



Gulledge PTA Volunteer Opportunities 2009-2010

Dear Parents,

Welcome to a great new year at Gulledge! The 2009-2010 school year promises many exciting new things and the PTA wants you to be a part of it. The best way to be a part of it is to get involved and become a PTA volunteer. Becoming a volunteer is one of the most rewarding ways to show support for the children and staff. You will make friends, develop new skills, get to know your child's classmates and teachers, and be a positive influence in your child's education.

The best way to make a difference in your child's education is to be involved.

The PTA needs family members to volunteer in many areas. Please take a few minutes to look over the attached forms for the many volunteer opportunities we have at Gulledge. Whether you can volunteer an hour a week or an hour a year, it makes no difference. We are happy to have you be a part of the Gulledge family and look forward to working with you.

- Please return this form to your child's teacher by **Friday, September 4, 2009**.
- If you have more than one student at Gulledge, please fill out only one form.
- This form includes a wide range of volunteer opportunities for our families with working parents and stay-at-home parents.
- When volunteering on campus, please bring a government issued ID for building access.
- For safety reasons, all volunteers are required to complete a PISD Background Check by filling out an online Volunteer Application at www.pisd.edu. Volunteer Applications must be renewed each year in order to volunteer.
- Committee chairmen will contact you soon to discuss when the committee will begin working.

Thank you for becoming a part of the Gulledge team. With your support, great things will happen at Gulledge and we are excited to have you be a part of it!

Volunteer Descriptions

Please detach the "Volunteer Sign-up" form at the back of this package and check the areas in which you would like to participate. Please print, use ink, and return this form to your child's teacher by **Friday, September 4, 2009**. It takes approximately 4 weeks to process and compile the lists of volunteers for each committee's chairperson. The chairperson will be contacting you after that time.

All volunteers must go fill out the PISD Volunteer Application for a criminal background check.

To complete or renew the online Volunteer Application, please go to the PISD website at www.pisd.edu. Once on the Home page, click "Volunteer Application" and follow the instructions given on the Application page. Please be sure to read the instructions carefully. Also note that you will be given the opportunity to print a notary form when you get to the end of the application. PISD requires the notary form due to the FERPA law (Family Educational Rights and Privacy Act). Please return this form signed and notarized to the Gulledge office. Volunteer applications must be renewed each year.

CLASSROOM VOLUNTEERS

All Grade Levels

At-Home Class Preparation: Great opportunity for working parents or parents with young children at home! Occasionally the teachers have cut and paste projects that volunteers can do at home. The grade level coordinator will contact volunteers directly with instructions and supplies.

Cut and Paste at School: Assist the teachers by preparing school supplies and miscellaneous projects throughout the year. Great opportunity for a first-time volunteer!

Special Projects: Variety of special projects during the year that require volunteers.

Field Trips: Adults are needed to help the teachers supervise the students on field trips during the year.

Kindergarten / 1st Grade

Lunch Duty: Our easiest and least time consuming volunteer opportunity!! Volunteers are needed daily to assist the students with ice cream purchases and to open their juice boxes, plastic containers, etc. Work for only 30 minutes during your child's scheduled lunch period and scheduling is very flexible. Children love to see their parents at lunch!! Great way to get to know your child's classmates and teachers!

2nd Grade

Homework Assembly: Volunteers needed on Thursdays to assemble and staple the following week's homework. Average time required is 1 hour during the school day.

3rd Grade

Gator Press Volunteer: Work with students who are creating individual books through Gator Press. Help with editing, binding and some typing. Both in school and at-home volunteers are needed. This project takes place in the spring.

5th Grade

5th Grade Celebration: Work with Coordinator to plan the celebration held at the end of the school year as well as preparing 5th grade T-shirts and painting the 5th grade mural in the gym. This is a very special event for our 5th graders before they head off to middle school!

SCHOOL VOLUNTEERS

Child Safe Volunteer: Volunteers are needed on a daily basis to create an "Absentee List" cross referencing teachers' attendance slips with the ChildSafe phone messages, absence letters and tardy slips to account for every student. This process takes 30 - 60 minutes. Volunteers report to school between 8:30 and 8:45.

Office Volunteer: Work in the office in the mornings and/or afternoon helping with paperwork, filing, occasionally answering the phone, mail distribution, etc. Must be willing to commit at least one day a week. Volunteers will also be needed for a substitute office list.

Library Volunteer: Work in the library helping the Librarian with various duties. Volunteers are needed every morning and afternoon.

Art Room Volunteer: No artistic talent required! Volunteers needed a few days a week to help our art teacher prepare and organize materials for art classes.

