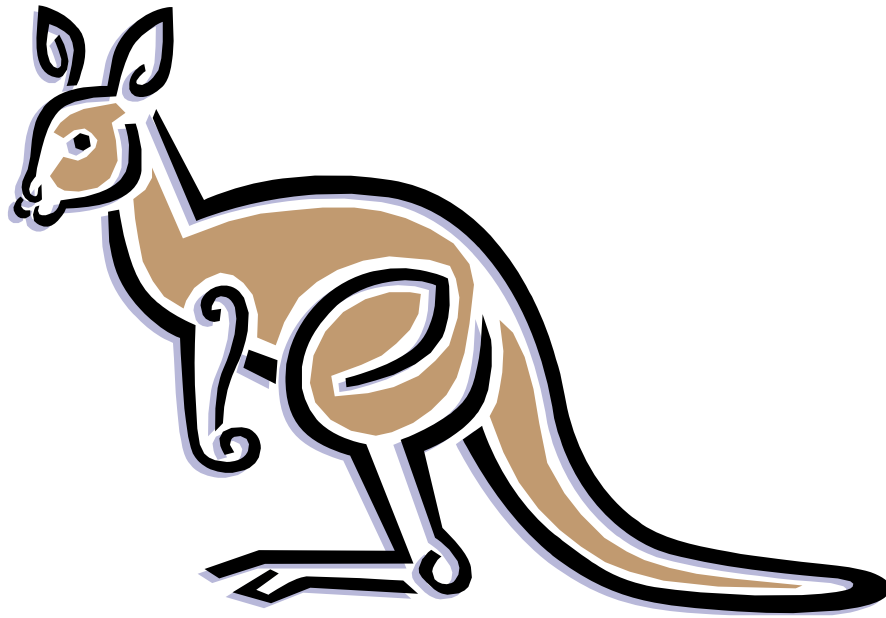


WYATT PTA 2009-2010



VOLUNTEER DRIVE

OUR GOAL: TO HAVE EVERY FAMILY VOLUNTEER AT LEAST ONE HOUR THIS YEAR.

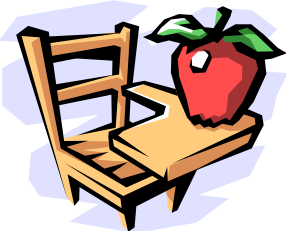
TO ACCOMPLISH THIS LOFTY GOAL:

Look through the following pages for volunteer opportunities that interest you.

Complete the information page.

Mark which areas interest you.

Return the entire package to Wyatt by Sept. 4, 2009.



?????QUESTIONS?????

Contact:

Bhuvi Manohar

Wyatt PTA V.P. Volunteers

972.335.4009

emailbhuvi@yahoo.com



INFORMATION PAGE

(Complete the following! Each volunteer only needs to complete one packet.)

Wyatt PTA

2009-2010 VOLUNTEERS
SIGN-UP SHEET

NAME: _____ EMAIL ADDRESS: _____

NAME on background check if different from above: _____

HOME PHONE: _____ WORK PHONE: _____

ADDRESS: _____

Child: _____ Teacher: _____ Grade: _____

Child: _____ Teacher: _____ Grade: _____

Child: _____ Teacher: _____ Grade: _____

Child: _____ Teacher: _____ Grade: _____

NOTES WE NEED TO KNOW: If you are limited on the times you may volunteer, list the days and times that you CAN volunteer at the school. If you are only able to participate in evening activities, write "EVENINGS ONLY". If you are unable to volunteer at school but can volunteer for projects at your home, write "AT-HOME ONLY".

SPECIAL INTERESTS OR HOBBIES: Do you have a special talent or job experience? Various projects may come up throughout the year where volunteers are needed. If you have a hidden talent or job that elementary kids are interested in, please let us know.

