

YES! I'M INTERESTED IN VOLUNTEERING AT TRAVILAH!

My Name: _____

Please Contact Me at:

Phone Number(s): _____

Email Address:

<u>My Child(ren)'s Name(s)</u>	<u>Grade</u>	<u>Teacher</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE RETURN THIS FORM BY SEPTEMBER 8th, 2008

Below is a list of some jobs that Travilah parents have filled in the past. Most involve working on a committee with a Committee Chair, a few are committee positions for which no Chairperson has yet been selected, and some are individual tasks coordinated by Travilah staff or the Volunteer Coordinators. When you indicate an interest in a job, we will forward your name to the Committee Chair or Travilah staff member involved. Those individuals will then contact you as you are needed. If something sounds intriguing, but the description leaves you with some questions, please feel free to contact the Volunteer Coordinators. We will be happy to address your concerns.

Just place a check mark in front of any positions that might interest you. You will, of course, not be called upon to help with everything that you have expressed an interest in. In addition, if you have a great volunteering idea that is not on our list, please share your ideas and suggestions with us in the space at the end of this form! **THANKS FOR VOLUNTEERING!**

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- _____ **ART ROOM** (frequency to be determined)
Assist the art teacher with preparation for students' art classes and displaying students' artwork throughout the school building. The art teacher will contact parents to schedule.
- _____ **BACK TO SCHOOL PICNIC** (September 2nd, 2008)
Assist chairperson in set up, cleanup, games, etc. for this event.
- _____ **BINGO NIGHTS** (November 21st, 2008 and February 6th, 2009)
Assist the chairperson in the planning and running of one or two terrific nights of family fun!
- _____ **BOOK FAIR** (November 10th to 14th - flexible hours)
Assist the chairperson in setting up the Fair in the Media Center, assist students in selecting books appropriate for their grade level, and fill book orders. The Book Fair is a fundraiser that benefits our Media Center.
- _____ **CLASSROOM/COMPUTER AIDE** (frequency to be determined)
Sign up with individual teachers. Please keep in mind that not all teachers are able to use parents as aides. You are always welcome to assist any teacher that needs you, not just your own child's.
- _____ **CLASSROOM MATERIAL PREPARATION** (frequency to be determined)
Assist teachers and staff with classroom material preparation after school or at home. In addition, some teachers need help with book club orders on a monthly basis. Please keep in mind that not all teachers are able to use parents as aides. You are always welcome to assist any teacher that needs you, not just your own child's.
Teacher or staff preference: _____
_____ I would like to help with material prep.
_____ I would like to do book club orders.
- _____ **COMMUNITY SERVICE PROJECTS** (various times during the school year)
Help the Community Service Representative with Travilah's efforts to serve our community.
- _____ **CULTURAL ARTS** (hours to be determined)
Assist the chairperson with planning programs and assemblies for our students, coordinating arrangements for these events, and assist the day of the event.
- _____ **FIELD DAY** (during school hours sometime in May/June)
Assist the PE teacher in supervising students participating in this activity.
- _____ **FIFTH GRADE RECOGNITION** (June 15th, 2009)
This is a job for fourth or fifth grade parents. Fifth grade parents assist the chairperson plan the end of year celebration for the fifth graders. They also help prepare a memory book for the fifth graders. Fourth grade parents plan and serve food for the reception following the recognition ceremony.
_____ I'm a fifth grade parent.
_____ I'm a fourth grade parent.

___ **HALLOWEEN HAPPENINGS** (afternoon of October 31st)
Halloween Happenings is a fun hour of refreshments and simple Halloween crafts for younger siblings and parents of Travilah students following the Halloween parade. Help the chairperson furnish refreshments and help run the games and crafts. Note: this event is simultaneous with classroom parties... so this is not for room parents.

___ I will provide refreshments.

___ I will help serve refreshments and/or help with games and crafts.

___ **HEALTH ROOM AIDE** (occasionally, from 11am to 2pm)
Assist in the health room providing band aids and TLC as needed when the Health Room Tech is absent. Medical experience not required, although a plus, of course.

___ **HOSPITALITY** (events throughout the year)
Do some baking or shopping at the request of the Volunteer Coordinators a few times during the year for special PTA functions and meetings. Assistance may also be needed for serving and cleanup at these functions.

___ **INTERNATIONAL NIGHT** (March 6, 2009)
Help our Travilah families enjoy and share in the cultural diversity of our community. The festivities will include stations representing the foods, facts, and other cultural items from the various countries that comprise our student body. Come be an Ambassador to our united student body. Assist the chairperson with all preparations.

___ **JUMP ROPE FOR THE HEART** (a school day in the spring)
Assist the PE teacher in collecting donations obtained by students (grades 3-5) and assist in supervision of students participating in this activity.

