



Gulledge PTA Volunteer Opportunities 2011-2012

Dear Parents,

Welcome to a great new year at Gulledge! The 2011-2012 school year promises many exciting new things, and the PTA wants you to be a part of them. The best way to be involved is to 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 contribute 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 these forms at packet pickup on Wednesday, August 17 from 3-6pm.
- 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, and we are excited to have you be a part of them!

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 at packet pickup on Wednesday, August 17 from 3-6pm. It takes approximately 3 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. Again, 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 grade specific 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!! Lunch duty is a great way to get to know your child's classmates and teachers!

2nd Grade

Homework Assembly: Volunteers needed to assemble and staple the following week's homework. Average time required is 1 hour per month 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. This process takes 30 - 60 minutes. Volunteers report to school between 7:30 and 7:45. Volunteers are placed on a weekly rotation.

Office Volunteer: Work in the office in the mornings and/or afternoon helping with paperwork, filing, occasionally answering the phone, mail distribution, etc. Volunteers are placed on a weekly rotation.

Library Volunteer: Work in the library helping the Librarian with various duties. Volunteers are placed on a rotation, but someone is needed every morning and afternoon.

SCHOOL WIDE EVENTS & FUND RAISERS

Fundraising Committee: Assist our Vice President of Ways and Means by organizing information about our annual fundraisers. Help with set-up and distribution of sales materials once per semester. Also assist with distribution of orders when they arrive at school. This is a 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 very little time commitment!

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

Rock Hop Committee: Each January all Gullledge families are invited to this fun party complete with snacks, dancing and games! Volunteers are needed to organize food donations and decorate the school prior to the event. Also, parents are needed the night of the event to sell/distribute tickets and work short shifts at the snack tables. Our families love the Rock Hop, and there's an opportunity to volunteer as much or as little time as you have!

MISCELLANEOUS

Environmental Committee: Parents with an interest in the environment are needed to assist the Environmental Chair with programs such as 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. If you prefer to help the school from home, use your talents baking or cooking your favorite recipes for hospitality events.

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: At times volunteers are needed to collate and staple printed information to be sent home with students. Volunteers are needed at school around 8:00 a.m. for approximately 1 hour just once a month. A fun excuse to sit and visit with wonderful parents all while getting work done! This is a perfect job for parents with young children - future Gators are welcome to come and help!

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

Health and Safety Committee: Our students learn about the dangers of drugs, bicycle safety, and how to avoid illness with the help of this committee. Volunteers help out with programs such as Red Ribbon 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: _____

PHONE: _____ EMAIL _____

Child's name: (first and last)

Teacher, Grade

_____	_____
_____	_____
_____	_____

Circle days available to volunteer:

Mon Tue Wed Thurs Fri Any

SCHOOL VOLUNTEER

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

MISCELLANEOUS

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

EVENTS AND FUNDRAISERS

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

(over)

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

2th Grade:

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

3th Grade:

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

4th Grade:

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

5th Grade:

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