



PUSTER ELEMENTARY VOLUNTEER OPPORTUNITY FORM

2008-2009



***** Don't forget to submit the Lovejoy ISD Volunteer Application at www.lovejoyisd.net (go to Parent Resources) in order to process your ANNUAL BACKGROUND CHECK. Can be done any time after June 20th. *****

Date: _____

Name: _____

Address: _____

Phone: (H) _____ (C) _____ (W) _____

Email: _____

 Yes, I have submitted my Lovejoy ISD Volunteer Application at www.lovejoyisd.net

<u>Child's Name</u>	<u>Grade</u>	<u>Teacher</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Grade Level Support Opportunities

***** **Grade Level Coordinators --- Kindergarten: Anne Kalinke, First: Eleanor Michal, Second: Kristen Pottinger, Third: Michelle McLemore Fourth: Amy Holden, Fifth: Tami Parker, Specials: Sarina Hagar**

_____ **Grade Level Laminator** --- Does the laminating for the grade & appropriate class. There can be 2 grade level laminators for each class. All Laminators Must Attend Training.
Specify grade level(s): K - 1 - 2 - 3 - 4 - 5

***** **Head Room Parent** --- Interfaces with the Grade Level Coordinator. Coordinates with the Classroom & Party Parents. Plans/organizes the classroom holiday parties, assists with special projects / events and fields trips; liaison between teachers and parents, etc. Develops the monthly/weekly schedule of classroom help for copying, bulletin boards, classroom activities, etc. There can be 2 co-head room parents.
Specify grade level(s): K - 1 - 2 - 3 - 4 - 5
*****Head Room Parents will sign up in each class' Homeroom @ Meet the Teacher Night - Aug. 19th.*****

_____ **Classroom & Party Parent** --- Helps organize and execute the classroom parties, assists with special projects / events and fields trips. Assists classroom teacher, i.e. decorate bulletin boards/doors, copy, classroom activities, etc. Classroom Tutor - parent can pull 1-2 students at a time and work on specific areas of need. There is no limit of Classroom & Party Parents per classroom.
Specify grade level(s): K - 1 - 2 - 3 - 4 - 5
*****Parents will sign up for specific needs in each class' Homeroom @ Meet the Teacher Night - Aug. 19th.*****

_____ **Home Assistant** --- Works at home on various tasks and projects for office/ teachers/staff, i.e. cutting, drawing, gluing.
Specify grade level(s): K - 1 - 2 - 3 - 4 - 5

Specials Instruction Support Opportunities

Friends of the Puster Library

- _____ **Weekly Volunteer** --- Has weekly schedule; helps throughout the year with reading, filing, book sales, etc.
- _____ **Book Fair Volunteer** --- Help with Scholastic Book Fair; assist children and run cash register.
- _____ **Ongoing Programs** --- Assist with ongoing programs needs - Guided reading, National Library Week, Bluebonnet Awards, etc.

Art Education Program

- _____ **Abrakadoodle** --- an after school art program. Assist with weekly classes. www.abrakadoodle.com
- _____ **Original Works** --- an art program where you turn your artwork into products you can share and wear. Assist with the processing and distribution. www.originalworks.com
- _____ **Ongoing Programs** --- Assist with ongoing programs needs, i.e. helping in the art classroom, displays, etc.

Music Education Program

- _____ **Ongoing Programs** --- Assist Music teacher with props, costumes and general preparation - rehearsals for student/ grade level performances
- _____ **Talent Show** --- Assist with auditions rehearsals and day of shows.
- _____ **Performance Support** --- Assist with all aspects of Grade Level Performances.
Specify Grade Level(s): K – 1 – 2 – 3 – 4 – 5
- _____ **Musical Abilities** --- If you have any special musical talents please list it/them...

- _____ **Extra-Curricular Choir Committee** --- A special extra-curricular group (choir & instrumental) for 4th and 5th Grades.
Specify Grade Level(s) 4th 5th

Physical Education Program

- _____ **Field Day Planning (Spring)** --- Serves on committee in planning activities, obtaining volunteers, and general preparation; works closely with P.E. teachers.
- _____ **Field Day** --- Assist that day by manning a game; morning, afternoon or both.
- _____ **Ongoing Programs** --- Assist with ongoing programs needs, i.e. preparing certificates, games, and Kite Day (Spring).