___ **LUNAR NEW YEAR** (January 29, 2009)
Decorate the school for this celebration; help with New Year related activities for students during recess.

___ **KINDERGARTEN ORIENTATION** (May)
Help welcome students and parents of the incoming kindergarten class.

___ **MEDIA CENTER AIDE** (once a week or every other week)
Assist the staff of the Travilah Media Center. Duties include shelving books, checking books in and out for students, helping students select books appropriate for their grade level, and assisting with other projects as needed. The Media Center is a great place to begin volunteering if you haven't had the opportunity to do so before. The work is fun; there is lots of interaction with students! Please indicate your preference for days or times in the spaces below.

Day(s): M__T__W__Th__F__

Time available: Morning _____ Mid Day _____ Afternoon _____

- ___ **OFFICE AIDE** (9:30am - 12:00noon once a week or every other week)
 Assist staff in the Travilah school front office. Duties include answering the phone, taking messages, filling out attendance sheets, filing, and general office tasks as needed. Please indicate what days you are available in the spaces below.
 Day(s) available M___T___W___Th___F___ Substitute___
- ___ **PICTURE DAYS** (a few hours on one day in the fall and one day in the spring)
 Help with crowd control on the day of individual school pictures. You will escort students from their classrooms to the photographer and back.
- ___ **PLAYGROUND AIDE SUBSTITUTE** (occasionally over the lunch hour)
 When one of the regular playground aides is absent, we need parent volunteers who can come on short notice to help supervise students in the lunchroom and on the playground during recess. Flexible times from 11:45 until 1:45.
 Day(s) you are available M___ T___ W___ Th___ F___
- ___ **PHOTOCOPY VOLUNTEER** (two hours, once or twice a month)
 Make paper photocopies as requested by teaching staff using the school machine. No previous experience required, instructions will be given, easy to use.
- ___ **READING/MATH ASSISTANT** (volunteering possibilities can be once a week, every other week for 1 or 2 hours or several times a weeks on a 30 minute basis)
 Assist teachers by working directly with students one on one or in small groups to help them with their reading and/ or math assignments. This very rewarding work with the children is a continuing commitment throughout the school year.
- ___ **ROOM PARENT** (responsible for two class parties during the year)
 Please complete the Room Parent Form enclosed in the PTA Back to School Packets. The form can also be found on the PTA website at <http://travilahpta.org/>.
- ___ **SAFETY** (ongoing throughout the year)
 Assist the PTA and faculty/staff address school and community safety concerns.
- ___ **SALLY FOSTER** (occasional hours during September - November)
 Assist the chairperson collect and total orders and distribute Sally Foster wrapping paper and other items when the orders arrive.
- ___ **TECHNOLOGY COMMITTEE** (ongoing throughout the year)
 Assist the PTA webmaster and recommend other ways to use technology to improve PTA communications.
- ___ **TRAVILAHFEST** (Friday, May 8th, 2009)
 The Travilah Fest is our end of the school year picnic. It is a fun filled evening of food, games, and music. This event requires the efforts of many volunteers in lots of different capacities. Among these are arranging for food and drinks, booking entertainment and games, setting up before the picnic and cleaning up after. Assist the chairperson with all preparations.

— **TV TURN OFF WEEK & TALENT SHOW** (April 20-24th, 2009)
This is a national event to encourage television-free recreational activities for elementary school children. The primary responsibility is organizing a variety show and smaller activities during this week.

— **VISION & HEARING SCREENING** (a few hours on one or two days in Spring)
Assist the school health technician with children during these important health screenings. Duties might include escorting children to and from the screenings from their classrooms. This is a good job for those who would like to help but have limited time to commit.

— **WINTER FUNDRAISER.** Recently this has been the art magnet project, where children's art work is transformed into various items parents may wish to purchase. Assist the chairperson with all preparations.

— **SHARE YOURSELF WITH US**
Do you have a profession, hobby, culture or other interest that you would be willing to share with students and/or staff? Do you have any ideas (from a previous school or other source) for a volunteer position not listed? If so, please describe.

If you are interested in serving as a PTA Committee Chair or Board member for the 2009-2010 school year, please let us know!

List Committee(s) and/or Board position(s):

**PLEASE RETURN TO YOUR CHILD'S CLASSROOM
WITH YOUR ALL OF YOUR OTHER PTA FORMS
BY SEPTEMBER 8th, 2008
PLEASE FEEL FREE TO CONTACT US
WITH ANY QUESTIONS.
THANK YOU AGAIN FOR YOUR INTEREST AND ENTHUSIASM!!**

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**Rebecca Bahr Reiser
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