

# Lisbon Volunteer Form 2011-2012

Generous parent volunteer time ensures the high quality of Lisbon Elementary School. Below is a list of School Wide Activities. Your commitment to volunteer for these activities will ensure another productive, fun-filled year. With a variety of time commitments, you can find something that fits your family's busy schedule. A committee chairperson will contact you prior to the school event/program. Any amount of time you can give is appreciated.

*Contact Beth Higgins with any questions: 301-362-1366 or bethhiggins4@verizon.net*

**THANK YOU for offering your valuable time!**

Volunteer Name(s) \_\_\_\_\_ Volunteer E-Mail \_\_\_\_\_

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Phone numbers (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Student Name \_\_\_\_\_ Student Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Student Name \_\_\_\_\_ Student Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Student Name \_\_\_\_\_ Student Grade \_\_\_\_\_ Teacher \_\_\_\_\_

## **Responsibilities of a Volunteer:**

We take your commitment very seriously and we trust you will too. The staff is counting on you to be there and to be punctual. The students are very dependent upon you! Please do not take on more responsibility than you can realistically fulfill.

Show respect for human dignity, individual differences, and cultural, religious, and racial diversity. Treat all students fairly and positively. Be professional. Recognize the need to be flexible and patient. Remember to always maintain a warm, friendly attitude. Be willing to accept suggestions as well as give them.

## **Volunteer Code of Ethics:**

As a volunteer you are subject to a code of ethics similar to that which binds professionals in education. All that you see and hear regarding individual students is considered privileged information. It is **never** to be discussed outside the confines of the school.

Understand that you are expected to work according to standards just as the staff does. You have an obligation to your work, to those who direct it, to those for whom it is done and to the public.

**NOTE: Individual classroom volunteers/room parents are not included on this form. The teams/teachers will send separate requests for these opportunities.**

# School Sponsored Activities

Volunteer Name(s) \_\_\_\_\_

*To volunteer, please check the box in the first column. If more than one volunteer is listed on this page, please add initial next to the check mark.*

Yes!	Program	Description	Day of Week	Time	Frequency (circle one)
	<input type="checkbox"/> Art Room <input type="checkbox"/> Art Committee <input type="checkbox"/> Chairperson of Art Committee <input type="checkbox"/> Volunteer	Pre-cut paper, cut slabs of clay, clear glaze ceramics, work on displays. Art committee assists with art related events.	1. 2. 3.		Weekly   2x a month   Monthly
	<input type="checkbox"/> Media Center <input type="checkbox"/> Book Fair	Book circulation, re-shelve books organize reading shelves. On occasion light clerical.	1. 2. 3.		Weekly   2x a month   Monthly
	Vision and Hearing Screening	Assist the school nurse with screening process. Usually Fall.	You will be contacted with dates and times.		1/2 – full day
	Special Education	Clerical assistance ( making materials, flash cards copying, etc.) is needed twice a month.	1. 2. 3.		½ -1 hour sessions
	<input type="checkbox"/> ROAR Store <input type="checkbox"/> Grades 3-5, Mondays <input type="checkbox"/> Grades K-2, Fridays	Hand out ROAR Prizes. Located outside the Psychology/ESOL office across from 4 <sup>th</sup> grade pod.	Monday Friday	2:45- 3:05	Weekly   2x a month   Monthly
	Flu Vaccine	Escort children that are receiving the flu mist. You will be contacted with dates and times.			½ -1 hour
	5 <sup>th</sup> Grade Simulated Congressional Hearings	Help coach students, be a judge for one day, organize a lunch for 20-30 people. A teacher and parent with co-chair this committee of 10-20 people.			Spring
	5 <sup>th</sup> Grade Career day	Solicit speakers, organize a lunch for speakers, work with 5 <sup>th</sup> grade team. A teacher and parent with co-chair this committee of 3-5 people.			Late Spring
	<input type="checkbox"/> 5 <sup>th</sup> Grade Celebration <input type="checkbox"/> I can send in a donation of food, decorations, paper products.	We ask parents form K-4 <sup>th</sup> to help with this event so that the 5 <sup>th</sup> grade parents can enjoy their childs “graduation”.			June
	Frederick Keys Reading Program	Work with Ms. Olson to distribute and collect Frederick Keys Reading vouchers and distribute game tickets.			
	TV Free Week	Input names of participants in a spreadsheet.			
	Impromptu Volunteer Opportunities	Volunteers are needed throughout the year in various areas.			

