



Davis Elementary PTA 2009-2010

Helping Our Kids... Helping our School

Volunteer Interest Form

Parent volunteers are essential to the success of the Davis Elementary PTA. Giving your time, your talent and ability will not only help our school, but will enhance our children's learning. Please join us by volunteering where your time allows.

NAME: _____ Date __/__/__

HOME PHONE: () _____ CELL PHONE: () _____

*Email: _____ WORK PHONE: _____

Please list each child's name and grade attending Davis Elementary 2009-2010 school year.

Child's Name and Grade Level: _____

Child's Name and Grade Level: _____

Child's Name and Grade Level: _____

Child's Name and Grade Level: _____

I would like to volunteer in the following areas: (check all that interest you)

- Art in Education/Reflections Chair
- Book Fair Chairman
- Book Fair Volunteers
- Fall Catalog Fundraiser
- Environmental Chairman
- Fall Family Dance Volunteers
- Family Picnic Volunteers
- Field Day Chairman
- Field Day Volunteers
- 5th Grade Programs Chairman
- Grade Level Room Parent - K
- Grade Level Room Parent – 1st grade
- Grade Level Room Parent – 2nd grade
- Grade Level Room Parent – 3rd grade
- Grade Level Room Parent – 4th grade
- Grade level Room Parent – 5th grade
- Hospitality Volunteers
- Library Aide Volunteers
- McGruff House - Youth Protection
- Newcomer Chairman Bilingual Asst.
- Office Aide Volunteers *
- Photo Parent Volunteers - all grades
- Publicity Chairman
- School Supplies Chairman 10-11
- Scrapbook Chairman
- Spirit Wear Chairman 10-11
- Teacher Auction Event Volunteers
- Teacher Appreciation Wk Volunteers
- Home Bakers
- Thursday Packet Chairman

- Thursday Packet Volunteers
- Veteran's Day Program Chairman
- Yearbook Assistant Volunteers

Davis Elementary PTA Volunteer Programs

The Davis Elementary PTA Volunteer Program is one of the best ways that parents can support the students, staff and administration at Davis Elementary. Your time and talents are appreciated. Helping Our Kids...Helping Our School.

IMPORTANT: ALL volunteers are required to go to www.pisd.edu and fill out the volunteer application as early as July 1, 2009. All Volunteers MUST fill out the volunteer application form every school year.

- **Arts in Education/Reflections Chairman**

Reports to 4th VP Programs. This program provides a venue for students to create and be recognized for original works of art based on a selected theme. Help is needed collecting, judging and publicizing this program. Time commitment is flexible. Training is available.

- **Back-to-School Big Event Volunteers**

Volunteers are needed to help work the back-to-school big event. This is the day that parents come in with students to visit the school, meet their teachers, and participate in PTA fall drives.

- **Book Fair Chairman**

Reports to 3rd VP Ways & Means. Be a part of an event that encourages our children to read. Assist children and parents in selecting book fair items. Help coordinate, publicize and run the event. Time commitment is the weeks to plan and the week of the book fair.

- **Book Fair Volunteers**

Be a part of an event that encourages our children to read. Assist children and parents in selecting book fair items and checking out. Time commitment depends on how much you want to work at the fair.

- **Fall Catalog Fundraiser Chairman**

Reports to 3rd VP Ways & Means. Coordinate and organize the distribution of the catalogue orders. Work on a committee to promote this successful fundraiser. Time commitment is flexible.

- **Directory Chairman**

Reports to Secretary. Produce and distribute the PTA Membership Directory. Time commitment is flexible, deadline date is required.

- **Environmental Chairman**

Reports to First Vice President. Organize and coordinate environmental events that encourages students to be earth friendly. Conduct the environmental poster contest, judging and recognition. Variable time commitment.

- **Fall Family Dance Volunteers**

Assist the chairman with the decorating, set up and clean up of this fun family event. Variable time commitment.

- **Family Picnic Event Volunteers**

Assist Chairman with the planning, set up and clean up of this fun family event. Variable time commitment.

- **Field Day Chairman**

Reports to 4th VP Programs. Field Day is a day for races and fun athletic events celebrating physical fitness. The PE staff needs a Chairman to supervise the events for each grade level and assist in other areas. Will need to coordinate volunteers for each event, set up and clean up. Time commitment is flexible and needed on days of event.

- **Field Day Volunteers**

Field Day is a day for races and fun athletic events celebrating physical fitness. The PE staff and Field Day Chairman need many volunteers to assist with this event which includes set up and break down. Time commitment can be flexible for those who work but usually requires morning availability over the days scheduled event.

- **Fifth Grade Programs Chairman**

Graduation Reception, Memory Book & Video, Camp T-Shirts

Reports to 4th VP Programs. Organizes and plans 5th grade programs by recruiting committee to assist in the various areas needed for the production, publication, and distribution of a successful 5th grade program. Works closely with Principal and 5th grade teachers.

- **Grade Level Party Room Parent K-5th**

Reports to Party Room Parent Chairman. Will coordinate and organize parent volunteers for the winter, Valentines, and End of School Year classroom party for the specified grade level chosen. Will work closely with Teacher Team Leader. Variable time commitment.

