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West Lake Elementary PTA

PTA Volunteer Sign-Up for School Year 2003-2004

Would you like to get involved with all the great things going on at West Lake Elementary School? Volunteers make a world of difference in supplementing the learning facilitated by the teachers and staff at West Lake Elementary School. Consider how you can volunteer with the PTA at West Lake Elementary. Worried about time commitment? Ask a friend to co-chair or join a committee with you. **Note the committees you are interested in and return this form to your child's teacher.** It will be forwarded to the PTA office.

Parent(s) Name (s) _____ Track _____

Telephone _____ Email _____

Student Name(s)/Teacher(s) _____ / _____

PTA Committees for 2003-2004

COMMITTEE NAME/DESCRIPTION	Available for DAY HELP	Available for EVENING HELP	Please specify any particular interest or experience related to your interests.
Character Education: This committee works with the guidance counselors to promote character education of our 12 character traits and recognize students' good character traits.			
Coats for Kids: Coordinate the collection of gently used, clean coats in the Fall to coincide with local initiatives.			
Cub Reporters: Do you like to gather and report facts? These volunteers keep the Communication Team posted so we can publicly acknowledge the creativity and excitement in learning among teachers and students among all grade levels at West Lake Elementary.			
Cultural Arts: Help arrange various cultural programs for the students throughout the school year to encourage individuals of all ages to enjoy and participate in the arts.			
Fifth Grade Recognition: Communicate/work with 4th grade Room Parents on available PTA funds.			
Grant Writers: Work with PTA and teachers to acquire funds for specific school projects through writing grants.			
Grounds: Do you like to dig in the dirt? Plant flowers? Plant grass? Or do you have special skills that can help maintain the playground? Mowing is covered by the school, but the rest is funded and manned by volunteers..			
Hospitality: This team provides refreshments for various programs and coordinates activities to honor our students and staff throughout the year. This committee is responsible for planning all the appreciation events to show the West Lake Elementary teachers and staff that their hard work and dedication to the education of our children is greatly appreciated! Some of the activities include Teacher Appreciation Week, Fifth Grade Recognition, Parent/Student Breakfasts, Custodial Appreciation Day, Counselor Appreciation Day , Bus Driver Appreciation Week.			
Labels for Education: The PTA participates in the collection of General Mills Box Tops for Education. This committee is responsible for collecting, cutting and counting General Mills BOXTOPS to fund PTA projects. Campbell Soup labels are forwarded to the PE Department to be processed for free athletic equipment. Tyson A+/1-2-3 labels are forwarded to benefit Middle Creek High School while they collect Box Tops for us since that program does not support high schools.			
Legislative: This committee helps members understand their responsibilities as citizens in the democratic process and enables them to become knowledgeable about our government, how it functions and how they can become involved.			



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<p>Newsletter Production Team: Do you know how to use Microsoft Publisher? Can you help with editing, copying or distributing the newsletter? This committee is responsible for the collection, paste up, publication, copying and distribution of the Wallaby Word at least monthly. One to two volunteers are needed at a time (for about one hour each time the newsletter is published) in the school workroom to copy and distribute the Wallaby Word into the teacher's mailboxes. Need volunteers from all tracks to help with copying/distribution. <i>Cub Reporters are also needed to gather information for the newsletter!</i></p>			
<p>Open House Dinners: Plan and organize Open House Dinners with area vendors and cafeteria staff.</p>			
<p>Photographers: Take pictures of class and school activities for yearbook. 2-3 volunteers needed from each track.</p>			
<p>Poppin' with Pride: Enjoy rewarding students for a job well done? Volunteers pop popcorn and prepare juice in the Lunch Bunch Room (inside the cafeteria) as students watch a brief entertaining video.</p>			
<p>Public Relations: This committee is responsible for telling the PTA's story to the public. This committee will provide school-related information to local news media. The committee spreads the news using local newspapers, radio, TV, bulletin boards, posters, exhibits and personal contact.</p>			
<p>Reflections: This committee encourages WLE students to submit art work, photography, musical composition and written work to a state and national competition.</p>			
<p>School Store: Helpers are needed 7:40 AM – 8:30 AM on Tuesday and/or Thursday mornings. Especially need volunteers from Track 1 & 3. Opens August 5th.</p>			
<p>Science Fair: Project Evaluators are needed to review students' projects.</p>			
<p>Student Directory: This team compiles, coordinates and produces a phone and address listing of students by class in the first quarter of each school year. One proofreader needed from each track.</p>			
<p>Track Advocate: Serve as a liaison between classroom grade parents and the PTA to ensure that all tracks are represented in functions such as cultural arts, hospitality, public relations, etc.</p>			
<p>Volunteers Coordinator: Organizes information from this and other volunteer sign-up sheets at beginning of the year. Facilitates interaction between interested parents and committees.</p>			
<p>Wallaby Hop: LOTS of parent volunteers are needed from all tracks if you want to bring back this festival of fun!</p>			
<p>Walk-a-thon: Assist with Field Day events in the spring to solicit prizes and donations or cheer for students as they walk. Parents help PE teachers with special outdoor games and fun group activities. Students rotate to the different games that are manned by parent volunteers.</p>			
<p>Webbies: This committee is responsible for the PTA website as helping with other technology needs. Wanted: Techies to update the website as needed; Contributing Authors to write text to be considered for inclusion on the web; Proof Readers to cruise the site for broken links or information that is outdated or inaccurate.</p>			
<p>Yearbook: Help design and assemble the WLE yearbook and process orders. Ask teachers for Picture Day volunteers.</p>			
<p>No Preference, I'll Do Anything!</p>			

Thank you so much for expressing interest in volunteering with PTA-sponsored projects and/or special events. It is our goal that the skills of everyone who is willing to help will be utilized. A great way to stay informed about other opportunities to be involved is to attend the PTA meetings held every second Tuesday night at the school—usually in the media center. Please do not hesitate to contact a PTA officer if you are not contacted within a reasonable amount of time after returning this interest form. Thanks again!