

2008-2009

Leclaire Elementary School PTO Volunteer Form



Name: _____
Phone Number(s): _____
E-mail: _____
Student Name: _____
Grade/Teacher: _____

Whether you have a little time or a lot, there are plenty of ways to get involved at Leclaire. Please return this form with one or more checked areas. We will then match your interest and talent with our various committees and programs. It does not commit you to more than you can contribute. Not all of the programs are listed below because some committees need volunteers on an as-needed basis. If you would prefer this type of option, please check off the General Volunteer option. When we need additional help, the General Volunteer list will be contacted. Thanks in advance for returning this form as swiftly as possible as some committees get underway very quickly. Thank you for all of your support and for helping Leclaire students have the best year possible.

_____ **Market Day:** Volunteering with Market Day involves a 1-hour shift between 4-7 PM, usually every other month. You'll unload boxes, separate food into categories, and fill orders. Childcare is provided by the F.I.T/G.O. Programs with Games, Food, & Drink for the little ones. Great Volunteer Party during the summer, too!

_____ **Book Fair:** Please respond early if you wish to participate in the September Book Fair. For those with an hour or two to spare the week of Book Fair, and particularly at its highlight, during the Open House evening. Volunteers offer general customer service for this fun book sale.

_____ **Buzz Book:** For this September project, you can somewhat set your own hours and do a portion of the work from home, although some time is needed as a group to actually bind together these handy school phone books that are an invaluable resource throughout the year.

_____ **Box Tops:** Another great and easy fundraiser, these helpers prepare turned-in Box Tops for Education to be submitted for reimbursement. A year-round project, but only a limited number of collections are held each year, so the time required is highly flexible; duties can often be done at home.

_____ **T-Shirt/Sweatshirt/Helmet Sale:** Be a part of Leclaire history by helping to choose and design our "Leclaire wear" for the year, help advertise sales and arrange for distribution once the orders come in. Time requirements: Flexible, as determined by committee members; sale takes place mid-to late fall. This program is offered as a service (at cost), and is not a fundraiser for our school.

_____ **Laminating:** If you like the flexibility of helping out once or twice a month, during school hours, this is the committee for you. After a required training session, volunteers will be able to have a consistent activity by helping to laminate items for our Leclaire teachers.

Please see reverse side

_____ **Staff Appreciation:** Approximately once a quarter, volunteers plan, create and serve a luncheon buffet to give a tasty little something back to the teachers and staff at Leclaire. With enough volunteers, participation could be limited to every other menu.

_____ **Decorating Committee:** This committee will help decorate the lobby of the school to reflect the seasonal changes and special themes of the year. Volunteers may help to design and create decorations, as well as affix and take down the decorations on an as needed basis.

_____ **Media Center** (library): To ensure the children have an organized place to check out books and take advantage of the books available to them, we need helpers who can devote a couple of flexible hours each week/month (depending on number of volunteers and their availability) to return books to the shelves and organize materials. This committee helps to supplement the Media secretary's activities.

_____ **Yearbook:** During the fall, winter and early spring, these volunteers help design many of the terrific photo and information pages that make up the yearbook. Most of the work for this committee can be done at home; this committee meets only as necessary.

_____ **Spring Fling:** It takes a lot of help and organization to pull off our annual carnival held in May each year, but there's a job to suite every amount of time and interest imaginable. Whether you can help our in the planning stages, which begins in February, or on that one night – manning a prize booth, game or food area – we appreciate all the contributions we can get. Please indicate your level of interest:

- _____ Chair/Co-Chair this event
- _____ Chair/Co-Chair a subcommittee
- _____ Volunteer the night of the Spring Fling

_____ **General Volunteer List:** This list is contacted based on the needs of programs that run throughout the year. As the opportunities arise, volunteers will be contacted and can choose whether the specific opportunity works with their schedule. Examples of such activities may include Entertainment Books, Picture days (student photos for fall and spring), Leclaire's annual Open House in the fall, school Assembly days, school Recycling efforts, Foreign Language program, Pizza Fundraiser nights, occasional celebration events/parties, helping with the distribution of the PTO Newsletter, the Giving Tree, Lost & Found closet, and additional programs as they may develop.

Your participation at Leclaire is a vital part of your child's time here, and can be a rewarding experience for you, too! All parent help is gratefully appreciated. Please return this form as quickly as possible to enable us to match up those with time and interest to areas of need.

Leclaire's PTO officers are happy to answer questions and can be contacted via the Leclaire school office. Feel free to include comments or questions in the space provided below.

Your 2008-2009 PTO Board is: Debbie Provins, President; Kristen Pfund and Donna Polinske, Vice-Presidents; Suzanne Wilkinson, Treasurer; Katie Peterson and Eileen Schade, Secretaries.