WHAT YOU NEED TO KNOW:

- Included is a wide range of volunteer opportunities. We have tried to include everything for the year in this one form.
- Committee chairmen will contact you to discuss when the committee will begin.
- It is important to keep track of the hours you volunteer, especially at home! Please round to the **half** hour when filling out your volunteer hours card. **Don't forget, when you are volunteering at school, please leave younger children at home.**
- **YOU MUST HAVE A BACKGROUND CHECK. YOU CANNOT BE PLACED ON A SCHEDULE UNTIL THE FORM IS COMPLETE. BACKGROUND CHECKS ARE TO BE**

COMPLETED ON LINE AT www.pisd.edu BACKGROUND CHECKS MUST BE RENEWED EACH SCHOOL YEAR.

We would like for every family to volunteer at least one hour. Listed below are the volunteer opportunities that can be done at home, in the evenings, or on weekends. If you have younger siblings at home but still would like to help at the school, lunch duty welcomes siblings to be present while you are volunteering. Please see the appropriate sheet for descriptions and to sign-up for these events.

Classroom volunteers

At-home class prep

Bookmaking volunteer (Kindergarten)

Phone call volunteer (3rd grade)

Fifth Grade Graduation Celebration Volunteer

Grade level PTA program volunteer

Miscellaneous

Donations

Programs

Cook (for teacher appreciation days or teacher/staff luncheons)

Hardship Committee volunteers

Fundraising

Book Fair Family Day

Partnerships

Spirit Wear Committee

Socials

Auction Committee

Winter Party Volunteer

Fall Picnic Volunteer



CLASSROOM VOLUNTEERS

Room Parent:

Room parents work with the grade lead coordinator to plan three parties (Winter, Friendship, and End-of Year) for the classroom **as well as other special projects throughout the year. The grade lead coordinator may call upon you during the year to help out with other events that take place within your classroom.** If you would like to be considered for a room parent assignment, please complete the following for each of your children whom you would like to be considered for room parent. (Since the room parents actively participate during parties, room parent assignments are for one classroom only.) If you would like to indicate which child you prefer to be a room parent for, please place a star in front of their name. Two room parents are assigned per classroom. Individuals who have not held the volunteer position of room parent will be given priority. Selection will be determined by random drawing.



- Please note younger siblings may not attend parties.*

Child: _____ Teacher: _____ Grade: _____
Have you ever been room mom for this child? Yes No
If so, for which grade/grades? _____

Child: _____ Teacher: _____ Grade: _____
Have you ever been room mom for this child? Yes No
If so, for which grade/grades? _____

Child: _____ Teacher: _____ Grade: _____
Have you ever been room mom for this child? Yes No
If so, for which grade/grades? _____



CLASSROOM VOLUNTEERS



Classroom Volunteers for Kindergarten

The Kindergarten coordinator, Amy Smith will coordinate volunteers and schedules. Mark which areas interest you!



- Art Display/Bulletin Board Volunteers:** Volunteers will help display student work and set up the Kindergarten display case/Bulletin Boards. The Display case will be changed approximately every 6 weeks.
- At-Home Class Preparation:** Occasionally the teachers have projects that volunteers can do at home. The grade coordinator will contact volunteers directly on an as needed basis.
- Bookmaking Volunteer:** These volunteers will put together class books for the teachers. Volunteers will be called when needed. The hours are flexible. This is a good opportunity for parents who can't volunteer on a regular basis.
- Classroom Preparation:** Volunteers needed to work on classroom material projects. This includes such projects as laminating, cutting, binding books, etc. Volunteers needed every Thursday, or more as special projects occur.
- Dramatic Play Centers Coordinator:** This volunteer will coordinate a group of parents to redecorate the centers approximately once every 6 weeks.
- Dramatic Play Volunteers:** Volunteers are needed to help gather supplies and set-up for our dramatic play centers. Centers changes every 6 weeks.
- Fun Friday Cooking Center/Parent Activity Helper:** Six volunteers are needed for Fridays (once a month) to help all classes (not just your child's class) with cooking and /or a project. All children will rotate through the cooking center and/or activity. The activity will be planned for you, and the materials will be provided. Friday mornings 8:30-10:00 am.
- Guest Reader:** Moms and/or Dads are invited on Tuesdays (tentative) to read children's books to individual kindergarten classes.
- Junior Joey Club:** Volunteers are needed to help greet parents and prepare materials for future Wallaroos. Children will be invited to visit the kindergarten during the spring months, after registration for kindergarten.
- Kindergarten Program Volunteers:** Volunteers will help with stage decorations, props, and costumes as needed.
- Lunchroom Volunteers:** Many volunteers are needed to assist children during lunch. Siblings are welcome to attend while you volunteer.
- Party Helper:** There are 3 parties during the year. The Room Parents can always use an extra hand! Please note that younger siblings may not attend the parties.



