



CIS PTA 2009-2010 VOLUNTEER SIGN-UP FORM

Volunteer Information (please print)

First & Last Name: _____

Phone #: (____) _____ - _____ Email: _____

Children's Names and Grades:

CIS PTA is gearing up and we need your help. We depend on your involvement to make our enriching programs and events successful. Please take this time to tell us how you can help this year. Check all boxes that interest you (committee descriptions follow this form).

VOLUNTEER AS NEEDED

Administrative Committees

- School Events Photographer (ongoing)
- Awards Writer (ongoing)
- Welcoming/Volunteering
- Membership

Communications Committees

- Hospitality-Teacher/Staff Appreciation (ongoing)
- Public Relations Article Writer for school events and activities (ongoing)
- Baking for various functions throughout the year
- Fundraising

Programs Committees

- Eight Grade Celebration
- Tutoring (ongoing)
- Student Enrichment Clubs
- Labels

Ways and Means Committees

- International Day / Meet & Greet / Play Day, etc...
- Yearbook (ongoing)

****PLEASE RETURN TO YOUR CHILD'S TEACHER****

School Events Photographer - Keeps track of all the events for the school through photo or video. Photographs will be used in many different areas (yearbook, Backpack Express, Public Relations Writer, etc). Several people needed for this committee.

Awards Writers - Files forms for all PTA awards (local, state and national). Applies for awards for local, state and national programs.

Welcoming/Volunteering - Plans & organizes welcoming events for new incoming students. Also, keeps tracks of all volunteers for the PTA.

Membership - Organizes all PTA membership information. Making sure that all memberships are up to date and members are paid up. Will help create membership drives to get new membership for the PTA.

Hospitality - Plans & organizes Faculty & Staff events throughout the year (Teach Appreciation, Staff Appreciation, etc.)

Public Relations Article Writer - Write articles about CIS events & activities to send to local media and use for Backpack Express.

Fundraising - Organizes all fundraising programs not listed here throughout the year. Need many volunteers to help in fundraising activities.

Eight Grade Celebration - Organize the end of the year celebration for 8th grade students, including food, entertainment, decorations and fundraising.

Tutoring - works with students who need extra help in reading or math.

Student Enrichment Clubs - Organize enrichment activities. Volunteers with special talents are needed to help create individual activities and to help supervise the activities.

Labels - Arranges collection of Box tops, Campbell & Tyson Labels for each classroom. Plans contests & prizes, cuts, sorts, counts & mails labels to vendors.

International Day / Meet & Greet / Play Day, etc. - Assist in planning and helping for this family event.

Yearbook - Create a yearbook for the school. Gather all information needed for the yearbook and work with other committees to gather material for the yearbook. Find a company to work with on creating the yearbook. Many individuals needed for this committee.