

## 2008-2009 Parent Volunteer Form • Chatham Park Elementary School

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Teacher: \_\_\_\_\_

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***Please complete and return to school with your child by Friday, September 5, 2008. Only one form per family is necessary.***

<b><i>Volunteer Job</i></b>	<b><i>Description</i></b>	<b><i>Approximate Time Required</i></b>
<input type="checkbox"/> <b>Absentee Call-in</b>	Retrieve absentee messages from answering machine in school office or from your home phone between 9 and 10 a.m. then verify absences with teachers.	10-20 minutes per day. Please indicate months and day of the week you will be available. Months: _____ <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F
<input type="checkbox"/> <b>Alphabet Arbor</b>	Help maintain trees to be planted on school property; some knowledge of trees/gardening helpful.	Two meetings, independent research on trees, and assistance in purchasing/planting trees.
<input type="checkbox"/> <b>Art in the Classroom</b>	Present information about an artist and show samples of his/her work. Information packet is provided; no previous knowledge required.	Three times during school year, at time mutually convenient to volunteer and classroom teacher. Class preferred: _____
<input type="checkbox"/> <b>Artist in Residence</b>	Hands-on help for the artist in residence who spends one week in October with Chatham's fifth graders. Past projects: mural, sculpture, web site, play, movie.	School hours during Artist-in-Residence Week.
<b>Beautification Committee</b> <input type="checkbox"/> <b>Planning</b> <input type="checkbox"/> <b>Outdoor Projects</b> <input type="checkbox"/> <b>Indoor Projects</b> <input type="checkbox"/> <b>Donor</b>	<i>Planning:</i> Help to plan and execute various projects to improve school appearance. <i>Outdoor:</i> Help with outdoor projects such as creating or maintaining gardens. <i>Indoor:</i> Help with indoor projects such as painting, tiling, etc. <i>Donor:</i> Donate expertise and/or materials for outdoor and indoor beautification projects.	Varies
<input type="checkbox"/> <b>Bingo Night Volunteers (3/27)</b>	Help with Bingo Night on March 27, which is open to all Chatham Park families.	A few hours
<input type="checkbox"/> <b>Book Fair</b>	Assist in setting up Book Fair held in early December and/or assist children in book selection, collecting money and straightening bookshelves.	1 to 2-hour shifts during daytime and evening hours of the Book Fair.

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<input type="checkbox"/> <b>Campbell's Labels/Box Top Redemption Coordinator</b>	Retrieve, count, organize, and mail Campbell's labels and product box tops to help raise funds.	A few hours per week.
<input type="checkbox"/> <b>Homeroom Parent</b>	Prepare and serve snacks, plan games and clean up for classroom parties and serve drinks to students during Field Day. Occasionally provide food to assist hospitality committee.	Planning/organizing time plus 90 minutes for Halloween, Winter, Valentine's Day, end-of-year parties; 2 hours for field day. Class: _____
<input type="checkbox"/> <b>Homeroom Photographer</b> <input type="checkbox"/> <b>Grade/Homeroom Historian</b>	<i>Photographer</i> will record classroom events and keep pictures for the 5 <sup>th</sup> -grade yearbook. <i>Historian</i> will work with photographer to obtain/organize/keep photos and info for the 5 <sup>th</sup> -grade yearbook. Volunteer for 1 or more years; 5-year commitment not required.	As needed to capture classroom events. Class: _____
<b>Hospitality</b> <input type="checkbox"/> <b>Event Volunteer</b> <input type="checkbox"/> <b>Donor</b>	Help with receptions for New Parent Orientation, Back-to-School Night, Young Writers Day and Fifth-Grade Awards Assembly. <i>Event Volunteers</i> help set up, staff and clean up after one of the receptions. <i>Donors</i> : Provide homemade or purchased baked goods for receptions.	<i>Event Volunteer</i> : 1-2 hours per event
<input type="checkbox"/> <b>Library Aide</b>	Assist librarian in checking library books in and out using hand-held scanner and computer. Only one person per homeroom; yearlong commitment requested. Substitutes will also be needed.	Grades K-2 30 minutes per week; grades 3-5 45 minutes per week. Class preferred: _____
<input type="checkbox"/> <b>Maniac Magee Run (5/16)</b>	Help organize annual fund-raising run held on the morning of the May 16 to benefit the Salvation Army. Obtain prizes, register runners, help on morning of run.	As needed for pre-race meetings, race preparations, race day.
<input type="checkbox"/> <b>Make-A-Plate</b>	Assist students ( <i>grades 1-4 only</i> ) in coloring a design to be transferred to a keepsake plate. Classroom dates to be scheduled during recess periods in January/February.	30 minutes supervising students; 1 hour sorting and delivering finished plates. Class preferred: _____
<input type="checkbox"/> <b>May Fair Volunteers (5/16)</b>	Help organize and staff May Fair (family fun day) held on May 16. On event day, sell food, sell tickets, staff event tables.	Organizing/planning time varies; 60 to 75-minute shifts on Field Day.
<b>Pancake Breakfast/Holiday Shop (12/6)</b> <input type="checkbox"/> <b>Planning Committee</b> <input type="checkbox"/> <b>Set-up Team</b> <input type="checkbox"/> <b>Food Donations</b> <input type="checkbox"/> <b>Holiday Shop</b>	Help to plan, set up (on Friday evening 12/5), obtain food and beverage donations for pancake breakfast and/or staff the Holiday Shop and Pancake Breakfast on Saturday, December 6.	Varies
<input type="checkbox"/> <b>School Spirit Sales</b>	Help sell and distribute school spirit items during various school events.	Varies

