

2012-2013 Redmond Middle School PTSA Volunteer Form August & September Activities



Please review the volunteer opportunities listed below and mark your areas of interest. You may submit the form in the school office, or email it to: volunteer@rmsptsa.org. Whether you choose a one-time activity or an ongoing role, your help is of great benefit to RMS students and the school community. Questions? Contact volunteer@rmsptsa.org

Let us know how to contact you:

Name: _____ Phone(s) _____

Email _____

Your preferred contact method: email home phone cell phone no preference

LWSD Volunteer Approval

Volunteer jobs that have student contact require current LWSD volunteer approval prior to the date of the activity. Indicate here if you have current LWSD volunteer approval.

- Yes, I have volunteer approval
 No, I don't have current volunteer approval
 I don't know

If you need to apply or renew you Volunteer application, you may do so online at www.lwsd.org (on the For Parents tab, select Parent Access → Log In, and scroll down until you see Volunteer Application on the right-hand side).

PTSA Volunteer Opportunities

We are still in need of volunteers to work with the PTSA for the upcoming year in the following roles. Contact Celia Kennedy at volunteer@rmsptsa.org

- ❖ Web master
- ❖ Newsletter editor/production (using Constant Contact)
- ❖ Hospitality Chair
- ❖ VP of Communications
- ❖ ASB Liaison
- ❖ Student Directory Editor

Early Fall Volunteer Opportunities

August Welcome Back Teachers Breakfast Help us welcome back the teachers on Monday, August 27th. We'll be providing them with a breakfast and looking for volunteers to help bring items in. A sign-up will be sent out mid-August to folks who express interest now.

- Count me in! I'd like to help organize this event

Classroom Set-up Assistance Some of our teachers have expressed interest in getting their classrooms set up before school starts; exact dates are still being determined but probably between August 20th-31st. A sign-up will be sent out early/mid-August to volunteers who express interest now.

- Count me in! I'd like to help organize this event

August Pack Mini-Preparation Prepare student information packages for the counseling office. Time required: less than 3 hours on one day in the first week of August. A fun group activity. Approx. 4-5 volunteers needed.

- Count me in! I'd like to help organize this event

Fees and Forms Days Staff the forms turn-in stations on August 21 and 23, 2011, when students and parents turn in required forms prior to start of school. Indicate your shift preference below.

- August 21, 8:00-11:00am August 23, 8:00-11:00am
 August 21, 12:00-2:30pm August 23, 12:00-2:30pm
 I'd like to help organize this event

Photo Days Assist with forms and organizing students on Photo Days (August 21 and 23), plus two days for additional students and re-takes.

- August 21, 8:00-11:00am
- August 21, 12:00-2:30pm
- September date TBD-contact me when you have a date so I can check my calendar
- October date TBD-contact me when you have a date so I can check my calendar
- August 23, 8:00-11:00am
- August 23, 12:00-2:30pm

Fall Student Schedule Hand Out Hand out student schedules on the first and second days of Fall semester. Approx. 15 volunteers needed each shift.

- September 4, 7:00-8:00am: for 6th graders
- September 4, TIME TBD: for 7th graders
- September 5, 7:00-8:00am: for 8th graders
- I'd like to help organize this event

Back to School Social Volunteers plan and staff the back to school event open to all RJH families. This is an early evening event held in September (date to be determined).

- Count me in!
- I'd like to help organize this event

Other Volunteer Opportunities

One-Time or Short Duration Activities

___ **Fall ASB Magazine Drive:** Help tally orders and hand out student sales incentive prizes during the main student fundraising drive of the year. Three to four tally days are scheduled during the weeks of the magazine sales. Volunteers are scheduled for one or more tally days, according to availability. Late September/early October.

___ **Financial Review/Audit Committee:** Volunteers conduct two audits of PTSA accounts. Teams of three volunteers use WA State PTSA guidelines and checklists to conduct each audit. Audits require approximately 3 hours each, and can be scheduled during the day, evening or weekend, according to committee members' availability. One audit is in early January; the other is in early July.

___ **Student Directory Mailing Party:** Help with production and distribution of the PTSA Student Directory. This committee is active in September and early October, culminating with mailing the Directory.

