

**Volunteer  
with the  
CCES PTA!**



PTA programs and events wouldn't be possible without our parent volunteers. It's easy to get involved and we really do have volunteer opportunities to fit any schedule!

Let us know your interests by completing this form and returning to school in your child's take-home folder. Please return by Tuesday, September 25, 2018 to facilitate event planning and coordination.

If you have questions about volunteer opportunities, contact Joy Spies at [joyspies@yahoo.com](mailto:joyspies@yahoo.com)

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

**Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**I'd love to get involved!**

I'm interested in helping out on a committee or other PTA activity/event, please keep me informed on upcoming volunteer opportunities.

I would like more information about chairing or co-chairing a committee.

**The best times for me to volunteer are:** *(Check all that apply)*

Daytime (at school)  Daytime (at home)  During PTA social events

Evening  Other: \_\_\_\_\_

Please check the activities for which you would like to volunteer. See reverse side for descriptions. For safety and liability reasons, no siblings may accompany a parent volunteering at CCES during regular school hours.

**Student Enrichment & Support**

- Career Day
- Cultural Arts
- International Night
- JA in a Day
- Memory Book
- Parent Partners
- Paw Print Press
- Reflections
- Science Fair
- Special Education Liaison
- Talent Show
- Visiting Author

**Teacher Recognition**

- Awards
- Staff Appreciation

**Fundraising & Membership**

- Book Fair
- Fundraising
- Holiday Shoppe
- Membership Drive
- Read-a-thon
- Spirit Wear

**Community**

- Community Outreach
- Hero Day/Veterans Day
- Family Mentoring

**After School Programs**

- After School Classes
- Half-Day Programs
- School Play

**Social Events**

- Bingo
- Carnival
- Family Fun Night

**Communication**

- Newsletter
- Student Directory
- Website

**School Support**

- Kindergarten Registration
- Vision & Hearing Screenings
- Volunteer with Specialist Staff (Music, Art, PE, Media, ESOL, GT)

**I have a suggestion(s) for future PTA programs or events.** *(Please describe below)*

## **VOLUNTEER OPPORTUNITY DESCRIPTIONS**

### **STUDENT ENRICHMENT**

**Career Day** – Share your career with students and/or contribute refreshments for presenters.

**Cultural Arts** – Assist with the school's cultural arts performances during the school year. Activities may include suggesting appropriate artists or greeting artists on performance days.

**International Night** – Assist with planning activities and helping the night of the event. Also looking for parents to host a table and share their culture/heritage via games, food, artifacts, etc. at the event.

**JA in a Day** – Help coordinate the school-wide day of learning about entrepreneurship, financial literacy, and community

**Memory Book** – Assist the yearbook chairperson in collecting payments and distributing yearbooks.

**Parent Partners** – Work one-on-one with students who need extra help in math or language arts

**Paw Print Press** – Help publish books written and illustrated by each CCES student

**Reflections** – Assist with preparing student entries for this National PTA arts contest. Publicize, collect, prepare, and judge entries.

**Science Fair** – Assist with organizing and implementing this event

**Special Education Liaison** – Work with the school's special education staff to promote, support, and recognize students receiving special education services

**Talent Show** – Help coordinate the event or work as a parent volunteer during rehearsals or on the night of the show.

**Visiting Author** – Work with the chairperson to coordinate author's visit, coordinate sale and distribution of author books, and help at school on the day of his or her visit.

### **TEACHER RECOGNITION**

**Awards Committee** – Help apply for teacher recognition awards by gathering letters of nomination and creating and submitting application packages

**Staff Appreciation** – Volunteer to donate food items (store bought or homemade), supplies, or time to help with set up and clean up for events for CCES staff. Events are scheduled both during the school day and evenings.

### **FUNDRAISING AND MEMBERSHIP**

**Book Fair** – Assist in the sale of books while the fair is running after school and evenings during American Education Week in November

**Fundraising** – Assist with the direct donation program, read-a-thon, or restaurant spirit nights.

**Holiday Shoppe** – Help students buy presents for their family for the holidays. Help to set up and clean up the shop each day during its run.

**Membership** – Help plan the PTA membership drive. Help is needed primarily in late August and September.

**Spirit Wear** – Assist with the assembly of orders or distribution of items.

### **COMMUNITY**

**Community Outreach** – Help set up community service projects for students to participate in.

**Hero Day** – Assist in planning Hero Day, where real life heroes such as veterans and first responders visit the school.

**Family Mentoring Program** – Serve as a point of contact for new families entering the CCES community.

### **AFTER SCHOOL PROGRAMS**

**After School Classes** – Help Schedule classes and manage registrations

**Half-day enrichment** – Help with the planning and coordination of events for students on early dismissal days.

**School Play** – Work with outside vendor and school to schedule practices and performance dates, work as a parent volunteer during practice, or help out with tasks on the night of the events.

### **SOCIAL EVENTS**

**Bingo Night** – Help plan Bingo Night or volunteer at the event to assist with set up, clean up, and prize distribution.

**Carnival** – Assist with set up of booths and running the games for this super fun PTA social activity

**Family Fun Night** – Help set up, hand out ice cream to kids, and/or clean up at our fun family DJ event.

### **COMMUNICATION**

**Newsletter** – Help create the PTA newsletter to distribute to families throughout the year.

**Student Directory** – Assist with the formatting and distribution of the school directory, which is published in early fall.

**Website/Social Media** – Help update the PTA website and publicize events on social media pages

### **SCHOOL SUPPORT**

**Kindergarten Registration** – Help to greet and register incoming kindergarten families during school hours. This takes place during the HCPSS Kindergarten registration week, typically in February or March.

**Vision and Hearing Screening** – Help screeners manage students as they got to and from classrooms and while they wait for screening