



LOVEJOY ELEMENTARY VOLUNTEER OPPORTUNITIES FORM

2008-2009

******* Don't forget to submit the Lovejoy ISD Volunteer Application at www.lovejoyisd.net (go to Parent Resources) in order to process your ANNUAL BACKGROUND CHECK. This can be done anytime after June 20th. *******

Date: _____

Name: _____

Address: _____

Phone: (H) _____ (C) _____ (W) _____

Email: _____

 Yes, I have submitted my Lovejoy ISD Volunteer Application at www.lovejoyisd.net

<u>Child's Name</u>	<u>Grade</u>	<u>Teacher</u>
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		

Grade Level Support Opportunities

_____ Grade Level Coordinator --- Communicates between PTA Room Parent Chair and the Head Room Parents*, ensures each Head Room Parent for their grade level has appropriate events planned, and coordinates the weekly photocopying schedule for their grade level. For 5th grade, the Grade Level Coordinator will also coordinate the 5th grade "Transition" party at the end of the year. Specify Grade Level(s): K 1 2 3 4 5

*Head Room Parent --- Interfaces with the Grade Level Coordinator and the Room Parents. Plans/organizes the classroom parties, assists with special projects/events and field trips, acts as a liaison between teachers and parents, etc. (2 per class)

*Room Parent --- Helps organize and execute the classroom parties, assists with special projects/events and field trips, decorates bulletin boards/doors, and helps tutor individual children on specific areas of need. (Unlimited per class)

*Home Assistant --- Works at home on tasks and projects for the teacher such as cutting, drawing, etc. (Unlimited per class)

*For parents interested in volunteering to be a Head Room Parent, Room Parent, or Home Assistant, sign up sheets will be located in each teacher's room at the Meet the Teacher event.

Administrative/Office Support Opportunities

- _____ Back to School --- Help with a variety of office tasks during the two weeks before school starts (actual dates are dependent upon construction progress).
- _____ Office Aide --- Volunteers needed on a regular basis for Wednesdays from 10:30am - 12:30pm to help prepare items for Thursday folders and to facilitate an Office Staff Lunch Meeting. Office Aides can volunteer weekly, monthly, or one time only.
- _____ Marquee Mom (or Dad) --- Change the marquee several times each week based on the Lovejoy calendar of events.

Specials Instruction Support Opportunities

Friends of the Lovejoy Library

- _____ Weekly Volunteer --- Helps throughout the year with reading, shelving, book repair, etc. (One day per week)
- _____ Book Fair Volunteer --- Help with Scholastic Book Fair; assist children, and run cash register.
- _____ Assist with special programs, i.e. Children's Book Week, Bluebonnet Awards, etc.

Art Education Program

- _____ Assist with ongoing program needs, i.e. helping in the art classroom, creating displays, etc.

Computer Education Program

- _____ Coordinator --- Coordinates volunteers to assist classes using the computer enrichment lab; works in cooperation with teachers and grade level coordinators.
- _____ Computer Volunteer --- All skill levels needed (simple typing to basic programming) to help in the computer enrichment lab.

Music Education Program

- _____ Assist Music teacher with props, costumes, and general preparation for student/grade level performances.
- _____ Talent Show --- Assist with auditions, rehearsals, and day of shows. (May)

Physical Education Program

- _____ Field Day K/1st/2nd --- Assist on field day at Lovejoy High School track by manning an event, helping with registration, etc.
- _____ Field Day 3rd/4th/5th --- Assist on field day at Lovejoy High School track by manning an event, helping with registration, etc.
- _____ School Walk for Diabetes --- Assist each grade level at Lovejoy High School track as they walk to support this cause.
- _____ Kite Day --- Assist each grade level with kite flying in the back field at our school.

Spanish Education Program

- _____ Assist by making copies of the Spanish reading lessons for each grade level. (Once or twice per month)

School Counselor Support Opportunities

- _____ Red Ribbon Week Committee --- Work with school counselor on organizing and implementing events for this national week for drug prevention. (October)
- _____ Character Photographer --- Help maintain the bulletin board that recognizes students who demonstrate good character.
- _____ Drama/skit performance and production --- Help with special assemblies that promote good character.
- _____ Counselor Helper --- Assist with ongoing program needs (making copies, performing various tasks and projects needed for guidance lessons or counseling sessions).
- _____ Home Assistant --- Work on various tasks and projects at home for counselor (cutting, drawing, gluing, etc.).
- _____ Monthly Donations Coordinator --- Organizes, promotes, and delivers the monthly donations of items for the ACO (Allen Community Outreach), a charitable organization that the school supports.

Campus Wide Programs and Support Opportunities

Dad's Club

- _____ Special Events --- Help organize, set up, and greet at Math Night, Science Night, etc.
- _____ Classroom Reading --- Sign up to read to your child's class on a weekly, monthly, or one-time basis.
- _____ Playground Maintenance – Strong bodies needed to apply a fresh coat of weather sealant and make minor repairs.

Destination Imagination: www.destinationimagination.org

- _____ Coordinator --- Works with the Gate 10 teachers in kicking off the program and forming teams. (Fall)
- _____ Team manager or assistant manager --- Manages a team of 5-7 kids through the Destination Imagination challenge solving process and tournament. (Fall/winter)
- _____ Judge --- Help judge team competitions on tournament day in February.

Picture Day

- _____ Help teachers and photographers on student picture day in the fall and the spring.