___ **Health Screening:** Assist with testing of student vision and hearing. One-time event in Fall, typically November. 2-3 hour shifts

___ **School Dance Ticket Sales:** Volunteers sell dance tickets during all lunch periods for three days prior to each school dance. There are typically three dances per year, with volunteers scheduled according to availability for one or more sales dates.

___ **School Dance Chaperones:** Supervise at one or more ASB-sponsored dances (Friday evenings, usually 3 dances per school year).

___ **Reflections:** The Reflections program challenges students to create art inspired by a specific theme, and to submit their art in six arts areas (dance choreography, film production, literature, musical composition, photography, and visual arts). Volunteers advertise and encourage student participation at RJH, collect submissions and recruit judges, organize a small reception during the school day to honor participants, and forward winning submissions from RJH to the district-wide level Reflections judging.

___ **Eight Grade Celebration:** Volunteers assist with decorations and refreshments for the ASB-planned June party for students completing eighth grade.

Ongoing Throughout the School Year

___ **Legislative Advocacy:** The National PTA was originally formed to promote awareness and advocacy in the areas of child welfare and education. Legislative Advocacy volunteers continue the tradition to keep the RJH community informed of legislative issues impacting education and child welfare. Volunteers have the option to attend the WA State PTSA Legislative Assembly and Focus Day in Olympia.

___ **Homework Lunch Volunteers:** The goal of Homework Lunch is to help students succeed in school. It provides a motivational, positive atmosphere for students to complete schoolwork that wasn't completed by the due date. Volunteers help students understand what the homework is asking them to do, and refer technical questions back to the teachers (initially the Homework Lunch supervising teacher, or the classroom teach). Volunteers do NOT tutor in school subjects. Students are assigned to Homework Lunch, and complete work during lunch periods (in addition to eating their lunch) under the supervision of a teacher and volunteers. Volunteers set their own frequency (once a month, twice a month, weekly) using an online calendar. Volunteer time is during one or more lunch periods weekdays except Wednesday. This is a terrific opportunity for volunteers who enjoy student interaction to be involved during the school day.

___ **PASS (Parents Assisting Students and Staff) Volunteers:** Volunteers in strategic positions add additional student supervision before school, during lunch periods, and after school. Volunteers set their own frequency (e.g., once a month, twice a month, weekly, or as available) Focus of this program is to help maintain a great atmosphere in the hallways for all students.

___ **Emergency Preparedness:** This committee ensures supplies are organized and available to support the school administration's emergency plan. Includes optional participation with LWSD PTSA Council Emergency Preparedness group.

___ **Membership:** Volunteers help with the annual PTSA membership campaign, with continued presence at various PTSA events through the school year to recruit additional membership. Primary activity during first semester.

___ **Teacher/Staff Appreciation:** Volunteers plan themed luncheons during the year, with special attention during Teacher/Staff appreciation week in May as thanks for all that the teachers and staff do for our children.

___ **Student Recognition:** Volunteers organize monthly recognition lunches and locker decorations for "Students of the Month" (nominated by teachers and staff).

___ **Special Needs:** Plan activities to further integrate Special Needs students into the RJH community; be a resource for information on Special Needs by notifying the RJH community of programs at LWSD Special Needs Group meetings.

___ **Tutoring:** Volunteers work one-on-one with students in Safety Net Language Arts to improve reading skills. Tutoring sessions are scheduled during the school day. This program is teacher-supervised with orientation provided.

___ **Grizzly Grams:** Help address and mail Grizzly Gram postcards written by teachers and staff to recognize student special efforts, work, and successes. Volunteers can work at home.

___ **Library:** Help RJH librarian with projects and during library hours.

___ **Parent Education:** Assist at RJH parent education events planned by district Parent Education volunteer coordinator.

___ **Hospitality:** Volunteers support PTSA and school events by donating homemade or purchased refreshments for events during the school year: Curriculum Night (September); Family Math Night (February/March), 8th Grade Celebration. Occasional other events may be included. Volunteers help deliver purchased lunch to Health Screening volunteers, and assemble the RJH PTSA auction basket contributed each year to the LWSD PTSA Council scholarship auction.

___ **Announcements/Special Events:** This is the list for those who aren't able to commit to specific committees or events, but who might be available occasionally for special volunteer needs and requests.