

# Armstrong Elementary School PTA

## PTA Volunteer Form 2011-2012

Please complete indicate any of the volunteer committees based on your interest for this school year. Descriptions of the opportunities are on the back of this sheet. Return the form to the school as soon as possible. If you have questions, please contact the volunteer coordinator, Vanessa Hammond, at hammond\_vanessa@yahoo.com or 703-941-0575.

<i>Last Name</i>		<i>First Name</i>	
<i>Phone</i>			
<i>Email</i>			
<i>Oldest Child's Name/Teacher</i>			
<input type="checkbox"/> Book Fair	<input type="checkbox"/> Reflections	<input type="checkbox"/> Computer Coordinator	<input type="checkbox"/> Silent Auction
<input type="checkbox"/> Cultural Events	<input type="checkbox"/> Sixth Grade	<input type="checkbox"/> Directory	<input type="checkbox"/> Skate Night
<input type="checkbox"/> Donuts For Dad	<input type="checkbox"/> Special Ed Liaison	<input type="checkbox"/> Faculty/Parent Basketball Game	<input type="checkbox"/> Spirit Wear
<input type="checkbox"/> Family Fun Night	<input type="checkbox"/> Student Enrichment	<input type="checkbox"/> GRACE Art	<input type="checkbox"/> Superintendent Advisory Committee
<input type="checkbox"/> Hospitality	<input type="checkbox"/> Talent Show	<input type="checkbox"/> Ice Cream Social	<input type="checkbox"/> Thanksgiving Luncheon
<input type="checkbox"/> Library Assistant	<input type="checkbox"/> Vision/Hearing Screening	<input type="checkbox"/> Minority Parent Liaison	<input type="checkbox"/> Wellness Committee
<input type="checkbox"/> Nominating Committee	<input type="checkbox"/> Yearbook		

<input type="checkbox"/> <b>General Volunteer</b> Based on your availability, assist various committees and/or school needs periodically throughout the year.  <i>Volunteer opportunities within your child's classroom are arranged by your child's teacher and/or room parent.</i>
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We all have busy schedules but these PTA programs require your time and support. Students perform better in school when a family member is dedicated...so get involved!

# Volunteer Opportunity Descriptions

**To help you select your volunteer opportunities, please refer to these numbered codes:**

1 = On-going commitment      2 = Short-term commitment      3 = Full-time working parent  
4 = Parent with toddler/preschooler      5 = Activities within classroom      6 = Arts/Literacy related      7 = Outdoor Activities

**Book Fair (2,3,4,6):** During this week long event in the spring, assist classes as they browse the selection during the day and families that shop after-school and during extended hours. Time commitment: Shifts during school day or evening hours.

**Computer Coordinator (1,3,4):** Manages the PTA's computers, including hardware and software.

**Cultural Events (2,3,4,6):** Help with the set-up/take-down for four school day assemblies held throughout the school year. Time commitment: 30 min. per set-up or take-down per assembly.

**Directory (2,3,4):** Meet once during a school day to help with Directory labeling and classroom mailbox distribution. Time commitment: 2 hours in the early fall.

**Donuts For Dad (2,3):** This two-morning event is sponsored by the National PTA in order to get dads into the school. Donuts and coffee are served before school starts. Volunteers would help set-up, serve and clean up from the event. Time commitment: 2 hours either morning.

**Faculty/Parent Basketball Game (2,3,4):** Look for a call for parent basketball players in the spring! Other volunteers are needed to sell and collect tickets and work concession stand. Time commitment: 1 hour shifts during evening event.

**Family Fun Night (1,2,3,4):** Our biggest party of the year...Many volunteers needed to make it happen: ticket sales, games, bingo, food servers, raffle ticket sales, set-up, and more. Time commitment: 45 minute shifts on the night of event.

**GRACE Art (1,4,5,6):** GRACE Art is an art enrichment program offered by the Greater Reston Arts Center. Predetermined art presentations and projects are made monthly to each classroom. Training and art supplies are provided. Need at least one docent per classroom. Time commitment: Brief training session each month as well as the classroom time for each presentation. Approximately 2 hours total per month.

**Hospitality (1,3,4):** Provide snacks and/or drinks for small events held throughout the school year. Also, volunteers are needed to help with set-up and serving at some events. Time commitment: Snacks dropped off at a designated time at school. Set-up, Serving or Clean-up: 30 minute shifts.

**Ice Cream Social (2,3,4,7):** Participate in our first social activity of the year by helping set-up or by serving ice cream in this afterschool event. Time commitment: 30 minute shifts.

**Library (1,5,6):** Help with checking books in and out, shelve books, assist teachers in finding books, help children choose books, work on special projects for librarian. Time commitment: School day 1 hour shifts scheduled based on your availability.

**Minority Parent Liaison (1):** Serve as a go-between for the PTA, the administration and families of minority students. Time commitment: Varies based on need.

**Nominating Committee (2,3,4):** Help recruit parent volunteers to serve on next year's PTA Executive Committee and develop slate of officers. Time commitment: Several hours over one month in the spring.

**Reflections (2,6):** National PTA event encourages children to express themselves through original works of art, creative writing, photography, music and dance. Volunteers collect submissions and display art in the school. Time commitment: Approx. 5 hours in the fall, 1-2 hours in Dec. for awards.

**Silent Auction (1,2,3,4):** This is our largest fundraiser of the year, held on the same evening as our Family Fun Night. Volunteers help solicit auction items from business community. On the night of the event, volunteers can help with setup, monitoring auction tables and distributing items to winners. Time commitment: 45 minute shifts night of event.

**Sixth Grade (1,2,3,4,5):** Help Armstrong sixth graders have a great last elementary school year. Volunteers work to plan an end-of-year promotion celebration and reception as well as a sixth grade party. Time commitment: 8 hours for planning sessions and set-up for year-end event.

**Skate Night (2,3,4):** Volunteers help with event ticket sales during this Saturday night social event in early winter at Ashburn Ice House. Time commitment: 30 minute shifts.

**Special Ed Liaison (1,3,4):** Serve as a go-between for the PTA, the administration and families of children with special education needs. Time commitment: Varies based on need.

**Spirit Wear (2,4):** Select Spirit Wear design, market items, handle order forms, record payments and deliver items. Time Commitment: Varies during weeks in the fall.

**Student Enrichment (1,4):** Help with valuable programs that encourage students' interest in math and other subjects. Time commitment: 1 hour per week, October through May

**Superintendent PAC (1,3,4):** Attend meetings held by FCPS Superintendent Dr. Jack Dale as he gives updates on school initiatives and relay information to Executive Committee. Time Commitment: 2 evening hours every other month.

**Talent Show (2,3,4,6):** Work ticket collection and concession at this evening talent event. Volunteers help backstage and with set-up. Time commitment: 1 hour shifts.

**Thanksgiving Luncheon (2):** On the Thursday before Thanksgiving break, parents (grades 1-6) are invited to join their kids for a special lunch. Volunteers are needed to set up, serve, and clean up from the event. Time commitment: 1 hour shifts.

**Vision/Hearing Screening (2):** Help our school clinician screen all kindergartners and third graders on one Monday morning in October. Training is provided. Time commitment: Whole event – 3 hours, shifts available.

**Wellness Committee (1,3,4,7):** Supports school health initiatives, educates the community and organizes Wellness events. Volunteers can serve on the committee or provide help with wellness event activities. Time commitment: Varies based on need.

**Yearbook (1,3,4):** Volunteers needed to capture candid student photos throughout the school year and at various Armstrong events. Time commitment: Varies