Science Fair / Invention Convention

- _____ Help set up, organize, and prepare index cards for blind judging the morning of the science fair.

Thanksgiving Luncheon

- _____ Serve as cashier or help set up beverages/condiments during a portion of the Thanksgiving luncheon in the school cafeteria.
- _____ Coordinate the decorating of the cafeteria and tables.

Yearbook

- _____ Help with photos, cropping, creating, and editing the school yearbook; work in cooperation with PTA Historian.

Miscellaneous Help

- _____ Artistic Help --- Provide artistic talent and/or craftsmanship for special events.
- _____ Decorating --- Assist teachers, staff, and PTA committee chair with posters and decorating for special activities.
- _____ Audit Committee Member --- Review and certify the books and records of the PTA for accuracy. (The audit is completed over the summer between July 15th and the start of school).
- _____ Technology Support --- Troubleshoot hardware issues, provide software support, and update the website (with district guidance).
- _____ If you would rather not commit to a particular activity, but would like to be called on an "as needed" basis, this is your category. Share any special talents with us:

PTA Committee Opportunities

Cultural Arts / Reflections:

- _____ Go Van Gogh --- Coordinate or assist with Dallas Museum of Art training in the classrooms. There is a mandatory 3-hour training seminar at DMA in the fall (exact date TBA).
- _____ Texas PTA Reflections, a national PTA program focusing on the arts --- Assist with coordinating art entries, labeling entries, etc.

Cultural Diversity

- _____ Assist with planning and coordinating cultural diversity assemblies. Work with coordinator on opening our childrens' eyes to different cultures. Specify what culture and/or holiday you can help present _____.

Directory:

- _____ Assist Directory Chairperson with school directory data input, copy and distribution, assistance with teacher pictures, etc.

Environmental:

- _____ Help organize, implement, and assist in school-wide recycling efforts.
- _____ Recycle-A-Book Day --- Help children exchange their books and coordinate the donation of extras. (Fall)
- _____ Texas Recycles Week --- Help with daily activities during this statewide week that promotes recycling and re-use. (Fall)
- _____ Earth Day --- Help plan and organize activities for Earth Day. (Spring)

Historian:

- _____ Photographer --- Occasionally assist with taking pictures, assembling, and documenting the PTA scrapbook. Also assist with the school yearbook.

Hospitality:

- _____ Assist Hospitality Committee with Pastries for Parents and Teacher Appreciation Week.
- _____ Help by occasionally baking for teacher treats and special events.
- _____ Welcome Committee --- Assist students/families that are new to the Lovejoy community; help with any questions they have and be their contact person. (Throughout school year)

Membership:

- _____ Assist Membership Chairperson with membership campaign and transaction data entry.
- _____ Life Membership --- Assist chairperson in obtaining nominations for the Life Membership awards.

Programs:

- _____ Assist Programs Chairperson with ideas and implementation of school programs. Assist with planning/coordinating of ice cream social, events at PTA meetings, assemblies for students, parent education, family science and math night, etc.

Publicity:

- _____ Help produce and edit the monthly PTA Leopard Tracks Newsletter and other PTA publicity materials as needed, and develop publicity flyers, advertisements, and invitations to special PTA-sponsored events.

School Supplies:

_____ Assist School Supplies Chairperson with ordering and distribution of school supply packets.

Volunteer Committee:

_____ Assist Volunteer Coordinator with processing volunteer applications, recruitment, reporting volunteer hours, etc.

Ways and Means:

- _____ BoxTops for Education --- Assist with promoting the program and organizing contests, providing boxes for label collection, cutting, sorting, etc. (Throughout school year)
- _____ Chick-Fil-A, CiCi's & Two Rows Nights --- Assist with promoting these spirit nights. (Throughout school year)
- _____ Sally Foster Gift Wrap & Cookie Dough Sales --- Decorate table with Sally Foster items for General Meetings, help with "Kick Off", and assist with calculating orders, sorting, and delivering. (September)
- _____ Target, Tom Thumb, Kroger Cards --- Assist with promoting the programs and processing statements. (Throughout school year)
- _____ You've Been Pawed (Birthday/Congratulations Yard Signs) --- Assist with promoting the program, collecting orders, and filling orders by placing and picking up signs. (Throughout school year)

Family Night / Theme TBD

- _____ Planning Committee --- Coordinate events for the dinner/dance
- _____ Decorating Committee --- Brainstorm & facilitate decorating. Organize set up/clean up teams.
- _____ Ticket Sales Committee --- Promote event, coordinate pre-sale tickets, and handle any ticket sales the night of the event
- _____ Games Coordinator --- Facilitate all games/activities for the evening and organize volunteers to work each station.
- _____ Food Operations --- Organize food and establish volunteers for serving/distributing food.
- _____ Silent Auction Committee --- Organize Class Auction Items. Organize auction monitors who assist Lovejoy families at the event and answer questions on auction items. Organize auction processors to process winning bidders of auction items.

Questions??? Please contact Elisabeth Mays, Lovejoy Elementary Volunteer Coordinator:
email: bob-mays@sbcglobal.net or home: 972-542-5747.

In order for us to make plans for the year, we ask that you return this form to your child's teacher or to the school office by **Wednesday, September 3rd** (or within 30 days of receiving if after this date).

Volunteer Opportunities Forms are also available at <http://les.lovejoyisd.net>.

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THANK YOU – We appreciate your involvement! You make a BIG difference at Lovejoy!