

PARENT VOLUNTEER SIGN UP FORM
2012-2013 School Year

Name _____ Phone # _____

Child(ren)'s name and grade: _____

E-Mail _____

Please **fill out** the activities you are volunteering for on this sheet, and return to the office. We encourage you to volunteer for **AS MANY** activities as you are comfortable doing. You will be contacted according to what you volunteer for by a principal. *See back for description of duties and responsibilities for these positions.*

OCCASIONAL VOLUNTEER POSITION

- School Beautification
- Library Volunteers
- Family Reading Night Coordinator
- Family Math Night Coordinator
- Chaperone for field trips
- Food Providers
- Assist with Fundraiser
- Book Fair Helper
- Teacher Appreciation Week Helper
- Classroom Helper
- Concession stand Helper for games
- Career Day/teen workshop
- Rec Night Volunteer
- Ticket taker for games

ONGOING COMMITMENT

- PTO President
 - PTO Vice President
 - PTO Treasurer
 - PTO Secretary
 - Teacher Appreciation Coordinator
 - PTO Member
 - Free money coordinator

 - I am willing to help with anything
 - I am available during daytime hours
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Confidentiality is the preservation of privileged information concerning students that is disclosed in a professional setting. NB volunteers are expected to keep all information confidential. All records dealing with specific students must be treated as confidential.

Volunteers will not discuss students' confidential information outside of school. Although NBCUSD is liable for a volunteer's acts within the scope of his/her duty, giving information to an unauthorized person could be interpreted as not acting within the scope of that duty and the agency could refuse to support the volunteer in the event of legal action.

All volunteers who work alone with students must be willing to submit to a criminal background check.

My signature below certifies that I have read the material above and understand the confidentiality policy. I understand that my duty to act as a volunteer is to abide by the laws and policies regarding preservation of confidential information.

Signature: _____

NBMS/NBUE
Volunteer Opportunities
2012-2013

North Boone Middle School and Upper Elementary need your help! Please consider your time, talents, and interests and decide to make a difference for kids today.

Call the school at 815-765- 9006 or 815-765-9274 if you have any questions about volunteering for these programs.

ONGOING COMMITMENTS

- **PTO President:** The President will be expected to prepare an agenda, run all of the PTO meetings and oversee all other aspects of the PTO.

- **PTO Vice President:** The Vice President will run the PTO meetings in the event that the President can not be there. The Vice President is also the volunteer coordinator which involves checking in with the coordinators for each event, making sure they have all of the volunteers they need and answering any questions they may have.

- **Treasurer:** Responsibilities include but are not limited to: manage all aspects of PTO money, prepare financial reports for PTO meetings, manage donations, manage teacher grants and gifts, write checks, balance checkbook, reconcile bank statements, make deposits, count fund raising earnings, assist other board members as necessary, communicate with school personnel.

- **Secretary:** The Secretary is responsible for taking minutes at each PTO meeting (1x per month), typing them up and emailing them to the board members. The Secretary is also responsible for writing articles for the newsletter and getting other communication items to personnel.

- **Teacher Appreciation Coordinator:** Plan and execute 3 teacher appreciation events per year: Welcome Back (Fall breakfast), Teacher conferences and Teacher Appreciation Week (May).

- **PTO Member:** Attend monthly meetings and share ideas/suggestions for PTO programs and events. Participate in events as available.

- **Free Money Coordinator:** Plan and execute two free money competitions per year as well as organize, trim, count and send in box tops, Campbell's soup labels, and ink jet cartridges.

OCCASIONAL VOLUNTEER POSITION

- **Rec Night Coordinator:** Plan, organize and execute rec nights for the students.
- **Rec Night Helper:** Assist the coordinator in all aspects of implementing the Rec Nights.

School Beautification: This position involves cleaning up flower beds and making the outside of our school look amazing.

- **Food Providers:** Provide food for school events such as teacher conference days.
- **Fundraiser Coordinator:** Organize the annual fundraiser through setting target dates, achievement goals, distribution of proceeds, volunteer recruitment and be the liaison with the NB staff.
- **Family Reading/Math Night Coordinators:** Work with principals to develop programs that help support reading and math curriculum.

Assisting with fundraiser: Assist coordinator with distribution of materials, processing orders, money collection, etc.

- **Book Fair Helper:** Work during book fair at cash register, assist parents/students.
- **Teacher Appreciation Helper:** Help with any of the 3 teacher appreciation events per year: Welcome Back (fall), PT conferences and Teacher Appreciation Week (May).
- **Classroom Helper:** Help at teacher request with various classroom activities.
 - _ book orders
 - _ special projects
 - _ filing

Career Day/Teen Workshop: Work with Guidance Counselor to develop program, bring food, volunteer and plan the career day or teen workshop.