

Orchard Avenue Elementary PTA

2016-2017 Volunteer Opportunities



Thank you for your interest in Orchard Avenue PTA! Please return this form to a PTA Board Member or the Main Office. You can also return it via your child's Thursday folder. PTA will make a copy and return it to you so you can remember what you signed up for.

Volunteer name: _____
Your student(s) name: _____
Grade: _____ Teacher: _____
Phone number: _____ Text number: _____
Email: _____
What is the best way to reach you: _____

Generally, I am interested in (check all that apply):

- PTA Meetings/Board Member Positions*
- Helping with Fundraisers
- Teacher Appreciation
- Assist with Box Top Collection Program
- Event Planning
- Volunteering at Events (but not planning)
- Other:

Specific Volunteer Opportunities:

Donuts with Dads: Friday, Sept 16 from 7:30-8:30am

- Event Organizer (count RSVP's, purchase donuts, coffee, milk, etc., organize volunteer)
- Event Volunteers (help gather items, set up, serve donuts, take money, clean up, etc.)

Fall Teacher Appreciation Lunch: Thursday, October 27 @ 11:30-2:30pm

- Coordinator (plan menu for pot luck type lunch provided by parent volunteers; contact/remind volunteers; decorate Teacher Lounge, in charge of set up/clean up)
- I would like to help provide food for teachers (circle one: main dish, side dish, salad, dessert)
- Set up at 11am Clean up at 2:30pm

Cookie Dough Fundraiser: October/November:

- Program Coordinator *POSITION FILLED FOR 2016*
- Helpers will be needed to sort orders/boxes of cookie dough and distribute them to students for pick up.
- Volunteer to call parents who miss the first pick up to remind them to pick up their order
- Other help as needed

Fall Family Dinner/Event: Friday, October 14 from 5-7pm

- Event Chairs (coordinates silent auction and event: food and entertainment, volunteers) *POSITION FILLED FOR 2016*
- Event Volunteers (please check areas you are interested in helping)
 - Set up @ 4pm/ Clean Up @ 7pm (circle one or both)
 - Ticket Booth
 - Game/Booth Volunteer 4:30-6pm shift (includes set up)
 - Game/Booth Volunteer 6pm-7:15 shift (includes clean up)

Original Works Art Program Fundraiser/Coordinator (October/November dates TBD)

- Coordinator: follow the outlined program to distribute info to parents, coordinate orders, promote program
- Helpers: Distribute items to students when they are delivered, other help as needed

Talent Show Dessert Reception: Thursday, March 16

- Organizer (plans dessert menu, collect donations and/or purchases food, work with volunteers to serve food)
- Day of Event Volunteer (please check areas you are interested in helping)
 - Set up/Clean Up (circle one or both)

Walk-a-Thon: Thursday, March 16 (Kick Off)/Thursday, April 20 (Event)

- Event Organizer
- Committee Work (prior to event, assist the event chair to secure sponsors, organize volunteers, etc.)
- Day of Event Volunteer (help serve water, snacks, clean up, etc.)
- Other help as needed

Muffins with Moms: Friday, April 14 from 7:30-8:30am

- Event Organizer (~~promote event, count RSVP's, get donations and/or purchase muffins, coffee, milk, etc., organize volunteers~~) *POSITION FILLED FOR 2017*
- Event Volunteers (help set up, serve muffins, take money, clean up, etc.)

Spring Teacher Appreciation Lunch: Thursday, May 4 @ 11:30-2pm

- Coordinator (plan menu for pot luck type lunch provided by parent volunteers; contact/remind volunteers; decorate Teacher Lounge, in charge of set up/clean up)
- I would like to help provide food for teachers (specific items determined prior to event)
- Set up at 11am Clean up at 2:30pm

Spring Event – May TBD – chair and volunteers needed for this event to go forth!!

- Event Chair (coordinate overall event: food, entertainment, volunteers)
- Food Committee Chair (purchase food, work with volunteers to prep/serve food)
- Entertainment Committee Chair (coordinate games, prizes)
- Volunteer Coordinator (help recruit volunteers for food/games)
- Day of Event Volunteers (please check areas you are interested in helping)
 - Set up @ 4pm/Clean Up @ 7pm (circle one or both)
 - Food Prep/Service
 - Ticket Booth
 - Game/Booth Volunteer 4:30-6pm shift (includes set up)
 - Game/Booth Volunteer 6pm-7:15 shift (includes clean up)
 - Other help as needed

***PTA will contact you with more information about the volunteer opportunities you signed up for.
Thanks again for volunteering for PTA - together we can make this a GREAT year!!***



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