CLASSROOM VOLUNTEERS

Classroom Volunteer for 1st Grade

The 1st grade coordinator, Kim Durdin, will coordinate volunteers and schedules. Mark which areas interest you!

- Apple-Fest Coordinator:** Coordinates volunteers and activities for first grade's Apple-Fest. Some preparation is necessary. This event will take place the third or fourth week in September.
- Apple-Fest Volunteers:** Many volunteers are needed to assist with painting t-shirts.
- Class Prep Coordinator:** Ensure that there are volunteers scheduled to complete quality classroom preparations.
- Class Preparation:** Assist the teachers by preparing miscellaneous projects on your assigned day, such as cutting, laminating, stapling, etc.
- At-Home Class Preparation:** Occasionally the teachers have projects that volunteers can do at home.
- Lunch Duty:** Many volunteers are needed to assist children during lunch. Siblings are welcome to attend while you volunteer. 2 per day are needed.
- "Wallet Roos Store Coordinator":** Coordinates and displays store items for 1st graders to 'purchase', a two month commitment.
- "Wallet Roos" Store Volunteers:** Helps the manager with the store on Friday mornings.
- Pioneer Day Volunteer Coordinator:** Coordinates volunteers and activities for first grade's Pioneer Days to be held in November. Some preparation is necessary.
- Pioneer Day Volunteers:** Assist the coordinator and children with the pioneer day activities to be held in November. Pioneer Day is the Tuesday morning before Thanksgiving 7:30-11:00.
- Guest Readers:** Parents are needed every other week to read to the classes. A great opportunity for dads. Wednesday mornings 7:45-8:15.
- 1st Grade Library Coordinator:** Parent needed to keep the first grade literacy library in tip-top shape. (approximately 20-30 minutes, once a week)
- Showcase Display Coordinator:** Plan and create display case, using student's work as needed. (approximately every 6-8 weeks)
- Field Trip Coordinator:** Work with teacher to coordinate volunteers for first grade field trips.



CLASSROOM VOLUNTEERS

Classroom Volunteer for 2nd Grade

The 2nd grade coordinator, Robert Simmons, will coordinate volunteers and schedules. Mark which areas interest you!

_____ **At-Home Class Preparation:** Occasionally the teachers have projects that volunteers can do at home. The grade coordinator will contact volunteers directly.



_____ **Class Preparation:** Assist the teachers by preparing miscellaneous projects. The work will be done in the PTA Workroom at your convenience on your assigned day.

_____ **Lunch Duty:** Many volunteers are needed to assist children during lunch. Siblings are welcome to attend while you volunteer. 2 per day are needed.

_____ **Display Case Volunteer:** Volunteers will put up student work in the display case.

_____ **2nd Grade Program Decorations:** Volunteers needed to create the backdrop decorations for the 2nd Grade Program.

Classroom Volunteer for 3rd Grade

The 3rd grade coordinator, Laura Fitzgibbon, will coordinate volunteers and schedules. Mark which areas interest you!

_____ **At-Home Class Preparation:** Occasionally the teachers have projects that volunteers can do at home. The teachers will contact volunteers directly as needed.

_____ **Bulletin Board Volunteer:** Volunteers needed to help prepare bulletin boards within the grade level.



_____ **Classroom Preparation:** Assist the teachers by preparing miscellaneous projects. The work will be done in the PTA Workroom at your convenience on your assigned day.

_____ **Lunch Monitors:** 2 parents are needed each day to help monitor the students. A classroom teacher will be on duty as well.

_____ **Display Cases:** Volunteers are needed to design and display items in the 3rd grade display case, using concepts kids are studying.

_____ **Third Grade Fair:** Volunteers are needed to help with the Third Grade Fair that will be held at school during school hours.

