

MADISONVILLE ELEMENTARY SCHOOL
2007-2008 PTA VOLUNTEER
COMMITTEES

Telephone #'s: Hm _____ Cell _____ Wk. _____

E-mail address: _____

Children:	<u>Name</u>	<u>Grade</u>	<u>Teacher</u>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Please return this volunteer form by Monday, August 20.
Kindergarten please return this form by Monday, August 27.

Listed below are many of the PTA committees that serve Madisonville Elementary. Your participation will assist your child's school in providing worthwhile programs and projects. These programs only exist due to volunteers. Please consider sharing your time so that Madisonville Elementary can provide your child with an outstanding educational environment by offering these awesome programs. Sign up now and learn more about each committee at the volunteer meeting to be held on **Friday, August 31, at 8:30 a.m.**

Please indicate below the areas that you are willing to volunteer by marking the space provided.

_____ **EAROBICS**

This is a great phonics computer program we offer our Kindergarteners. It is very basic and does not require you to be a computer wiz. It requires approximately 1 hour per week in your child's class. You may sign up for as little as one nine-week period or as much as the entire year. We welcome any volunteers for this program, not just kindergarten parents.

_____ **LIBRARY VOLUNTEER**

Assist with general library duties including book check-in/out and shelving. Read to your child's class or any class. You may also want to work a shift at the book fair. (Fall and Spring available) Mrs. W loves to have parent/grandparent volunteers in the library. Pick your own times.

_____ **ART MOM/DAD**

Every month there is a featured artist that has been chosen and researched by the teachers. Each grade level has a lead art mom that, with the help of the volunteers, selects a basic art lesson from material she is given and goes from class to class in 1-hour sessions to teach the students and guide them in a fun art project. You do not have to be extremely artsy or crafty to be involved hi this program. The students absolutely love their art day. (One day a month in your student's grade level)

____ **GROUNDS COMMITTEE MEMBER**

Work outdoors: maintain grounds, plant seasonal flowers, etc... Help on designated days for grounds work.

____ **FUNDRAISER COMMITTEE MEMBER**

Assist with sorting/distributing fundraising merchandise to students at school.

____ **HOSPITALITY COMMITTEE MEMBER**

The PTA could not function without this very important committee. These members work with the PTA board to organize, set up, and decorate for the various functions and programs that our school has throughout the year. You will be contacted on an as needed basis.

____ **OFFICE VOLUNTEERS**

General office duties-reception, answering telephone, administer first aid (band-aids, ice packs). Mrs. Fran will show you the ropes. Make your own schedule from as little as one hour per week.

____ **NEWSLETTER/PUBLICITY COMMITTEE**

Volunteers would help on **one day** the last week of each month to collate, fold and distribute the monthly newsletter. Volunteers will be rotated if many sign up. Publicity deals with getting pictures to our technology coordinator to put photos on our web page and send to local newspapers.

____ **SBLC/IEP**

SBLC/IEP stands for School Building Level Committee/Individual Evaluation Plan. These are special meetings held with the teachers, parents and other persons involved with the meeting. We are looking for parents or volunteers to sit in the classroom while the teacher is at the meeting. The meetings can last anywhere from 30 minutes to 1 hour. They are always on the same day of the week. (TBA) If you can volunteer your time to sit with a class, please complete the special form enclosed labeled SBLC/IEP. You do not have to do this every week. You will be called on an as need basis. If you are available great, if not we will continue calling the list of volunteers. We need many!

_____ **HEALTH AND SAFETY COMMITTEE**

These volunteers will be asked to help with grade level hearing and vision screenings. You will escort children to and from the testing area. You may also be asked to help with safety poster contest.

_____ **LEAD ROOM PARENT**

Each class will need to have a room mother to coordinate classroom volunteers, assist the teacher as needed, work with the teacher to plan scheduled parties, make telephone calls to other parent, and work with the PTA Committee Coordinators whenever needed. **(Room Parent meeting scheduled Friday, August 31, at 9:30 a.m.)**

_____ **ASSISTANT ROOM PARENT**

Help the Lead Room Parent whenever possible. Work together in assisting the teacher and communicating to other classroom parents. Work with the PTA Committee Coordinators when needed. **(Assistant Room Parent meeting scheduled Friday, August 31, at 9:30 a.m.)**