

CALVARY CHRISTIAN SCHOOL PTO VOLUNTEER FORM 2011-2012

Dear Parent and Guardian,

Praise the Lord! With the children back in school it is time to organize and coordinate the various committees and activities that our PTO performs each year. We would like to thank you for all of your hard work in past years, and also thank you in advance for committing your time and effort to help our school and our children this year. **God bless you!**

For those of you who are new to our school, our volunteer program consists of:

- support for teachers both in and out of the classrooms
- information and support to assist you as a parent
- activities and events to benefit students and families, and
- fundraising activities

Our needs vary - as little as a few minutes per week. **Whatever time you can give will bless and benefit our children.**

Please fill out the attached form and return it to your child's homeroom teacher. We need to know what days are most convenient and what times are best for you. Please be as specific as possible in your response.

If you are not sure if you can help at this time, please go ahead and sign up any way. This way we can call you on an as needed basis. We realize that life gets very busy and we can't always "do it all", but please, take a few minutes to review our volunteer list and do whatever you can to help.

This is by no means an exhaustive list! ☺ Please watch the Monday envelope for opportunities that develop throughout the school year. For any questions concerning volunteering, feel free to call the school at 215-736-2391.

Thank you for all of your time and efforts!!

- The first PTO *Family Fun Night* will be October 11 at SNIPES
- The first PTO *meeting* will be November 8 – which will likely be a working meeting for the Christmas Bazaar!

Return last page by Friday, September 23 to get TWO

1 subject homework passes per family

If this is in by Monday September 26 you will receive one 1 subject homework pass!!!!

If you just can't wait another second to volunteer or have a talent to share that isn't on this list, contact PEG TUNNEY, PTO Volunteer Coordinator, at pegtunney@comcast.net or 215-514-5969

The following is a brief description of each committee. We hope this will help you determine the time required and the time of year the activity is offered.

	Committee	Responsibilities
1	Homeroom Parent K-5 only <i>(not needed for Middle School)</i> <i>Ongoing</i>	Help organize and coordinate, as directed by teacher, various classroom parties and projects -will contact other parents for assistance as needed. From all parents who volunteer, we will assign one parent per class to coordinate as the main homeroom parent.
2	Christmas Bazaar Starting right away!!! Ongoing through November	Help to organize this Christmas shopping experience for our students. We have a coordinator but need lots of help! (Critical Need!) <u>Note:</u> The November 8 PTO meeting will be used for the bulk of the Christmas Bazaar work as parents & teachers gather together.
3	Christmas Bazaar Volunteers - <i>starting soon through the first week of December</i>	Last minute help with sorting, labeling, etc (tasks that do not get finished at Nov. PTO meeting). Help is especially needed on days of bazaar (Dec 1-2) , help children with shopping for Christmas gifts for their families, wrapping or organizing the flow of moving children.
4	Ink Cartridge & Cell Phone Recycling Volunteer <i>Ongoing</i>	Help in ink cartridge recycling program by packaging and shipping used cartridges for recycling as needed.
5	Box Tops Counter <i>Ongoing</i>	Gather Box Tops from classroom monthly - bundle into groups of 50 - determine monthly winner (counting can be done at home)
6	Library Reshelfer <i>Ongoing</i>	Catalogue incoming books, straighten shelves, return books to proper spots, repair books as needed (half hour per week!) - can be done anytime between 6:30 AM - 6:00 PM Monday through Friday ☺ (Critical Need for Volunteers)
7	Classroom volunteer <i>As needed</i>	Assist teachers in the classroom with student groups and other student needs. May also be needed for teacher tasks such as bulletin boards, making copies, etc. Help is also needed when whole classes are using computers. (sorry, no younger siblings allowed in classrooms)

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8	Monday Envelope Copy Volunteer <i>One - two hours on Mondays anytime between late AM - done by 2 PM</i>	Collate newsletter copies into correct envelopes and deliver to classrooms. (Critical Need for Volunteers)
9	Lunch Volunteer <i>Once Per Week or as Available</i>	Assist children at lunch OR supervise children at recess after lunch - we will assign parents according to their talents & abilities. Time frame is 12:40-1:50 PM (or any part of that). Help needed daily ~ please sign up for any day that you are able.
10	Technology Assistant <i>As Needed</i>	Assist teachers in setting up the laptops for student use, troubleshooting with students, and putting the equipment away after class. Basic understanding of computers is helpful. The volunteer will be notified at least one week in advance when his or her service is needed.
11	Public Relations <i>As Needed</i>	Send press releases to local media concerning school events and happenings. Send invitations to local churches, newspaper reporters, and legislators informing them of school events.
12	Commercial Creator <i>Ongoing</i>	Videotape classrooms and events, edit film, and create a commercial for Calvary Christian School!!!
13	Grant Writing Volunteer <i>Ongoing</i>	Support writing, searching, and developing grants related to our school.
14	Teacher Appreciation Day <i>Spring</i>	Assist with the planning and set-up for Teacher Appreciation Day in the spring. Activities may include coordinating food and decorating.
15	End of the year Picnic <i>Friday, June 1st</i>	Assist with activities on the day of the picnic such as games and cooking. Please note if you are willing to be a coordinator.

See next page for sign up form ~ return by

September 23rd

to get TWO one subject homework passes per family! **If this is in by Monday September 26 you will receive one 1 subject homework pass!!!!**

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PTO VOLUNTEER SIGN-UP FORM


PLEASE BE AS SPECIFIC AS POSSIBLE.

RETURN FORMS BY September 23rd

& you will receive TWO HOMEWORK PASSES per family!

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PARENT NAME:	
PHONE NUMBER(s): MAY WE PROVIDE OTHER PARENTS IN THE SCHOOL WITH YOUR PHONE NUMBER and/or email? YES or NO	
E-MAIL ADDRESS that you check regularly	
CHILD'S NAME(s) AND GRADE:	



I WOULD LIKE TO BE ON THE FOLLOWING COMMITTEE(S):

- 1.
- 2.
- 3.
- 4.

Days and Time Available:

	Monday	Tuesday	Wednesday	Thursday	Friday
Time:					
Time:					
Time:					

COMMENTS:

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