CLASSROOM VOLUNTEERS

Classroom Volunteer for 4th Grade

The 4th grade coordinator, Krystal Cox, will coordinate volunteers and schedules. Mark which areas interest you!

_____ **Economics Fair Volunteers:** Volunteers needed to supervise student groups in purchasing supplies to make products, help with set up and running of “Mall” booths, and provide guidance for students as they manage their budgets.

_____ **Field Trip Volunteers:** Parents are needed to accompany teachers and students on field trips throughout the year.

_____ **Hospitality Servers:** Volunteers needed to help set up and serve refreshments at the 5th Grade Graduation Celebration in May.

_____ **Materials Preparation:** 2 volunteers are needed, every other Thursday, to help with classroom preparations. This would be on a rotating schedule with all volunteers that sign up.

_____ **Lunch Monitors:** 2 parents are needed each day to help monitor the students.



_____ **Reading Parents:** 1 parent per classroom is needed each Tuesday for 30 minutes. Four parents per classroom will work on a rotating schedule.

CLASSROOM VOLUNTEERS

Classroom Volunteer for 5th Grade

The 5th grade coordinator , Deanne Gray will coordinate volunteers and schedules. Mark which areas interest you!

- _____ **Lunch Monitors:** 2 parents are needed each day to help monitor the students.
- _____ **Book Binders:** Parents are needed to help bind All About Me books. This project will be done in the beginning of May.
- _____ **T-Shirt Coordinator:** A Parent Volunteer is needed to research a 5th grade shirt design and get the best price. The children and teachers wear these to activities like camp, field trips, visits to Rice and Plano Senior High, etc.
- _____ **Camp Coordinator:** A Parent Volunteer is needed for any camp preparation starting as soon as school starts.
- _____ **Colonial Day Volunteers:** Many volunteers will be needed to help the Coordinator, Michelle Abouk, with this November event.
- _____ **"City of Lights" Volunteers:** Many volunteers will be needed to help the Coordinator, Susan Bowles, with this December event which will also be the Winter Party for the 5th grade.
- _____ **Immigration Simulation Designers:** A few volunteers are needed to design an "Ellis Island" themed backdrop (including the Statue of Liberty) for the 5th Grade hallway to take place in spring..
- _____ **Immigration Simulation Volunteers:** Volunteers are needed to help at the school for Immigration Day to take place in the spring.
- _____ **Legend of Sleepy Hollow Pumpkin Day:** Many volunteers will be needed to help with this October event. Volunteers will help coordinate, decorate and serve refreshments.
- _____ **Material Prep:** Two volunteers are needed to help with 5th grade preparations.
- _____ **Showcase:** 2-3 parents are needed every six weeks to plan and create thematic displays in our glass showcase.
- _____ **Team Building Day:** Parents are needed to help with activities designed to encourage teamwork for Adventure Camp.
- _____ **5th Grade Celebration Volunteers:** Several volunteers will be needed to help the Coordinator ,Laura Frawley, and 5th grade teachers in planning this memorable event which will be the 5th Grade Celebration in late May/early June.
- _____ **5th Grade Hawaiian Luau Volunteers:** Parents are needed to work closely with the Coordinator, Denise Smith, in planning this great event that will be the End of Year Party. Volunteers will help decorate and organize the party.



OFFICE VOLUNTEERS

_____ **Kindergarten Round Up:** Enthusiastic volunteers are needed to help parents of future kindergartners during registration in the spring.

_____ **Clinic Volunteer:** Assist the School Nurse in the clinic, as needed. Escort students to/from class during vision and hearing screenings.

_____ **Office Volunteer:** This role will answer phones, monitor front door access and assist children and parents with needs during times the office staff have meetings or must be out of the office temporarily. It is not a regularly scheduled assignment, but you will be called on an as needed basis by the Office Coordinator, Lisa Burns.



PROGRAMS

_____ **Reflections Volunteers:** Volunteers are needed to help the coordinator with the Reflections program in the fall.



_____ **Beautification:** Volunteers needed to help the coordinator, Robert Simmons with watering, planting and maintaining school grounds.