SCHOOL WIDE EVENTS & FUND RAISERS

Gift Wrap Committee: This is one of the primary fundraisers for the PTA. Help with set-up and distribution of gift wrap sales materials in August. Also assist with distribution of orders when they arrive at Gulledge in the fall. Very easy job with minimal time commitment.

Square 1 Art Committee: Great fundraiser that turns children's artwork into something special!! Assist coordinator in the distribution of art kits to teachers. Collect and send completed children's artwork to vendor. Assist with distribution of finished art projects when delivered to Gulledge in the fall. Lots of fun and little time commitment!

Book Fair Committee: Help the Book Fair Co-Chairs set-up and organize our Book Fair. Volunteers are needed to assist the children with their selections and purchases throughout the Book Fair. Lots of fun and flexible schedules!!!

MISCELLANEOUS

Environmental Committee: Parents with an interest in the environment are needed to assist the Environmental Chair with programs such as recycling, organic recycling, campus beautification, the Keep Plano Beautiful campaign, Earth Day and more. This would be a great opportunity for a scout troop to earn service hours. Have lots of fun and save the earth too!!

Hospitality Committee: Be the Hostess with the Mostess! Work with Hospitality Chair in planning and organizing Hospitality Events. The committee works throughout the year hosting teacher appreciation activities, PTA meetings, etc. The Hospitality Committee can also use your help and talent to bake and cook your favorite recipes for hospitality events. Help your school from home!!!

Teacher Appreciation Week Volunteer: Our teachers are fabulous and this is a great way to say "Thank you" for all that they do for our children. Volunteers are needed to organize and plan Teacher Appreciation Week. Volunteers will work with Hospitality Chair.

YO Packet Volunteer: Volunteers are needed on Thursday mornings at school to collate and staple printed information sent home to parents. Volunteers are needed around 8:00 a.m. for approximately 1 to 1.5 hours. This is a great way to meet and work with some wonderful parents.

Field Day Volunteer: We need lots of moms and dads to assist the Gullidge coaches and the Field Day Coordinators as students participate in the annual Field Day in May. This is a great way to end a great year and spend the day with lots of laughing, happy children having a blast!

School Store: Work with School Store Coordinator to staff the school store. This is a very short time commitment. The school store is open Tuesdays and Thursdays before school begins. (7:15 - 7:45 a.m.) This is a quick and easy volunteer opportunity while you drop your child off at school!

Health and Safety Committee: Our students learn about the dangers of drugs, bicycle safety, and how not to get sick with the help of this committee. Volunteers help out with programs such as Red Ribbon Week, Germ Week, and the Bicycle Rodeo to keep our children healthy and safe.

VOLUNTEER SIGN-UP FORM

I WOULD LIKE TO BE INVOLVED IN MY CHILD'S EDUCATION. PLEASE SIGN ME UP!
(Please print)

FIRST NAME: _____ LAST NAME: _____

NICK NAME: _____ PHONE: _____

EMAIL: _____

Child's name: (first and last) _____ Teacher _____ Grade _____

Circle Days Available To Volunteer:

Mon Tue Wed Thurs Fri Any

CLASSROOM VOLUNTEERS

Kindergarten:

_____ At Home Class Preparation

_____ Cut and Paste at School

_____ Field Trips

_____ Special Projects

_____ Lunch Duty

1st Grade:

_____ At Home Class Preparation

_____ Cut and Paste at School

_____ Field Trips

_____ Special Projects

_____ Lunch Duty

(over)

2th Grade:

- _____ At Home Class Preparation
- _____ Cut and Paste at School
- _____ Field Trips
- _____ Special Projects
- _____ Homework Assembly

4th Grade:

- _____ At Home Class Preparation
- _____ Cut and Paste at School
- _____ Field Trips
- _____ Special Projects

SCHOOL VOLUNTEER

- _____ Child Safe
- _____ Office
- _____ Clinic
- _____ Library
- _____ Art Room

EVENTS AND FUNDRAISERS

- _____ Rock Hop Committee
- _____ Health and Safety Committee
- _____ Gift Wrap
- _____ Artwork Magnet
- _____ Book Fair

3th Grade:

- _____ At Home Class Preparation
- _____ Cut and Paste at School
- _____ Field Trips
- _____ Special Projects
- _____ Gator Press

5th Grade:

- _____ At Home Class Preparation
- _____ Cut and Paste at School
- _____ Field Trips
- _____ Special Projects
- _____ Celebration

MISCELLANEOUS

- _____ Environmental Committee
- _____ Hospitality/Cooking Committee
- _____ School Store
- _____ Teacher Appreciation Week
- _____ YO Packet Volunteers
- _____ Field Day Volunteer