Spanish Education Program

- _____ **Spanish Language Assistant** --- Assist the classroom teacher with the weekly Spanish follow-up lessons that reinforce the video lessons. The lesson plans are all provided. If you speak Spanish the teachers can really use your help.
- _____ **Language Assistant** --- Share your second language or translate for a non-English speaking student or their parents.

School Counselor Support Opportunities

- _____ **Red Ribbon Week Committee** --- National week for drug prevention to be held in October. For those interested in helping to keep Puster's students' drug free. Work with school counselor on organizing and implementing events for this week.
- _____ **Character Photographer** --- Assist with the weekly task of maintaining the bulletin board that recognizes students who demonstrate good character.
- _____ **Drama/skit performance and production** --- Help needed for morning announcements, assemblies, Character Moment puppet shows and Character Cruisin' (video editing) for morning announcement segments that promote good character).
- _____ **Counselor Helper** --- Assist with ongoing program needs (making copies, performing various tasks and projects needed for guidance lessons or counseling sessions).
- _____ **Home Assistant** --- Works on various tasks and projects at home for counselor (cutting, drawing, gluing, etc.).
- _____ **Monthly Donations Coordinator** --- Organizes, promotes, and delivers the monthly donations of items for the ACO (Allen Community Outreach), a charitable organization that the school supports.

Administrative/Office Support Opportunities

- _____ **Back to School** --- Help with a variety of office task during the two week time period prior to school starting.
- _____ **Office Aide** --- Volunteers to be scheduled on an as needed basis. Bonnie Gundling will contact Volunteers as needed.
- _____ **General Office Assistance** --- such as filing, organizing and helping with miscellaneous projects that need support throughout the year.
- _____ **Marquee Mom (or dad)** --- change the marquee several times each week based on the Lovejoy calendar of events.
- _____ **Site Based Committee** --- Parent Member on the Site Based Committee (limited number needed- will be contacted by administration)
- _____ **Site Based Committee** --- Community/Business Member on the Site Based Committee (limited number needed- will be contacted by administration)
- _____ **Student Health Advisory Committee** --- Attend and provide input for monthly SHAC meetings designed to promote and improve student health, fitness and nutrition at a district level. (limited number needed- will be contacted by administration)
- _____ **Campus Interior/Exterior Design Team** --- Help update and maintain the general look, feel and décor of our front lobby, halls, gardens and common spaces. Will work closely with administration.
- _____ **Instructional Volunteer** --- These positions will require additional training. Volunteers will assist teachers with instructional activities in the classroom. Please select the area(s) you would like to assist with...

Specify Grade Level(s): K – 1 – 2 – 3 – 4 – 5

_____ **Math** _____ **Reading** _____ **Writing** _____ **Science**

PTA Committee Opportunities

Cultural Arts / Reflections:

_____ **Go Van Gogh** --- Sponsored by the Dallas Museum of Art --- Assist with various projects in the classroom.

The Cultural Arts Chairperson or other trained Volunteers will lead a short lesson which is followed by a coordinating art activity (all designed by the Dallas Museum of Art).

*** If you wish to sign up to only assist, no training is necessary.

*** To lead or facilitate a group, you must attend a (very simple) training at DMA.

*** This is a great way to help in your child's class and grade level as well as in others with fun art activities. The children really get involved in these lessons and discussions regarding different pieces of art.

_____ **Texas PTA Reflections** --- National PTA Program --- Reflections is a PTA sponsored Art Achievement Program.

***A group of Volunteers is needed to publicize the program, coordinate the student's art entries and send them on to the regional level. (If you're "artsy", this could be your opportunity to foster children's interest in the arts!)