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<input type="checkbox"/> <b>Science Fair (2/27)</b>	Organize event to showcase science projects on Friday, February 27. Tasks include obtaining prizes, coordinating judging and setting up displays.	Organization time and evening of fair.
<input type="checkbox"/> <b>Spaghetti Dinner (4/17)</b>	Help to set up, serve during or clean up for annual spaghetti dinner on April 17.	A few hours on the afternoon and evening of the spaghetti dinner.
<b>Staff Appreciation Day (5/15)</b> <input type="checkbox"/> <b>Planning</b> <input type="checkbox"/> <b>Decorating</b> <input type="checkbox"/> <b>Event Volunteer</b>	<i>Planning:</i> Help to plan, organize and staff luncheon on May 15. <i>Decorating:</i> Help to decorate the gym after school on May 14. <i>Event Volunteer:</i> Help to set up food tables, serve luncheon and clean up on May 15.	<i>Planning:</i> varies <i>Decorating:</i> 1-2 hours beginning at 3:30 p.m. on May 14. <i>Event Volunteer:</i> 3 hours beginning at 10:30 a.m. on May 15.
<input type="checkbox"/> <b>Talent Show Volunteer</b>	Assist show chairpersons during rehearsals for and day of talent show.	1-2 hours for rehearsals and day of show
<input type="checkbox"/> <b>Vice President of HASA (2 needed)</b>	Two-person team needed to shadow HASA presidents for 2008-09 and take over leadership roles for the 2009-10 school year.	1-2 hours for HASA meetings; additional meeting/planning time as needed.
<input type="checkbox"/> <b>Walk-A-Thon (4/17)</b>	Help to organize school's walkathon on the afternoon of April 17. Volunteers needed to obtain donations for prizes and walk with classes.	Varies
<input type="checkbox"/> <b>Young Writers Day (4/3)</b>	Help prepare for one-day visit of 15-18 writers on April 3: including room assignments, greeting writers, coordinating student guides, planning assemblies, collecting teacher evaluations.	Preparation time and full school day on Young Writers Day.
<input type="checkbox"/> <b>3<sup>rd</sup> Grade Service Club Chair</b> <input type="checkbox"/> <b>3<sup>rd</sup> Grade Service Club Volunteer</b>	Help third graders organize service project, attend meetings with students.	As needed to supervise club.
<input type="checkbox"/> <b>4<sup>th</sup> Grade Service Club Chair</b> <input type="checkbox"/> <b>4<sup>th</sup> Grade Service Club Volunteer</b>	Help fourth graders organize service project, attend meetings with students.	As needed to supervise club.
<input type="checkbox"/> <b>5<sup>th</sup> Grade Service Club Volunteer</b>	Help fifth graders organize service project, attend meetings with students.	As needed to supervise club.
<input type="checkbox"/> <b>5<sup>th</sup> Grade Yearbook Committee</b>	Collect and organize material and help to publish and distribute 5 <sup>th</sup> -grade yearbook.	Committee meetings and time gathering and preparing material.

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