_____ **Hardship Committee:** Volunteers needed to provide assistance to families in times of need with meals, transportation and childcare. The coordinator, Lisa Burns, will contact volunteers as needed.

_____ **Community Service Volunteers:** Work with the coordinator, to promote community service events throughout the year and encourage children to get involved.

_____ **Environmental Committee:** Parents with an interest in the environment are needed to assist the Environmental Coordinator, Julie Auseré, with programs such as, recycling, Wyatt Wildscape and the Keep Plano Beautiful campaign.

_____ **Field Day Volunteers:** We need lots of moms and dads to assist the P.E. department and Field Day Coordinator, Donald Miles, as students participate in the annual Field Day athletic challenge in May 2009.



_____ **Teacher Appreciation Week Helpers:** 3 volunteers needed to help Teacher Appreciation/Hospitality Chair, Stephanie Ismond, to develop theme, decorate, make signs, and set up and take down for the **Teacher** Appreciation Week in May..



_____ **Luncheon Helpers:** Volunteers needed to assist with all teacher/staff luncheons (to be held in September, before Winter Break ,before Spring Break and Teacher Appreciation Week) decorating, set up and clean up. Easy and FUN!!



_____ **Do you like to cook?** Volunteers are needed to prepare a delicious dish for the teacher/staff luncheons (3 times a year) and during Teacher Appreciation Week.


_____ **Health Concerns & Youth Safety Volunteers:** Interested in promoting safety programs for our children? Please consider volunteering to assist the coordinator, Debbie Coody, in supporting the events that promote health and youth safety.



EDUCATION

_____ **Book Club Grade Level Coordinator:** One parent is needed for each grade level to coordinate the book club volunteers, books to read, and meetings. Will work with the Book Club Coordinator, to promote this wonderful reading club. Your child's grade _____ ** Note: We will not be able to offer this program this year if no one steps up to be the coordinator

_____ **Book Club Volunteers:** Volunteers are needed to lead discussion about the book being read by club members. Book Club meets 4 times a year. Your child's grade _____

_____ **Chess Club Volunteers:** Help Chess Club Coordinator, in Bi-monthly meetings. Chess knowledge is helpful, but not necessary. _____ ** Note: We will not be able to offer this program this year if no one steps up to be the coordinator 

_____ **Investment Club Volunteers:** Help the coordinator with meetings after school. Help once or all year. Your child's grade _____ **Note: We will not be able to offer this program this year if no one steps up to be the coordinator.

_____ **Science Club Volunteers:** Help the coordinator, Donald Miles with the promotion of the Science Fair.

Socials

_____ **Fall Picnic Committee:** Assist chairman, with the coordination of this event to be held in September 2009.

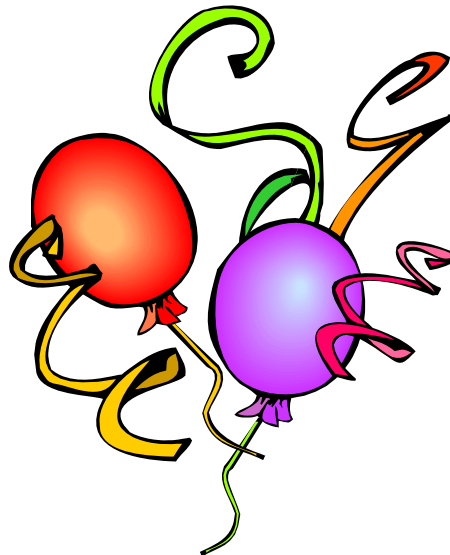
_____ **Fall Picnic Volunteer:** Volunteers will be needed to work a shift at the Fall Picnic for registration, food etc... Volunteers will also be needed for set-up and clean-up.

_____ **Silent Auction Chairman:** Oversee and assist Silent Auction Committee as needed. Will work closely with Winter Social Chairman.

_____ **Silent Auction Committee:** At least 5 volunteers needed to be responsible for obtaining donations from local businesses to be included in the silent auction.

_____ **Winter Social Committee:** Join this great committee to plan Wyatt's Winter Social to be held in February 2010.. Exact date TBD. The party is from 6-9pm. Meet new people and have lots of fun!