- **Grade Level Party Room Parent Volunteers**

Volunteer to help during grade level parties. Volunteer for one party or all of them. Time requirement is variable but usually requires half a day. Baking cookies, cupcakes or providing a supply needed for the Valentines party may be another way to volunteer if you can't take the time off to be at the party.

- **Hospitality Volunteers**

Join the Hospitality Chairman as she prepares and organizes a host of treats for the Davis teachers, guests and families. Your help is needed planning, baking and making phone calls. Help is needed throughout the year. Many volunteers are needed to help with refreshments, decorations, themed parties, serving and cleanup. Time commitment varies depending on event.

- **Library Aide Volunteers**

Volunteers will assist the Librarian with filing books and helping students locate and check out books. Morning and afternoon times available on a weekly or monthly basis.

- **McGruff House - Youth Protection**

Submit your application through Davis' Youth Protection chairman to provide a "Safe Haven" for children in the area. Training is provided by the Plano Police Department.

- **Newcomer Chairman Bilingual Asst.**

Help our Newcomer's Chair welcome new families to the Davis community that speak a foreign language. If you speak Spanish, Chinese, Sign or any other foreign language, please make yourself available as Davis Elementary PTA aim to be an avid frontier in involving close communication and hospitality to those families moving to our community speaking little or no English at all. Time commitment is flexible, and it is a great way to meet your new Davis neighbors.

- *** Office Aide Volunteers**

Volunteers will provide help in the office during morning and primarily lunch to answer phones, sort papers, mail, and various unexpected jobs. Training is available. Time commitment is flexible and consistency is preferred. May select as many mornings 7:30a – 8:30a and/or lunch 11:30a – 1:00p times available to volunteer M-F. *Email or phone your selected times to 5th VP Volunteers listed below.

Mon Morning _____ Mon Lunch _____

Tues Morning _____ Tue Lunch _____

Wed Morning _____ Wed Lunch _____

Thu Morning _____ Thu Lunch _____

Fri Morning _____ Fri Lunch _____

- **Photo Parents All Grade levels**

A parent from each classroom or grade level is needed to take photos of the various classroom events, programs, etc. that occur during the school year. These pictures are used for the yearbook and other bulletin postings as needed. Time required is variable.

- **Publicity Chairman**

Reports to First Vice President. Works directly under the First Vice-President and submits event advertisements to PISD communication department for publication subject to president and Principal's approval.

- **Scrapbook Chairman**

Reports to Historian. Responsible for compiling annual scrapbook; displaying the scrapbook; present the current year scrapbook to the president by award deadline date in 2008. Time commitment is flexible and consist of several hours until completed.

- **Spirit Wear Chairman (2010-2011)**

Duties begin Jan 2008. Reports to VP Ways & Means. Coordinates and plans the spirit wear designs for 2008, obtains bids from printing companies, manages Big Event booth, distributes spirit wear, collection

and deposits, selling unsold merchandise, maintaining inventory throughout new school year. Time commitment is flexible.

- **Teacher Auction Event Volunteers**

Assist with collecting donations from teachers, set-up, break down, clean-up and working the event during the Fall Family Dance. Time commitment is flexible, but requires as much time required on day of event.

- **Teacher Appreciation Week Volunteers**

Assist in developing plans for Teacher Appreciation week in the spring. Week long themed events are planned for the teachers during this week. This is a fun and great way to show your pride in our Davis teachers.

- **Teacher Appreciation Volunteers**

Assist Chairman with details and planning of Teacher Appreciation week. May require help in decorating, baking, cooking, set-up, clean-up, and serving. Volunteers are needed during the one week celebration at various times on different days of the week.

- **Home Bakers**

Sign up to deliver a staff member or teacher a bundt cake for his/her birthday or special day they have selected. Kits are supplied and include a recipe, instructions and materials to wrap the cake. Bundt pans are available to checkout if needed. There are also various opportunities throughout the school year to bake/supply cookies or cup cakes for different events.

- **Thursday Packets Chairman & Volunteers**

Reports to 5th VP Volunteers. Chairman organizes a committee of volunteers to help sort, collate and distribute the Davis PTA News Splash and other school & district information. Volunteer time commitment is 1/2-2 hours every Wednesday afternoon or early Thursday morning once a week as needed through out the month. This is a great way to get to know parents and work at the school.

- **Veterans Day Chairman & Volunteers**

Reports to 4th VP Programs. The Veteran's Day Program and reception has been a Davis tradition for many years. Chairman organizes a committee of volunteers to help plan and work this event.

- **Yearbook Assistant Volunteer**

Help the yearbook chairman collect photographs, prepare pages for the yearbook, publicize and distribution the yearbook. Time commitment is flexible and is yearlong.

Some of these positions may already be filled, but we are sure to have another place for you to volunteer. We hold our volunteers in highest esteem here at Davis, any help you can offer will be greatly appreciated.

**Questions? Contact Kim Vacco, Volunteer Coordinator at:
972 309 0859 or kimvacco@gmail.com**