



HELP WANTED!

The Erie Elementary PTCO is looking for volunteers to help with a variety of tasks, events, and programs. Whether you have 15 minutes a day, 1 hour per week, 1 day per month, or a schedule that is too difficult to predict, **WE NEED YOU!**

We have been very fortunate in the past to have a great group of parents supporting our school with their time and efforts, but we need more help from existing and incoming parents. Please read a description of the different areas where we need more involvement and then carefully consider which position(s) will be the best fit for you, our students, and staff. We thank you in advance for any & all help that you can provide! Remember... when we all do a little, it can add up to a lot! Do you have a "little" time to give?

PTCO PARENT VOLUNTEER SIGN-UP FORM

PARENT NAME: _____

CHILD'S NAME: _____ CHILD'S TEACHER: _____

HOME PHONE: _____ CELL/OTHER: _____

EMAIL: _____

*Correspondence is done primarily through email. Please check here _____ if you wish NOT to be contacted through email.

After reading the position descriptions on the next page, please check the boxes for the activities/areas where you are willing to volunteer. We encourage you to help in as many positions as you are comfortable doing. When complete, please return this form to your child's teacher or to the front office. You will be contacted by Jenny Maggert, the PTCO Volunteer Coordinator. For questions or additional information, Jenny can be reached at 303-828-0692 or jennymaggert@gmail.com.

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <input type="checkbox"/> PTCO Class Representative (<i>year-round</i>) | <input type="checkbox"/> Parent Partner (<i>on-call, year-round</i>) | <input type="checkbox"/> Jog-A-Thon Assistant (<i>Sept. 17th</i>) |
| <input type="checkbox"/> Book Fair Assistant (<i>October</i>) | <input type="checkbox"/> Spring Carnival/Silent Auction (<i>Spring</i>) | <input type="checkbox"/> Conference Meals Asst. (<i>Oct. & Jan.</i>) |
| <input type="checkbox"/> Yearbook Committee (<i>year-round</i>) | <input type="checkbox"/> Vision/Hearing Screening (<i>TBD</i>) | <input type="checkbox"/> Gift Wrap Volunteer (<i>Dec. 13th-16th</i>) |
| <input type="checkbox"/> School Directory Assistant (<i>Mid Sept.</i>) | <input type="checkbox"/> Food Prep./Baked Goods (<i>as needed</i>) | <input type="checkbox"/> Library Volunteer (<i>year-round</i>) |
| <input type="checkbox"/> Office Helper/Copy Cat (<i>year-round</i>) | <input type="checkbox"/> OTHER _____ | <input type="checkbox"/> I am willing to help with anything! |
| <input type="checkbox"/> I wish not to commit to a specific task at this time, but please contact me if/when help is lacking on an activity. | | |

I am available to help most often:

- | | | |
|------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Daytime | <input type="checkbox"/> Evenings | <input type="checkbox"/> Weekends |
| <input type="checkbox"/> At School | <input type="checkbox"/> From Home | |



VOLUNTEER OPPORTUNITIES & POSITION DESCRIPTIONS CONTINUED...

YEARBOOK COMMITTEE (*Year-Round ~ Aug 2010 through May 2011*)

In order to make our yearbook successful, we need a committee willing to help the Yearbook Coordinator by taking digital pictures and helping design & create the yearbook. The yearbook is compiled online, so the majority of the work can be done at home, with the exception of periodic committee meetings in the fall and early spring.

GIFT WRAP VOLUNTEERS (*December 13th – 16th*)

We provide our teachers with complimentary gift-wrapping the week before winter break. We need volunteers to donate wrapping paper, tags, ribbons, boxes, and tape. Volunteers are also needed to help wrap the gifts that week. The teachers greatly appreciate this and it provides us the opportunity to give them the gift of service!

SCHOOL DIRECTORY ASSISTANT (*Late September*)

Once the directories are printed, help is needed to assemble & distribute the directories.

PREPARING FOOD & BAKED GOODS (*Ongoing/As Needed*)

Every now and then we show the EES Staff our appreciation by treating them to some homemade goodies. If you enjoy baking and would like to help in this area, please let us know!

VISION & HEARING SCREENING ASSISTANT (*DATE TBD*)

Volunteers are needed to help test each child's vision and hearing, leading children to/from classrooms, and organizing the flow of students in/out of testing rooms. This is a one-day event and training is provided that morning. No previous experience is necessary.

LIBRARY VOLUNTEER (*Ongoing Year-Round*)

Volunteers are needed to help Candi Cloud (EES Librarian) by shelving books, repairing books, reading to the students, and other tasks within the library.

