

Wakefield Forest PTA Volunteer Form

Parent involvement is essential to student, PTA and school success. Please take this opportunity to volunteer your time and talents to support school-wide activities at Wakefield Forest Elementary School (WFES). Read through these volunteer jobs and **place a check mark next to your areas of interest**. Then complete the top of the form and return it to your child's teacher. We only need one form per household.

Name: _____ Phone: _____ E-mail: _____

Student Name(s) & Teacher(s): _____

SUPPORT SERVICES

- Cafeteria Assistance:** in absence of Chez Wolf hostess, a sub to monitor students at lunch
- Chez Wolf Popcorn:** make and distribute monthly Chez Wolf popcorn rewards at lunchtime
- Clinic Assistance:** helpers are needed for school health screening
- Hall Monitors:** 1.5 - 3 hour shifts, to maintain quiet in the halls during standardized testing
- Legislative Assistance:** attend monthly meeting, report to Legislative VP
 - Cluster III advisory meeting Superintendents Meeting Pyramid Coalition Meeting
- Library Aides:** assist in general library operation
- Library Book Fair Assistance:** set up, sales and customer assistance at the book fair
- Newcomers/Buddy Program:** welcome new families to the WFES community (fall 2010)
- Office Assistance:** photocopy, fill mailboxes and other misc. office duties
- Picture Day Assistance:** help on school picture day (½ or full day, with compensation)
- Project Team:** support services for teachers, meet Tuesday mornings to accomplish various tasks, such as hanging artwork, laminating, teacher projects, etc.
- Reading Assistance:** assist with organization/preparation of materials and with visiting authors
- Reading Specialist Assistant:** 1 hour per week, help with shelving, stamping and organizing books used by the Reading Specialist
- Student Volunteer Exchange:** Middle School & High School students in need of community service hours can volunteer at WFES events. Child's name & grade _____
- Typist & Word Processing:** for student writing, can work at home or in school
- Welcome Wolf:** monitor school lobby, sign-in visitors and tardy students, once a week from 9-10am. Specify availability _____

SPECIAL EVENTS

Many Volunteers are needed for a variety of daytime and evening school events, such as field day, back-to-school night, teacher appreciation, etc. Volunteer positions include set-up, clean-up and baking refreshments.

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|---|--|--|
| <input type="checkbox"/> Baking/Cooking <input type="checkbox"/> Set-up/Clean-up | <input type="checkbox"/> Field Day <input type="checkbox"/> Appreciation Lunch/Breaks | <input type="checkbox"/> Daytime Assistance <input type="checkbox"/> Evening Assistance |
| | <input type="checkbox"/> Back to School Night (Fall 2009) <input type="checkbox"/> Welcome Back Luncheon (Fall 2010) <input type="checkbox"/> Misc. small events | More on Back!... |

SCHOOL ENRICHMENT

- Art:** help with framing/hanging artwork for display
- Book Publishing:** help with typing, editing and/or binding of children's published works
- Career & Talent Resources:** we need a list of people to share their special talents with classes on an on-call basis. Do you do crafts? Have travel experience? Play a musical instrument? Have an interesting job? Your talent/expertise: _____
- Computers:** assist in the computer lab or with classes as needed, all experience levels welcome
- Courtyard Habitat:** assist in maintaining our beautiful courtyard. Labor hours needed!
- Odyssey of the Mind Coaches:** to guide children through the creative process, problem solving techniques and the final solution presentation
- Reflections:** assist in a program that offers students the opportunity to create works of art for fun and recognition

SOCIAL ACTIVITIES & FUNDRAISING

- After School Hoops:** coordinate popular after school basketball program for spring & fall
- Bingo:** assist with tickets, set-up/decoration, food sales and/or clean-up. Donation of \$\$ or items are needed from businesses or WFES parents
- Drama Club:** assist in organizing and running the drama club
- Election Day Bake Sale:** I can Bake I can sell
- General Mills Box Tops:** assist in collecting and tallying
- Ice Cream Social:** assist in set-up, decorating, scooping ice cream and clean-up
- Movie Madness:** manage technical needs, security and concession stand
- Original Art:** help coordinate the sale and distribution of artwork created by our students
- Parent's Night Out/Auction:** assist with various committees: decorations, food, solicitation, auction set-up, presentation or contribute as a worker-bee
- Restaurant Night:** set up WFES nights at various local restaurants
- Sally Foster Wrap & Gift Sale (Fall):** promotion, order tabulation, distribution, etc.
- School Supply Sale:** assist with organizing sale of and/or distribution at the beginning of the next school year
- Solicitation/Donation Committee:** do you have a talent for getting things donated for great causes? Help solicit items for various WFES fundraising projects from parents, businesses and corporations. Donate your skills (ex. cooking an elegant dinner) or a unique value package (ex. sports or concert tickets, gift basket, gift certificates, special passes, etc.)
- Spelling Bee:** assist in organizing and running the spelling bee
- Spring Flower Sale:** welcome spring by helping sell and/or distribute beautiful bulbs and flowering plants
- Walk-a-Thon:** assist in organizing and running the walk-a-thon
- Wolf's Den:** sell school supplies and WFES merchandise at various school events

Personal Strengths and Preferences

- Organization:** Do you have the knack for organization? You love to plan and follow-through on a project?
- Implementation:** Do you prefer to have someone tell you what to do and then you get it done?
- Planning Ahead:** Do you plan your schedule at least a week in advance so you can prepare for your activities?
- Last minute:** Are you a whiz at taking a last-minute request and getting it done?
- Task-oriented:** Do you prefer to focus on projects more than coordinating with other people?
- People-oriented:** Do you prefer to connect with other people in the process of completing a task?

Thanks for Volunteering!

Questions? Contact Greta Hackfeld at 703-425-1150 or gretah2@verizon.net.