

# Pinetree PTA Volunteer Form

## 2014-2015

Welcome to another fun-filled school year at Pinetree Community School! Parent **volunteers are an important part of our school** and we need your contribution to make our activities and functions run smoothly. ALL of these PTA-sponsored events need your help to plan, coordinate and staff them. Please read the following information consider your best fit at Pinetree. Some of these activities are one day, single shift opportunities. Others require small but more consistent time commitments. Your children need you now more than ever to be a part of their school life. **Please 'Do What You Can'!**

*PLEASE PRINT CLEARLY*

<hr/> VOLUNTEER 1 NAME	<hr/> CHILD NAME	<hr/> TEACHER
<hr/> VOLUNTEER 1 EMAIL	<hr/> CHILD NAME	<hr/> TEACHER
<hr/> VOLUNTEER 1 TELEPHONE	<hr/> CHILD NAME	<hr/> TEACHER
<hr/> VOLUNTEER 2 NAME	<hr/> VOLUNTEER 2 EMAIL	<hr/> VOLUNTEER 2 TELEPHONE

**I want to volunteer for the following:** *Please check all that apply*

<input type="checkbox"/> Yes, I can help any where. Contact me _____ <input type="checkbox"/> Yes, I want to be a part of the PTA Executive Board. <input type="checkbox"/> Yes, I want to chair the event I checked below. <input type="checkbox"/> Yes, I want to be a part of the committee I checked below.
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*See descriptions on reverse*

### **Executive Board Position**

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Secretary                            | <input type="checkbox"/> Historian |
| <input type="checkbox"/> 1st Vice President of Communications |                                    |

### **Committee Chairperson-**

- |   |   |
|---|---|
| <input type="checkbox"/> Dance Chairperson            | <input type="checkbox"/> Room Rep Coordinator |
| <input type="checkbox"/> Newsletter                   | <input type="checkbox"/> Yearbook             |
| <input type="checkbox"/> Reflections                  | <input type="checkbox"/> Webmaster            |
| <input type="checkbox"/> Restaurant Night Coordinator |   |

### **Committee Members-**

- |  |   |
|--|---|
| <input type="checkbox"/> Bingo for Books               | <input type="checkbox"/> Chili Cook-Off |
| <input type="checkbox"/> Box Tops                      | <input type="checkbox"/> Dance          |
| <input type="checkbox"/> Carnival                      | <input type="checkbox"/> Hospitality    |
| <input type="checkbox"/> Celebrations Around the World | <input type="checkbox"/> Movie Night    |

- |  |               |
|--|---------------|
| <input type="checkbox"/> Room Parent       | Teacher _____ |
| <input type="checkbox"/> Setup Volunteer   |               |
| <input type="checkbox"/> General Volunteer |               |

# Pinetree PTA Volunteer Opportunities

## Open Executive Board Positions

**Secretary-**The California state PTA lists the duties of the secretary, which include taking minutes at each meeting and preparing a list of unfinished business at the end of each meeting. She/he also brings a list of the bylaws and standing rules to each meeting, counts votes when necessary. This position is very vital to the PTA and requires a commitment for the entire school year, if you are interested, please contact Liza to get more information.

**1st Vice President of Communications-**Ensure good communication with parents, teachers and administration. Supervise Constant Contact communications, including the weekly newsletter, event registration and parent surveys. Oversee website, keeping it current and responsive to school and PTA needs. Merge school master calendar, events calendar, and program calendar for posting on PTA website. Write e-mail blasts to parents as necessary. Manage the PTA e-mail distribution list on Constant Contact. Support all committee chairs with their information dissemination needs. This position requires a computer savvy person.

**Historian-** Captures, assembles and preserves record of activities and achievements of a PTA. Collects volunteer hours for PTA meetings and events. Completes and submits the PTA Unit-Annual Historian Report to council/district PTA. Fills out Historian Summary Report and files copies as Historian records, like minutes are kept forever. Displays or presents brief overview of PTA year at meeting near the end of the school year. This person should enjoy making scrapbooks.

**Committee Chairperson-** *All chairperson positions will be in charge of their committee and update the Executive Board and Association with event progress.*

**Dance Chairperson**

**Newsletter**

**Reflections**

**Restaurant Night Coordinator**

**Room Rep Coordinator**

**Yearbook**

**Webmaster**

**Committee Members-** *Members of a committee will help the chairperson with planning and executing of the event.*

Bingo for Books

Box Tops

Carnival

Celebrations Around the World

Chili Cook-Off

Dance

Hospitality

Movie Night

Newsletter

Reflections

Restaurant Night

Tri-r-athon

Yearbook

6th Grade

5th Grade

**Room Parent-** work with your child's teacher to plan classroom activities as well as being the liaison between parents and the PTA.

**Setup Volunteers** (Book Fair, Dances, graduation)

**General Volunteers**

Fundraiser Volunteer (Fall and Spring)- Counting Day, Delivery Day

Holiday Boutique- Cashier

Book Fair (Winter and Spring)- Cashier

Dance- Front door, Food, Pictures- expediting the line.