OFFICE HELPERS AND COPY CATS (*Ongoing Year-Round*)

Volunteers are needed a few hours a week to work in the staff work room making copies, collating, stapling, hole punching, cutting, pasting, die cutting, and doing any other odd jobs that are needed by the teachers and office staff.

Short on time? You can still help us in these areas...

FREE MONEY: In order to get "free money" for our school, we collect Box Tops For Education, Campbell's Soup Labels, Capri Sun pouches, and more! Please help us collect these items and drop them off at the school. Visit the PTCO website <http://www.erieelementaryptco.com/> for a complete list of accepted items.

SHOPPING FOR STUDENTS: Erie Elementary is vying for a share of \$15,000.00 and you can help us earn a share simply by shopping at The Orchard & delivering your original receipt to the school or by having your original receipt validated at the Guest Services kiosk at The Orchard Town Square. Check out the Shopping 4 Students website for more information.
www.shoppingpartnership.com/points/orchard_tc.htm

CHICK-FIL-A: We will be doing a few fundraising nights at the Chick-Fil-A Larkridge location. Chick-Fil-A has been very generous to us, and these fundraising nights have been a huge success. When these nights are scheduled, we need your support! Please plan on eating dinner at Chick-Fil-A, dropping your receipt into the designated box, and encouraging your friends and family to do the same. A portion of all proceeds gets donated directly to our school.



VOLUNTEER OPPORTUNITIES & POSITION DESCRIPTIONS

PTCO CLASS REPRESENTATIVE (*Year-Round ~ Aug 2010 through May 2011*)

You will be the direct point of contact between your teacher, classroom parents, and the PTCO. You will work with the Volunteer Coordinator by making phone calls, forwarding emails, and helping to get the word out about upcoming events and volunteer needs. You will be required to attend one training meeting at the beginning of the school year, volunteer and be connected within your classroom, and regularly attend PTCO meetings as scheduled. By connecting with the PTCO and the classroom, you will be able to identify and notify others about issues that arise throughout the year. Your dedication to this position is critical in order for all parents to feel well informed and in order to maximize volunteer opportunities and parent involvement.

PARENT PARTNER (*On-Call, Year-Round ~ Aug 2010 through May 2011*)

A teacher's job is never done! They spend countless hours before school, after school, late into the night, & even time on the weekends doing all of the behind-the-scenes tasks that teaching involves. This year we would like to introduce a new service that will expand our volunteer base and lessen the load on our teachers. Teachers have been asked & encouraged to fill out "Volunteer Vouchers" for tasks that Parent Partners can do to help them. These tasks will include things such as replacing bulletin boards, sharpening pencils, grading papers, reading to the children, helping a student 1-on-1, leading a small group or center, cutting, organizing the classroom bookshelf, doing the Scholastic book order, and any other small tasks within the classroom. This service will help the teachers tremendously and will allow them to know that we are here to help whenever they need us! A large group of Parent Partners are needed so that we can respond promptly when vouchers are redeemed! Some tasks will need to be done at the school, but many others can be done at home. The time commitment will be small, but the impact is sure to be large!

JOG-A-THON ASSISTANT (*September 17th*)

As the primary fundraiser for the PTCO, the Jog-A-Thon has become a tradition that kids, teachers, and parents look forward to each year. Volunteers are needed the day of the event, and will work with the Jog-A-Thon Coordinator to help make this event run as smoothly as possible. You will be responsible for serving water & popsicles, handing out medals, leading children in/out of the building, and stepping in wherever needed that day. You may work a specific time slot (with your child's class if desired) or volunteer to help for the entire day.

BOOK FAIR ASSISTANT (*October*)

The annual Scholastic book fair takes place during the week of conferences. All of the proceeds go directly towards our school library. Volunteers are needed to assist the Book Fair Coordinator by setting up, working the checkout registers, helping with the cake-walk, and taking down the books at the end of the event. Time slots will be available in the mornings, daytime, and evenings.

SPRING CARNIVAL & SILENT AUCTION ASSISTANT (*Early Spring*)

In the spring the PTCO hosts a spring fair complete with carnival games, food & music! During the fair, custom gift baskets made by each classroom will be auctioned off. Volunteers are needed to help the Spring Fair & Silent Auction Coordinators set-up, sell tickets, facilitate carnival booths, and clean-up at the event of the event.

CONFERENCE MEALS ASSISTANT (*October & January*)

Each semester during parent/teacher conferences, we provide dinners to our teachers and staff. The supplies needed for the meals are donated by each classroom, but volunteers are needed to help the Hospitality Coordinator with preparation prior to the event, set-up the day of the event, and clean-up after the event.