

VOLUNTEER SIGN-UP SHEET

*One of High Peaks' greatest strengths is the support and involvement of its parent body. Volunteering is a great way to get to know the High Peaks community too. **We need you!!** Please check any of the activities or committees that interest you and return ONE form per family as soon as possible! We really need **everyone** to help.*

Also note: signing up for a task does not mean you're agreeing to coordinate or chair that task. It just means you're interested in helping in some capacity.

Parent's Name(s) _____

Phone _____ **E-mail (write carefully!)** _____

Student(s) Name(s) and Grade(s) _____

- ___ **Challenge Committee**- meets once a month after school
- ___ Chess Club – Fridays at 7:30 – *you don't need to know how to play to help out!*
- ___ Geography Bee (Dec.) - type test from question provided, grade tests, help w/Bee
- ___ Math Olympiads (Oct- Mar) - 4th & 5th grade small group during Math
- ___ Odyssey of the Mind - groups form in Oct., competition in March
- ___ Spelling Bee (Nov)
- ___ CSAP Testing- make or buy treats for 3rd, 4th or 5th graders during spring tests
- ___ Science Fair (Oct) - help find judges, set up & take down tables, judge projects, coordinate family viewing night
- ___ High Peaks Post (Jan-Mar) Mentor a small group of kids through research/writing process for this student-written newspaper, on your own schedule. (Grades 3-5)
- ___ TAG Advisor Aide: help now and then with projects or with groups or sub occasionally
- ___ There is some discussion about conducting book groups in place of Junior Great Books. These might be coed or split into girls' and boys' groups (somewhat like Girls Soar). Please check here if you'd be interested in helping with these if they are initiated.

- ___ **Curriculum Committee** - includes parents, teachers, and principal. Evaluate and provide input regarding curriculum and educational resources. Meet as needed.

- ___ **Fundraising Committee** - meets as needed; raises money for our school's needs
- ___ Coordinate with art teacher to create child art note cards (Oct)
- ___ Coordinate collecting "box tops for education" and submitting them for \$\$
- ___ Giving Tree - fundraiser for classroom supplies
- ___ Grant Writing - work with teachers and principal to apply for mini-grant monies
- ___ Grocery Scrip - buy scrip, put it in the office for sale, and give \$ to Treasurer

- ___ **Goals & Accountability Committee** - forms annual goals; sends out school survey and year-end report
- ___ DAC Rep - represent our school at monthly district meetings
- ___ Parent rep for the "Call to Action" drug/alcohol prevention task force (4x/yr)

- ___ **Publications/Publicity** - oversees all publications and helps with open enrollment
- ___ Bulletin Boards - monthly updating of events
- ___ Directory (Sept) - gather data from families; update information on the computer; take to printer; distribute
- ___ Newsletter (2x/month) - compile articles, children's work, notices; type; take to printer; distribute. Principal sends a weekly newsletter in addition to our newsletter.
- ___ Yearbook (spring) - work with all grades to gather pictures from teachers and families; compile; print; sell advance copies; distribute last week of school
- ___ **Open Enrollment** (winter) – meet and greet prospective families during Open Houses and Classroom Visitations; provide refreshments for OE events; set up and clean up for OE events; update and edit marketing materials (writing, graphics); work with webmaster on OE parts of website; work with Community Liaison to attract and assist low-income families through OE process.

Technology

- ___ **Committee** - recommend acquisitions, develop school-wide tech plan
- ___ Help students in the computer lab. Available _____
- ___ Organize computer lab at end of the day - pick up paper/trash. Takes 5 minutes.
- ___ Install new software (August/September)
- ___ After school supervision in lab. 2:50- 3:30 p.m. M-T-W-TH-F (Circle one)

Various Daily Helpers

- ___ Art Room helper - Days/Times _____ Occasional ___ can help at home ___ *We especially need help with this!*
- ___ Cafeteria Helper - Day Available _____ Occasional _____
- ___ Health Room - Days/Times _____ Occasional _____
- ___ Library - Days/Times _____ Occasional _____
- ___ Music - Occasional _____
- ___ Office - help copying, filing answering phones when someone's sick
- ___ Picture Day - (Sept and May) lead classes to photographer
- ___ Playground Pals - coordinate games at lunch recess Day Avail _____
- ___ Seamstress - as needed to make seat sacks, costumes etc.
- ___ Track and Field Day - (May) Help with various fun events, give out or buy ice pops
- ___ Vision and hearing screening - (One day in Fall)- help nurses process the children's eye/ear tests