**Thank You!**

# PTA Committees & Programs

Volunteer Name(s) \_\_\_\_\_

*To volunteer, please check the box in the first column. If more than one volunteer is listed on this page, please add initial next to the check mark.*

Yes!	Program	Description	Day of Week	Frequency (circle one)
	<b>FAMILY FUN</b>	Help with various events throughout the year		
	Ice Cream Social: <input type="checkbox"/> Spring	Help hand out ice cream		Fall and Spring
	Movie Night	Help plan event including food sales, volunteers and set up and clean up.		
	Monster Bash <input type="checkbox"/> I can chair this event <input type="checkbox"/> I can donate food <input type="checkbox"/> I can volunteer at the event	Help coordinate food and volunteers and help plan activities for this event.		Fall
	Talent Show	Help with practices, coordinate stage crew, run concession stand, video tape show, help with sound		Spring
	Snow Tubing	Help the chair coordinate this event.		February
	Hospitality Committee <input type="checkbox"/> I can send in a donation of food, drinks or paper products.	<input type="checkbox"/> Set-up <input type="checkbox"/> clean up <input type="checkbox"/> I can send in backed goods	You will be contacted with dates and times.	There are 6 events a year.
	<b>FUNDRAISING</b>			
	Market Day	Assist with sorting orders when the shipments arrive, help to hand out orders		monthly
	Mixed Bag Sale	Assist with sorting orders when the shipments arrive, help to hand out orders		Spring
	Fall Mum/Pumpkin Sale	Help with sales at the Fall Festival.		Sept
	<input type="checkbox"/> Poinsettias Sale /	Assist with sorting orders when the shipments arrive, help to hand out orders		November
	<b>Basket Bingo</b>	Assist with the solicitation of donations, ticket sales, assembling baskets, Help at event with set up, clean up, kitchen help, raffle sales, ticket sales and runners.		Spring
	<b>Fall Festival</b> <input type="checkbox"/> Set-up	This event needs 100 volunteers.		
	Awards Committee	A joint staff & parent committee designed to recognize both staff & parents for multiple area awards		
	Lisbon Memory Book Committee <input type="checkbox"/> K <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 4 <sup>th</sup> <input type="checkbox"/> 5 <sup>th</sup>	Two parents are needed from each grade who will take pictures throughout the year.	All year	Special events
	Walking Wednesdays	Help track the students laps, man the stations around the track, keep track of laps and hand out prizes.	Wednesdays	Fall and Spring
	Reflections	Help collect entries, secure judges, advance winners to the county and recognize students.		Late fall

# PTA Committees & Programs

Volunteer Name(s) \_\_\_\_\_

**I am interested in helping the chairperson on the following PTA Committee:**

<input type="checkbox"/> MSA Snacks	<input type="checkbox"/> Media Gift Fund
<input type="checkbox"/> After School Programs	<input type="checkbox"/> Membership
<input type="checkbox"/> Boxtops	<input type="checkbox"/> PBIS Committee
<input type="checkbox"/> Campbell Labels	<input type="checkbox"/> Public Relations
<input type="checkbox"/> Cheerleading	<input type="checkbox"/> Quality Education
<input type="checkbox"/> Community Advisory Community	<input type="checkbox"/> Safety – Water
<input type="checkbox"/> Cultural Arts	<input type="checkbox"/> School Supplies
<input type="checkbox"/> Directory	<input type="checkbox"/> SIT Committee
<input type="checkbox"/> Family Life	<input type="checkbox"/> Sign
<input type="checkbox"/> Green School	<input type="checkbox"/> Hassle Free Donation
<input type="checkbox"/> Hands On Science	<input type="checkbox"/> Web Master
<input type="checkbox"/> Incentive Programs	<input type="checkbox"/> Welcome Committee
<input type="checkbox"/> Languages	<input type="checkbox"/> Wellness Committee

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