

# Armstrong



# Elementary

## Armstrong Elementary School PTA Volunteer Form 2009-2010

Please fill out this form completely and mark the box(es) next to the committee(s) of your interest for the school year.  
If you have any questions or suggestions regarding volunteer activities please contact our volunteer coordinator  
Lydia Gough at [goughsva@verizon.net](mailto:goughsva@verizon.net) or 703-318-0109.

Last Name	First Name	Phone
Email:		
Child(ren)s Name(s)/Teacher(s):		
<input type="checkbox"/> Book Fair <input type="checkbox"/> Cultural Events <input type="checkbox"/> Directory <input type="checkbox"/> Donuts For Dad <input type="checkbox"/> Faculty/Parent Basketball Game <input type="checkbox"/> Family Fun Night <input type="checkbox"/> Fun Run <input type="checkbox"/> <b>GENERAL VOLUNTEER **</b> <input type="checkbox"/> GRACE Art <input type="checkbox"/> Hospitality <input type="checkbox"/> Ice Cream Social <input type="checkbox"/> Library <input type="checkbox"/> Math Superstars <input type="checkbox"/> Minority Parent Liaison <input type="checkbox"/> Nominating Committee <input type="checkbox"/> Reflections <input type="checkbox"/> Room Representative <input type="checkbox"/> Silent Auction <input type="checkbox"/> Sixth Grade <input type="checkbox"/> Skate Night <input type="checkbox"/> Special Ed Liaison <input type="checkbox"/> Superintendent PAC <input type="checkbox"/> Talent Show <input type="checkbox"/> Thanksgiving Luncheon <input type="checkbox"/> Vision/Hearing Screening <input type="checkbox"/> Executive Board		

To help us match opportunities with your availability/interest, please circle all that apply:

- 1-Available for on-going commitment      2-Available for short-term commitment
- 3-Full-time working parent      4-Parent with toddler/preschooler      5-Activities within child's classroom
- 6-Arts/Literacy related      7-Outdoor Activities

**Please keep in mind**, we all face busy and active schedules and it becomes more manageable as we all share the load. Many volunteer activities are flexible, allowing you to do the work when it is convenient. A brief description of the activities and the volunteer needs are listed on the back of this sheet. Please take time to review the list and determine the contribution you would like to make. Please return the form as soon as possible and the parent coordinating the particular activity will contact you.

**\*\* General volunteers to assist as needed throughout the year, as available**

**To help with your volunteer activity selections, we have coded opportunities as follows:**

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):** Support our library by assisting with this annual event. During this week long event in the spring, classes browse the selection during the day and families are invited to shop after-school and during extended hours on our family shopping night. This event requires general volunteers. **Time commitment:** Sign up for shifts as available. **NOTE:** Working parents and parents w/ small children - Evening shifts available during Family Shopping Night.

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

**Directory (2,3,4):** Help with labeling and distribution of directories. **Time commitment:** 2 hours in the early fall.

**Donuts For Dad (2,3):** This two-morning event in early June is sponsored by the National PTA to get dads into the school. Donuts and coffee are served on two mornings before school starts. Volunteers would help set-up, serve and clean up from the event. **Event Coordinator still needed for this activity!**  
**Time commitment:** 1-2 hours either morning for general volunteers.

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

**Family Fun Night (1,2,3,4,5):** Our biggest party of the year, held in late winter. **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 night of event.

**Fun Run (2,3,4,7):** Help with event registration, young children's obstacle course and/or work as a "flagger" at intersections along our 5K course one Saturday morning this fall.  
**Time commitment:** 1-2 hours.

**General Volunteer (any):** Assist as needed throughout the year, as available and needed.

**GRACE Art (1,4,5,6):** GRACE art is an art enrichment program provided by the Greater Reston Arts Center. Approximately six presentations are made to each classroom during the year. Training is provided for all presenters (docents). One docent per classroom. **Time commitment:** Training session and classroom presentation time for each presentation. Approximately 1-1/2 hours total per presentation.

**Hospitality (1,2,3,4,5):** Provide snacks and drinks for small events throughout the school year. Requires general volunteers as needed. **Time commitment:** Set-up/Serving/Clean-up: usually 30 minute shifts, Dishes/Baked Goods: make & drop-off.

**Ice Cream Social (2,3,4,7):** Help out at our first social activity of the year by serving ice cream in this one-time event. **Time commitment:** Set-up/Serving/Clean-up: 30 minute shifts.

**Library (1,5,6):** Help with checking books in and out, shelve books, assist teacher in finding books, help children choose books, work on special projects for librarian. **Time commitment:** Flexible -- will coordinate with days/times you may be available. Shifts at least 1 hour.

**Math Superstars (1,4):** Help with this valuable program that furthers students' math skills. Parent graders are needed to check the students' responses once per week. **Time commitment:** 1 hour per week, October through May

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

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

**Reflections (2,6):** Reflections is an annual National PTA-sponsored event which encourages children to express themselves through original works of art, creative writing, photography, music and dance. Volunteers collect submissions, and help with their display when they are returned to the school. **Time commitment:** Approx. 5 hours in the fall, 1-2 hours in Dec. for awards.

**Room Representatives (1,5):** Work with classroom teachers to help with special events and activities. Recruit parent volunteers from the class and coordinate information sharing with the PTA. **Time commitment:** 1 hour per month.

**Silent Auction (1,2,3,4):** This is our largest fundraiser of the year, held the same evening as our Family Fun Night in late winter. Volunteers help solicit auction items. On the night of the event, volunteers monitor auction tables and help distribute items to winners. **Time commitment:** 45 minute shifts night of event.

**Sixth Grade (1,2,3,4,5):** Help sixth graders have a great final year. Volunteers work with the sixth grade teachers to plan end-of-year promotion celebration and reception, and a sixth grade party. Class t-shirts are also ordered during the year. **Time commitment:** 8 hours for several planning sessions and set-up of year-end event.

**Skate Night (2,3,4):** Help with ticket sales during this Saturday night 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, administration and parents of children with special education needs. **Time commitment:** Varies.

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

**Talent Show (2,3,6):** Help with ticket collection and concession sales at this event to highlight budding stars. Volunteers also help backstage and with set-up/clean-up. **Time commitment:** 1 hour.

**Thanksgiving Luncheon (2):** The Thursday before Thanksgiving, parents (grades 1-6) are invited to a special lunch with their kids. Volunteers 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 provided. **Time commitment:** Whole event – 3 hours, shifts available.

**Executive Board (any):** Elected by the association to be its official representatives. **Time commitment:** Varies per office duties. All offices include attendance of Monthly Executive Board meeting, Monthly membership meeting and support of events and committee chairs as needed.