School Spirit

- _____ Spirit Committee - meets as needed. Help plan and/or oversee fun events for teachers, kids and parents, including the following:
- _____ Teacher Birthdays - bring a treat for teachers celebrating birthdays each month. Need up to 9 volunteers.
- _____ Teacher Appreciation – give small tokens of appreciation and words of encouragement in mailboxes on a monthly basis. Need one creative volunteer or two friends to share.
- _____ Thankful coordinator: Coordinate “I am thankful for my teacher because” notes with room moms. 1 volunteer.
- _____ 1st grade: Sock Hop. Coordinator and volunteers. Coordinate and/or assist with fun, traditional event. Previous notes, coordinators available.
- _____ 2nd Grade: High Peaks Picnic. Coordinator and volunteers. Coordinate picnic. Approximately 6 volunteers.
- _____ 3rd Grade: Picture Day. Coordinator and volunteers. Coordinate fall picture day and retake day. Also coordinate spring class picture day. 2 coordinators and 6 volunteers.
- _____ 4th grade parents to help the evening of 5th grade graduation
- _____ 5th grade graduation
- _____ Fall conferences meals. Provide food for teachers during conferences (either collect money and cater or ask for food donations). 3 volunteers. Previous notes available.
- _____ Spring conferences meals. Provide food for teachers during conferences (either collect money and cater or ask for food donations). 3 volunteers. Previous notes available.
- _____ Valentines coordinator. Send note home with students asking parents to make valentines for teachers and staff. 1 volunteer.
- _____ Sales and Publicity coordinator. Displays and sells High Peaks paraphernalia, such as T-Shirts, sweatshirts and water bottles. 4 volunteers.
- _____ Child care: supervise children in the open space and/or playground during ED Team meetings so more parents can attend.

Name: _____ Phone number: _____ Email: _____

Literacy and Library Volunteer Needs

Please check next to tasks you can help with – even if it’s just once!

Job description	Day of Week	Time of Day	Amount of time
Library support:			
_____ Shelving: Return books from checked-in cart to correct location on shelves. (Brief training)	Choose any day of the week.	First thing after you drop off your student.	About 30 minutes.
_____ Book straightening.	Choose any day of the week.	Any time that is good for you.	About 30 minutes.
_____ Shelf Reading: Take a specific section of books and make sure books are in the correct shelf order.	Choose any day of the week.	Any time that is good for you.	About 30 minutes.
_____ **Help with clearing out old books. Several different easy (!) jobs to choose from.	Choose any day of the week.	Any time that is good for you.	30 to 60 minutes.
Library and Literacy together			
_____ Book Bingo management: a. Checking off bingos weekly so that prizes can be awarded. b. Book Bingo PR —maintaining bulletin board and sending Friday Flyer reminders. c. Book Bingo Party: Planning, setup, supervision.	Tuesdays or Thursdays Two times (Dec. & May)	Any time that is good for you. Varies.	0 to 30 minutes depending on what has been turned in. As needed.
_____ Book fair help: a. Coordinator—scheduling volunteers, advertising. ** b. Setup, takedown, cash registers.	As needed—any one of three book fairs per year. Nov., March, May.	Varies.	One to three hours.
7. Monthly library newsletter —Constructing it from provided text.	Choose any day.	Any time.	About 1 hour.
Literacy:			
_____ Book taping (spine reinforcement)	Choose any day of the week.	Any time that is good for you.	Any amount of time.
_____ Book room support—stamping, labeling	Choose any day of the week.	Any time that is good for you.	Any amount of time.
Job description	Day of Week	Time of Day	Amount of time
_____ Odd jobs- coloring, laminating	As needed	Any time that is good for you.	Any amount of time.
_____ Reading group leader substitute	As needed	Varies.	Varies.
_____ Reading mentor- reading 1-on-1 with one or more students weekly.	Choose any day of the week.	Varies.	30 minutes