

# KPKG PTA Volunteer Form 2008 - 2009

Kings Park/Kings Glen



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Welcome to another action packed, fun filled and fast paced school year at Kings Park and Kings Glen! There are so many events, activities and necessary functions that occur here throughout the school year. **All of them need people to plan, coordinate and staff them.** Please read the following information carefully and consider how and where you can fit into the life of your child's school. Some of these activities require small but long term and consistent time commitments. Some of them are one day, single shift opportunities. Your children need you now more than ever to be a part of their school life. **Volunteer!**

**Please indicate any area(s) in which you would like to help and return to school with your child.**

PLEASE PRINT CLEARLY:

Parent Name _____	Student _____	Grade _____	Teacher _____
Email _____	Student _____	Grade _____	Teacher _____
Address _____	Student _____	Grade _____	Teacher _____
Telephone - Home _____	Student _____	Grade _____	Teacher _____
		<i>Best time to call</i>	
Telephone - Work or Cell _____			
		<i>Best time to call</i>	

**Availability** (Check all that apply for Mom, Dad, and Grandparents)

Mon  Tues  Wed  Thur  Fri \_\_\_\_\_ /  In-school Volunteer  Virtual Volunteer\*  Both

\*Virtual Volunteers contribute their time and talents outside school hours due to other commitments during the school day.

**I want to volunteer for the following:**

- Yes, I can help anywhere** — Please contact me. \_\_\_\_\_
- Yes, I can volunteer, I have ✓ checked the activities/events/committees that I am interested in below.
- Yes, I want to Chair or Co-Chair the committees that I have marked below.
- Yes, I want to volunteer but need 'things to do' from home.
- Yes, I want to help by donating refreshments/baked goods/food throughout the year.
- Yes I want to donate my expertise in a certain area. (Area: \_\_\_\_\_).

**Volunteer Areas** (see descriptions on reverse)

Chair/Co-chair  
Assist

**Regular On-site Volunteering**

- Classroom Volunteer
- Library
- Room Parent
- School Offices

**Periodic On-site Volunteering**

- Field Day
- Health and Vision Screening
- Hospitality
- Picture Day
- Special Ed
- Language Ambassadors
- Teacher Appreciation
- Welcome Packets

**Programs**

- REACH
- Reflections
- Art Sale

Chair/Co-chair  
Assist

**Family Events**

- Fall Festival
- International Night
- Movie Night
- Silent Auction/Bingo
- Volleyball Game

**Virtual Volunteering**

- Directory
- Discount Card
- Membership
- Publicity
- Silent Auction Donation Request
- Volunteer Database

**Ongoing Fundraisers**

- Giant
- Box Tops
- eScrip (Safeway)
- Spiritwear

(Data Entry Use Only)
<input type="checkbox"/> Entered
<input type="checkbox"/> Needs phone call

# Volunteer Areas Descriptions

## Regular On-site Volunteering

**Classroom Volunteer** — Helping out teacher as needed for special projects. *Tuesday Folder Parent* — Assembles weekly Tuesday Take Home folder.

**Library** — Help at the Fall and Spring Book Fairs and help library staff as needed.

**Room Parent** — Coordinates bi-yearly parties with teacher, and assists teacher with special classroom events.

**School Offices** — Assist office staff with filing, sorting, and other duties.

## Periodic On-site Volunteering

**Field Day** — Assist PE teachers during field day. Help out for a couple of hours or all day.

**Health and Vision Screening** — Assist the school nurse with screening kindergarten and third grade students. Training provided the same day, lunch break included, half-day shift commitment.

**Hospitality** — Help us welcome new and returning PTA members at Back to School Nights and other special events with smiles and baked goodies.

**Picture Day** — Escort classes to the photo location at their time. Help comb and “primp”. Half-day commitment.

**Special Ed** — Stay in contact with FCCPTA Special Education Committee to gather information on Special Ed processes and report back to PTA. Ideally a parent of a child that has special needs.

**Language Ambassadors** — The PTA needs help reaching out to our ESOL parent population. If you know another language please consider helping out.

**Teacher Appreciation** — Show the teachers how much we value them. Set-up and clean-up, decorations or bring a dish to one of several teacher appreciation events.

**Welcome Packets** — The school staff needs assistance stuffing envelopes with forms and other information. Older children may assist. Wednesday morning before Labor Day.

## Programs

**REACH** — Assist PTA lead coordinator to publicize program and collect forms and pledges.

**Reflections** — Assist PTA lead coordinator to publicize program and collect submitted projects for judging.

**Art Sale** — What could be more precious than your child’s artwork on usable items. We are looking for a coordinator and hands to help out with collection of orders and distribution.

## Family Events

**Volleyball Game** — Staff volleyball game between the staffs at KP and KG. Chairperson, committee and event volunteers plan and implement all aspects of this event which is held at Lake Braddock SS.

**Fall Festival** — Put on your dancing shoes, a cute costume and boogie it up! We need help with set-up, clean-up and organizing events at the dance.

**International Night** — A chance to share in the rich variety of cultures within our school. We’ll need help with set-up, clean-up and organizing events.

**Movie Night** — Chairs and volunteers are responsible for planning movie and refreshments for the night, and running the event.

**Silent Auction/Bingo** — A very popular PTA event. We need help calling out the Bingo numbers, and organizing the events that night.

## Virtual Volunteering

**Directory** — The student directory is a valuable source of communication. Help with distributing and procuring local merchants to place ads in our directory.

**Discount Card** — A card given to PTA members which enables the holder to discounts from local merchants. Assist with procuring local merchants to join on the card, design, make and distribute the card.

**Membership** — Help our PTA increase membership. We are looking for parents who are enthusiastic and have some great ideas to bolster membership.

**Publicity** — Help the PTA spread the word about our valuable contributions to the school and the community. Make posters to place in the schools. Take photos at PTA events.

**Silent Auction Donation Request** — Assist PTA lead coordinator with donation letter production and in-person solicitation of area businesses and organizations.

**Volunteer Database** — All this information collected from the volunteer form needs to be entered into a database.

## Ongoing Fundraisers

**Giant** — will donate money to our school every time you use your Giant card. You need to designate your school(s) every year.

**Box Tops** — Trim BoxTops.

**eScrip (Safeway)** — will donate money to our school every time you use your Safeway card. Please check [www.escrip.com](http://www.escrip.com) to sign up and read about this program. You need to designate your school(s) every year.

**Spiritwear** — Help to spread school spirit with KP/KG logo items. We need help with collection orders and distributing orders.