

**WR Odell Elementary  
PTA Volunteer General Interest Form**

Welcome to the 2011-2012 school year! WR Odell Elementary PTA has many exciting plans for this school year and your help is needed to meet this year's goals. Your involvement and support in our school is important for our success. Volunteering is a wonderful way of meeting other parents and staff at our school. Best of all, you will be having fun while you help!

Please take a few minutes to look at the many opportunities available to assist your PTA. There are boxes to check next to committees that you would like to be involved in. Please know that this is just to show your interest. We know that things can change during the year with your personal time and schedules, so don't feel as though you are committed and can't contact us should there be a change in your time and/or interest.

Also note that filling out the information below allows you to be added to our directory of volunteers. This is a way to stay informed as we often times send out mass emails to recruit volunteers for other opportunities that may or may not be listed here that come up during the year. After completing this form, please send it back to your child's teacher.

If you have a small business, career, or a special talent that you are willing to share, please let us know

Your support and generosity make it possible for us to offer these exciting activities to your children and to greatly enhance the experience for all students at WR Odell Elementary. If you have any questions or concerns, feel free to contact me at [msemerine@hotmail.com](mailto:msemerine@hotmail.com). Thank you for your time and interest!

Michelle Emerine  
WR Odell Elementary PTA  
Volunteer Coordinator

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**Please fill out this information so that we may be able to contact you.**

**Name** \_\_\_\_\_

**Phone Number (H)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**Email Address**  
\_\_\_\_\_

**Child(ren) Name(s) and Grade(s)** \_\_\_\_\_  
\_\_\_\_\_

**Talents, Careers, etc. that you would like to share**  
\_\_\_\_\_

**PTA Ongoing Volunteer Opportunities**

- Staff Appreciation:** PTA will host 5 hospitality events and 2 sit down luncheon for staff. Volunteers are needed to serve food, set up and clean up. Volunteers are also needed to provide food, drinks, and other necessary items. These events will always be open for every parent in the WR Odell Family to provide food and help as well.
- †  **Dragon Wear:** You will provide assistance with setting up, manning stations and breaking them down when spirit wear is sold at various school events.
- †  **Collection & Rebate Programs:** You will provide assistance cutting and counting box tops and soup labels to prepare for shipment.
- †  **Family Dining Nights:** Volunteers will assist in advertising and making copies.

- Skate Nights:** Volunteers are needed to assist with advertisement. Please note that signing up for this does not require you to attend each skate night.
- Refreshments:** Volunteers will greet and direct parents, serve refreshments, set up, and clean up for quarterly General PTA Meeting.
- Community Donations:** Your company can provide donations and/or giveaways for PTA functions. (Copy paper, office supplies, gift cards, food/beverage items for specials etc)

### PTA One-Time Opportunities

- ↑  **LifeTouch Picture Day:** Volunteers will assist photographers with the check-in process and payments from students and staff.
- ↑  **Fall Festival:** This is an annual fundraiser which includes food, games and auction baskets. You can help to work game stations, serve food and any other assistance needed for this day.
- ↑  **Grades K-2 Dances:** We will need assistance with planning, decorations and working the food stations.
- ↑  **Grades 3-5 Dance:** We will need assistance with planning, decorations and working the food stations

### School Program Volunteers Needed

- ↑  **Intervention Block:** Multiple parent volunteers are needed on Tues/Wed/Thurs from 8:30-9:05 to assist teachers.
- ↑  **Book Fair:** There are actually two book fairs. One in the Fall and one in the Spring. Volunteers will help set up, assist students with choices, and break down the fair at the end of the week.
- Kindergarten Registration Week:** Volunteers are needed to greet new families and man a sign in station in the foyer of the school.
- ↑  **EOG Proctors:** Proctors are needed for Pre-EOG testing at the beginning of the school year and again for actual testing in grades 3-5 in May. Training will be provided.
- ↑  **Field Day:** This takes place at the end of the school year. Volunteers are asked to work a shift at a game.
- Kindergarten Lunch Buddies:** This program starts end of August and runs through the middle of September. The Lunch Buddy Program pairs a caring adult with kindergartener's to help ease them into having lunch in the cafeteria. Volunteers should not have kindergarteners.
- Beautification:** We will need assistance with general grounds cleanup, planting etc.
- Helping Hands:** Volunteers are needed to help staff with classroom needs such as cutting, making copies, laminating, etc.
- Media Center:** Volunteers are needed to assist with shelving books and other duties as directed by the media staff.
- ID Concepts:** Volunteers will check in students take payments and process information for the students ID's to be made.

**\*\* Please note that you will not have to do everything that is asked above for an opportunity.** For example, for Staff Hospitality, you may choose to set up only. There will be other volunteers available to do other things.

***You may volunteer as much or as little as you can. Any time you can give is greatly appreciated.***