Ensure safety of absent students by contacting unexcused students. Coordinate volunteers to assist in this activity. |
| | Ongoing | Safety Committee: The Safety Committee works in conjunction with the students, parents and staff to ensure the environment in and around Rachel Carson Elementary is safe. This Committee can provide assistance to the Student Safety Patrol Advisor to help develop/maintain the safest procedures for student arrival/departure. |

| Check Here | Dates | <i>PTSA Activities and Events</i> |
|------------|----------------|---|
| | Ongoing | Art Volunteer: Volunteers visit their child's classroom once a month to discuss a specific artist and art print, then lead or help lead a project that focuses on a particular art concept. |
| | August and May | Safety Committee: Work with Committee Chair in-conjunction with the students, parents and staff to ensure the environment in and around Rachel Carson Elementary is safe. This Committee can provide assistance to the Student Safety Patrol Advisor to help develop/maintain the safest procedures for student arrival/departure. |
| | Fall | Reflections: Be a part of a team that promotes, helps judge and display children's art for a nationally sponsored art program. No experience necessary. |
| | September | Curriculum Night Helper: Help organize refreshments and PTSA information for the Sept Mtg. |

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| October 28 | Health Screening: Vision and Hearing screening will be conducted on October, 28, 2010. Volunteers needed to assist District staff, no experience required. |
| Dec 3 (set up Dec 2) | Secret Santa Workshop: Santa's Secret Shop provides a fun and helpful way for children to choose special holiday gifts secretly for family and friends. Volunteers are needed for set up the day before and during the event. |
| October | Scholastic Book Fair: Volunteers needed to staff book fair in October . |
| Various dates | After School Programs: Variety of duties from clerical tasks to help chair person keep rosters and records organized to volunteering to supervise after school activities. |
| Fridays all year | Popcorn Fridays: Every Friday a group of parents pops popcorn from 8:30a to 10:30a for the ASB to sell. |
| Sept 30 & April 21 | Gardening Committee: volunteers needed to help during the all school clean up days. Make the Carson campus beautiful by pulling weeds, planting, picking up trash, etc. After school on September 30 th and April 21 st . |
| 4-5 Times per year | Social Committee: Assist Committee Chairs at school social events – set up, assist at event and clean up as needed. Most social events are held in the evening. |
| Winter | Used Book Fair: Help Committee Chair collect/sort books and provide assistance at event in February. |
| Spring | Awards Committee: Assist committee chair in ballot preparation, ballot review, purchase of awards and award presentation. |
| Monthly | Emergency Preparedness: Help Committee Chair with inventory/restocking of classroom/school emergency supplies. Assist with organization of supplies. Provide input for emergency procedures. |
| Daily/weekly Or monthly | Health Room: Volunteers needed to work in the Health Room in the morning through lunch recess. Training provided no health/medical experience necessary. You can volunteer daily, once a week, once a month – whatever works for your schedule. |
| Monthly | Room Parent: Work with classroom teacher and Room Parent Helpers to plan classroom events such as parties, projects, field days, staff lunch (once per year), etc.. |
| Monthly | Room Parent Helper: Assist Head Room Parent to plan classroom events such as parties, projects, field days, staff lunch (once per year), etc.. |
| Few times per year | Staff Appreciation: Volunteers needed to provide salads, entrees, baked goods, etc. for periodic staff luncheons. |
| As needed | Child Advocacy: Help advocacy chair educate parents and PTSA on legislative matters that affect the quality of education for our children. |
| Few times per year | Matching Funds Administrator: Help the treasurer process matching fund forms, reconcile funds received, and maintain donor database of parents that work at companies who have a matching funds program. |
| Weekly | Safe Arrival: These helpers cross check attendance in the office and make phone calls home to ensure that each child is safe every day. This is extremely important and many volunteers are needed. |
| As needed | Misc Helper: Help a variety of committees where needed. Perfect for someone who cannot commit to a committee long term, but may want to be an “in a pinch” volunteer. |
| Ongoing | Welcome Wagon: Help new families connect with our school community. |
| Sept - April | Yearbook photographer: Needed to take photos at a variety of events during the year. |
| Feb- June | Yearbook Volunteers: Help with a variety of tasks including computer graphics, process orders and aid in distributing the yearbook. |
| March-June | 5th Grade Celebration: This committee will plan and host the 5th grade promotion in June. |
| March-June | 6th Grade Celebration: This committee will plan and host the 6th grade promotion in June. |

Please return this form during the Meet and Greet or to the Main Office as soon as possible.

Some activities have many volunteers available and you may not be contacted.

If you have not been contacted and are interested in another activity,
please contact the chairperson.

OR

Livi Carpenter at livicarpenter@msn.com

THANK YOU FOR YOUR TIME!

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