



## Poe Middle School 2010-2011 Parent Volunteer Recruitment Form

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Grades of Children: \_\_\_\_\_

### Volunteer Recruitment

- Volunteer Coordinator. (1 person). Collect and record volunteer recruitment forms; contact and schedule volunteers for events as they arise; report back to the PTA at its monthly meetings. *Year-long commitment; may be shared*
- Refreshments. Support the PTA by baking and providing refreshments. *As needed.*

### Communications and Publicity Committee

- Communications and Publicity Committee Chair. (1 person). Coordinate newsletter and Keep In Touch Messages, and the PTA web page. Report back to the PTA at its monthly meetings. *Year-long commitment; may be shared. Filled.*
- Newsletter. (1 person). Accept articles for PTA and staff, produce newsletter, arrange for its copy and distribution. *Year-long commitment*
- PTA Table Coverage. Support the PTA by staffing its PTA Info Table at scheduled events. *As needed.*

### Fundraising

- Fundraising Lead. (1 person). Organizes fundraising activities; recommend and implement approved additional fundraising events; report back to the PTA at its monthly meetings. *Year-long commitment may be shared.*

#### Fundraisers:

- Rock n Raven, Fall, After School. (1 coordinator, 30 – 40 people for the event). This is a party for the students with games, dance, food and more. *Short-term commitment, Fall. Filled.*
- Spring Madness, Spring, After School. (1 coordinator, 30 – 40 people for the event). This is a party for the students with games, dance, food and more. *Short-term commitment, Spring.*
- Valentine Candy Grams, February. (1 coordinator, 2 – 3 Helpers). Organize and sell Valentine Candy Grams during lunches to students. Students may buy a Candy Gram and have it delivered to their Valentine. *Short-term commitment, Spring.*
- Plant Sale, April - May. (1 coordinator, 2 – 3 people to help pick up and distribute plants.) Coordinate with vendor, process, and distribute orders of summer-time annuals. *Short-term commitment, May.*
- School Supply Kits. Assist teachers in finalizing supply lists; Obtain quotes from vendors; facilitate the ordering, purchasing, and distribution of kits. *Short term commitment.*
- Restaurant Nights (2 – 4 people). Coordinate Restaurant Nights, to include creating flyers and coordinating details with the local restaurants. *Year-long commitment*

- Spirit Gear. (1 – 3 people). Order, advertise, sell, and distribute spirit wear/ gear; keep an accurate account of sales and purchase; turn over funds to the PTA Treasurer. *Year-long commitment.*

### **Program Planning**

- Program Planning Committee Chair. (1 person). Organize Program activities, coordinate new activities for program planning; report back to the PTA at its monthly meetings. *Year-long commitment may be shared.*

#### Programs:

- Ice Cream Social, September. (5 – 10 people) Set up, scoop ice cream, clean up. PTA-sponsored event. *Short-term commitment, September.*
- Reflections, September - November. (1 – 2 people) Organize the National PTA sponsored awards and recognition program for the cultural arts in the public schools. *Short-term commitment.*
- 8th Grade Black and White Dance, June. (10 - 15 of people) Sixth and seventh grade parents help decorate cafeteria. *Short-term commitment.*
- Staff Appreciation Lunch, May. (1 – 2 people). Coordinate, prep, serve and clean-up for the annual Staff Appreciation Lunch. *Short-term commitment*
- Night at Poe. (1-2 people to coordinate, 5- 10 people for set up, chaperone and clean-up on the day of). This is a fun event for the students; we serve pizza, plan a few activities and show a movie.
  - Night at Poe, December
  - Night at Poe, February
- Lunch Time Ticket Sales. Sell tickets to various PTA events during student lunches; normally ticket sales are held Tuesdays – Thursdays. *As needed.*

### **Special Skills and Other**

- I am willing to help with any activity during the school year, as I am available, call me when needed.
- Language Translation, please specify language: \_\_\_\_\_
- I can assist with graphic artist skills, signs, brochures, and other publicity needs. \_\_\_\_\_
- Skills, Interests and Hobbies that I can share, please specify: \_\_\_\_\_

### **Support Services to Poe Administrative and Teaching Staff**

- Picture Days, Help organize students for photos and paperwork; receive discount voucher towards photos. *Short term commitment, during scheduled event.*
- Book Fair. *Short term commitment, days or evenings, during scheduled event.*
- Health Screening, October. Help with simple vision or hearing tests; volunteer all day or morning or afternoon. *Short term commitment, October.*
- Career Fair –Donate food, set up, monitor food tables and clean up both breakfast and lunch for the career day participants. *Short-term commitment.*
- Clinic Coverage
- Main Office Coverage