Cultural Diversity

_____ **Cultural Diversity Committee** --- Assist with planning and coordinating cultural diversity programs and activities. Work with coordinator on opening our children's eyes to different cultures. If you have specific cultural knowledge that you would like to share with our students, please list it here

Database/Website:

_____ Volunteer to assist with improving/maintaining Puster's PTA website.

_____ Volunteer to assist in developing new database/website features to automate PTA processes. Experience with HTML, Microsoft Access, and web-based databases would be helpful.

_____ Volunteer with background in Graphic Design to design new clip art and layouts for Puster Elementary and Puster's PTA website, emails, newsletter and printing.

Directory:

_____ Assist Directory Chairperson with school directory data input, copy and distribution, assistance with teacher pictures, etc.

Environmental:

_____ **Committee Member** --- Help explore and/or implement ideas around environmental issues (recycling, education, conservation, nature preservation, gardening.) This is an opportunity to share your particular loves, expertise or ideas.

_____ **Printer Cartridge Recycling Coordinator** --- Coordinate a program here at Puster. All necessary information will be provided. (1-2 hours/month)

_____ **Recycle-A-Book Day** --- Help work exchange table, accept and distribute books, etc. (Fall)

_____ **Texas Recycles Week** --- Fall Event. Help plan and/or implement weekly activities that promote recycling and re-use.

_____ **Arbor Day / Earth Day** --- Spring Event. Help plan and/or implement day's activities. (usually around Apr. 22nd, date may vary depending on TAKS test.)

Historian:

_____ **Photographer** --- occasionally assist with taking pictures of PTA events for the scrapbook; assistance assembling and documenting the scrapbook. Also assist with providing picture for the school yearbook.

Hospitality:

Assist the hospitality committee with:

- _____ New Student Orientation (Aug)
- _____ Pastries for Parents (Sept)
- _____ Puster Elementary Dedication (Oct)
- _____ Thanksgiving Luncheon (Nov)
- _____ Teacher Appreciation Week (May)
- _____ Any special events such as staff breakfasts, luncheons and snacks

Welcoming Committee:

_____ **Committee Member** --- help with “Back to School” activities and assist with “Tears & Cheers” which is an All Grade Level Parent Breakfast.

_____ **Puster-Pal Family** --- When a new Family moves into our school attendance zone – we will give their name to a Puster-Pal Family who has children in the same grade. The idea is to help them get acclimated into our school (navigating carpool, volunteer opportunities, etc.) It is our goal to make all new Puster Families feel at home right away. This will start this summer and continue as new students arrive through the year.

Membership:

- _____ Assist Membership Chairperson with membership campaign and transaction data entry.
- _____ Life Membership — assist chairperson in obtaining nominations for the Life Membership awards.

Programs:

_____ Assist Programs Chairman with ideas and implementation of school programs. Assist with planning/coordinating of events at PTA meetings, assemblies for students, parent education, family science and math night, etc.

Publicity:

_____ Assist the Publicity Committee - help assist and serve on the publicity committee, which produces and edits the monthly PTA’s Puster Newsletter and other PTA publicity materials as needed. Publicity work also includes developing publicity flyers, advertisements and invitations to special PTA-sponsored events as well as producing Puster PTA press releases and other communiqués. The publicity committee works closely with the website coordinator/website committee and the PTA historian, so an individual might be able to volunteer on these committees jointly. Desktop publishing and journalism or public relations experience is helpful.

School Supplies:

_____ Assist School Supplies Chairman with order processing and distribution of school supply packets.

Spirit Wear:

_____ **Spirit Wear Committee** --- Assist Spirit Wear Chairperson in promotion, ordering and distribution of Spirit Wear clothing, supplies, and other promotional items. This includes helping at events where Spirit Wear will be sold – PTA meetings, assemblies for students, parent education, Family Science & Math Nights, etc.

_____ Assist Spirit Wear Chairperson with inputting Spirit Wear orders on database and printing labels for distribution.

Volunteer Committee:

_____ Assist Volunteer Coordinator with processing volunteer applications, recruitment, recording and reporting volunteer hours, etc.

Ways and Means:

_____ **BoxTops for Education** --- (Throughout school year) Assist with promoting the program – monthly incentives, contests, Cutting, sorting.