_____ **Winter Social Volunteer:** Volunteers are needed to work 30 minute shifts helping with tickets, food, booths, activities, crafts, etc.. We are going to need lots of help for this fun event. Please consider working a 30-minute shift.



FUNDRAISING

_____ **Book Fair Prep and Set-Up:** Help the Book Fair Chairman, Kathleen Munroe, to setup and organize the book fair. The book fair is scheduled for November 2009. Exact week TBD. Volunteers are needed in November to prepare materials and the Thursday before the week of the Book Fair for help with set-up.

_____ **Book Fair Teardown:** Volunteers needed after Book Fair to help box up remaining items.

_____ **Book Fair Morning Volunteer:** Volunteers needed to help when the classrooms shop at the Book Fair.



_____ **Book Fair Afternoon Volunteer:** Volunteers needed to help when the classrooms shop at the Book Fair.

_____ **Book Fair Family Event:** Work at the Book Fair Family Event helping people make book selections and collecting money in November, 2009. This may be a weeknight or weekend afternoon. Exact date and time TBD.

_____ **Book Fair Family Event Set-Up:** Help the Book Fair Chairman, Kathleen Munroe, to setup and organize the Book Fair Family Event. Duties may include moving merchandise from the library to the cafeteria for the event.

_____ **Sally Foster Fundraiser:** Work with the Sally Foster Fundraiser Coordinator, Christa Holland, in the fall to help with orders and help distribute merchandise.

_____ **Partnership:** Help promote our partnership program with the Partnership Coordinator Lisa Speas. Partnership programs are one of our most profitable fundraisers!! Coordinators are needed to help in the following areas: General Mills Boxtops, Nick-n-Willys, Printer cartridge/toner recycle program and grocery stores (Tom Thumb, Kroger and Target)



_____ **Spirit Wear Committee:** Volunteers needed to help the Spirit Wear Coordinator, Laura Fitzgibbon to sell spirit wear at school related events.

_____ **Spirit Wear Sales Booth :** Be willing to work a TBD scheduled booth time(s) in conjunction with other activities (ie: Fall picnic, Winter Party, PTA meetings, etc.) to offer more opportunities for families to purchase Wyatt wear.

MISCELLANEOUS



_____ **Art Preparation:** Volunteers are needed to assist the art teacher by preparing materials for projects. The Art Coordinator, Ellen Harlan, will schedule volunteers. Volunteers may occasionally be needed to help in the classroom.

_____ **Library Volunteers:** Volunteers are needed to work on a rotating schedule to help with library duties such as re-shelving, helping children, checking out and checking in books. The coordinator, Cathy Black, will schedule volunteers.



_____ **Study Buddies:** Parents and Grandparents are needed to help with a child who needs reinforcement in reading, math, or other schoolwork. This would be done for one hour a week throughout the year with 2 volunteers on a rotating schedule.



_____ **Vocabulary Volunteers:** Volunteers are needed to help the Special Education students with vocabulary. You would be needed only an hour at a time during the morning. Fun vocabulary games are provided.

_____ **Yearbook – Grade Level Photographers:** Assist yearbook staff by taking pictures for a specific grade level for yearbook use. This is typically done at recess, lunch, PE classes, assemblies, school events & activities and class parties. Volunteers will be asked to attend a meeting on “Photography for Yearbooks”. You will need to have your own digital camera, 3.2 megapixel or better.

Please circle the grade-level(s) you would like to cover: Kindergarten, 1st, 2nd, 3rd, 4th, 5th.



_____ **YO Packet Volunteers:** YO packets are a vital link in communication between school and home. Many volunteers are needed on Thursday mornings to collate and staple printed information sent home to parents once a week in the YO (youngest and only) packets. The YO Coordinator, will make out a volunteer schedule to accommodate anyone who wants to volunteer for a weekly commitment, every two weeks or even once a month. The Thursday morning shift will begin at approximately 7.30 a.m. and may take 1.5 to 3 hours to complete. This is a great way to meet and work with some wonderful parents.

_____ **Marquee Volunteers:** A volunteer is needed during the school year to change out the messages on the marquee in front of the school.