_____ **Spirit Nights** --- Chick-Fil-A, CiCi’s & Two Row’s Nights --- (Throughout school year) Assist with promoting these Spirit Nights. Putting up the signs in the car pool lane. Putting stickers for students in teacher’s boxes day before Spirit Night.

_____ **Sally Foster Gift Wrap & Cookie Dough Sales** --- Put together packets and help to distribute to classrooms. Decorate table with Sally Foster items for General Meetings. Help with “Kick Off”. Assist with calculating orders. Assist with sorting all orders and distribute orders to parents/students in the gym.

Campus Wide Programs and Support Opportunities

Dad’s Club: Meet other Puster Fathers.

_____ **Dad’s Club Committee** --- Help plan/coordinate Dad’s Club events like Math Night, Science Night, Dad’s Camp Out and Dad’s Breakfast.

_____ **Dad’s Club member** --- Occasions arise with different events/programs where help is needed with heavy lifting, loading, building, wood working, construction, etc. Grandfathers are welcome, too!

_____ **Dad’s Reading Club** --- Scheduled reading times for you to read to your child’s class.

Destination Imagination: A program which promotes teamwork and creative and critical thinking skills.
www.destinationimagination.org

_____ **Coordinator of Puster Teams (fall)** – Works with the Gate 10 teacher in kicking off the program and forming teams.

_____ **Team manager or assistant manager for a Puster Team (fall/winter)** – manages a team of 5-7 kids through the Destination Imagination challenge solving process and tournament.

_____ **Judging Team** --- for competitions on tournament day in February.

Picture Day

_____ Help teachers and photographers on student picture day in the fall and the spring.

Science Fair / Invention Convention

_____ **Planning Committee** --- Work directly with Lovejoy Curriculum Director on planning and coordinating this fun-filled event.

_____ **Judges** --- Need experienced judges or individuals that have a background and/or great interest in the science field to help judge the Hart Elementary event. We provide judges for Hart & Lovejoy and they provide judges for Puster. This way you do not have to judge your own children/grandchildren. Please define your experience in this area:

Thanksgiving Luncheon

- _____ Serve as cashier or help set up beverages/condiments during a portion of the Thanksgiving luncheon in the school cafeteria.
- _____ Coordinate the decorating of the cafeteria and tables.

Yearbook Team

- _____ **Yearbook Chairman** --- Willing to be the Editor - oversee the 1st Puster Yearbook. Knowledgeable/Comfortable to use Web Based Software to organize & create Puster's Yearbook
- _____ **Yearbook Committee** --- Help with photos, cropping, creating and editing the Lovejoy Elementary school yearbook. (Former HS yearbook committee members or journalism majors, this one's for you!) Works in cooperation with PTA Historian.

Miscellaneous Help

- _____ **Typist** --- you can do the typing from the comforts of your home.
- _____ **Cashier** --- operate a cash register for school and PTA events.
- _____ **Artistic Help** --- many occasions arise where programs need the talents of an artist and/or craftsman.
- _____ **Decorating** --- Assist teachers, counselor, staff, and committee chairs with posters and other types of decorating for special activities.
- _____ **As Needed** --- If you would rather not commit to a particular activity, but would like to be called on an "as needed" basis, this is your category. Share any special talents with us:
- _____ **Audit Committee Member** --- to review and certify the books and records of the PTA for accuracy. (The audit is completed over the summer between July 15th and the start of school).

If you have any questions please contact Michelle Motsenbocker, Puster Elementary Volunteer Coordinator...

Via email: m_motsenbocker@sbcglobal.net /or/ feel free to call at home: 972-562-6362 or cell 972-529-0841.

In order for us to make plans for the summer & year, we ask that you return this form to your child's teacher or to the school office by the last week of school -or- at "Meet the Teacher Night" August 19th 2008.

If during the summer you would like to drop off or mail me your Volunteer Opportunity Form – please send to:

**Michelle Motsenbocker
661 Oakmont Ct.
Fairview, Texas 75069**

Volunteer Opportunities Forms are available at <http://pes.lovejoyisd.net> .

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THANK YOU – We appreciate your involvement! You make a BIG difference at Puster!