

# Mabel Paine Elementary School PTA Volunteer Opportunities 2009-2010

The PTA is a volunteer organization of parents, educators, students, health and welfare professionals and community members working exclusively to improve the education and well-being of all children and youth at home, school and in the community.

Parental involvement is an essential part of the PTA at Mabel Paine and critical to its success! Please review the list of volunteer opportunities below and make the decision to volunteer your time and talents today. Feel free to contact a PTA Board Member for more information on any areas of interest (see attached list). You can also find PTA Information Packets at the PTA desk located in the school office. Thank you for your anticipated participation!

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| <p><b>List of Committees:</b> - Responsible board position :</p> <ul style="list-style-type: none"> <li>&gt; Activities Fair – Help with back to school night (September) – 3<sup>rd</sup> VP:</li> <li>&gt; Art Docent – Prepare and distribute art supplies for teachers and give schedules to teachers – 1<sup>st</sup> VP:</li> <li>&gt; Assemblies – Help plan and organize school assemblies – 1<sup>st</sup> VP:</li> <li>&gt; Book Fair – Work with Scholastics to organize and coordinate event – 2<sup>nd</sup> VP:</li> <li>&gt; Box Tops – Coordinate the collection and redemption of box tops to raise funds for school – 2<sup>nd</sup> VP:</li> <li>&gt; Carnival - Organize various carnival committees – 2<sup>nd</sup> VP:</li> <li>&gt; Citizen of the Month – Work with staff in recognizing and rewarding students of the month – 3<sup>rd</sup> VP:</li> <li>&gt; Fiesta Day Parade – 3<sup>rd</sup> VP:</li> <li>&gt; Fifth Grade Party – 1st VP:</li> <li>&gt; Health &amp; Safety – Coordinate Red Ribbon Day, SAFE program, School safety and disaster plan – 3<sup>rd</sup> VP:</li> <li>&gt; Healthy Snack Coordinator – Coordinates and distributes healthy snack on state testing days – 3<sup>rd</sup> VP:</li> <li>&gt; Hospitality – Coordinate refreshments for PTA meetings, coffees and potlucks – 1<sup>st</sup> VP:</li> <li>&gt; Jog-A-Thon – Organize and coordinate event including t-shirts, donations, set-up, etc. – 2<sup>nd</sup> VP:</li> <li>&gt; Kindergarten Parent Rep – Organize Kindergarten Meet &amp; Greet, Kinder Ball, and year-end party – 1<sup>st</sup> VP:</li> <li>&gt; Memory Book – Help with photography, layout, selling and distributing year book – 2<sup>nd</sup>VP:</li> <li>&gt; Newsletter Editor – Publish quarterly newsletter “Mustang News” – President:</li> <li>&gt; Open House Coordinator – Organize PTA activities table, etc. -3<sup>rd</sup> VP:</li> <li>&gt; Room Parent Coordinator – Work with room parents keeping them informed of activities – 3<sup>rd</sup> VP:</li> <li>&gt; Parent Volunteer Coordinator – Track volunteer areas of interest and provide to chairs – 3<sup>rd</sup> VP:</li> <li>&gt; PTA Membership – Recruit new PTA members, keep membership log and report to District. – President:</li> <li>&gt; Read-a-Thon – Organize and coordinate program, including organizing pajama day/pancake brkfst -1<sup>st</sup> VP:</li> <li>&gt; Recycling Program – Help promote recycling of paper, ink cartridges, cell phones, etc. – 2<sup>nd</sup> VP:</li> <li>&gt; Red Ribbon Week – Organize various activities in conjunction with National Red Ribbon Week – 3<sup>rd</sup> VP:</li> <li>&gt; Reflections – Help with PTA sponsored fine arts program/contest – President:</li> <li>&gt; School Phone Directory – Formulate directory for school wide distribution – 3<sup>rd</sup> VP</li> <li>&gt; Science Night – (Family Fun Night) Organize and coordinate various aspects of event – 1<sup>st</sup> VP:</li> <li>&gt; Spirit Wear – Design (including 5<sup>th</sup> grade t-shirt), coordinate orders and distribution – 2<sup>nd</sup> VP:</li> <li>&gt; Staff Appreciation – Help prepare and set-up banquets and events for teachers throughout the year–President:</li> <li>&gt; Student Directory – Develop and publish school directory – President:</li> <li>&gt; Variety Show – (Family Fun Night) Organize and coordinate various aspects of event – 1<sup>st</sup> VP</li> <li>&gt; Walk to School Day - 3<sup>rd</sup> VP</li> </ul> | <p><b>2009-2010 chair(s)</b></p> |
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## PTA Volunteer Opportunities 2009 – 2010

Name: \_\_\_\_\_ Home #: \_\_\_\_\_  
 e-mail: \_\_\_\_\_ Cell #: \_\_\_\_\_

I am interested in volunteering in the following areas: **(please note if you are willing to chair an event!)**

_____ ( ) Chair ( ) Committee	_____ ( ) Chair ( ) Committee
_____ ( ) Chair ( ) Committee	_____ ( ) Chair ( ) Committee

**Please return to your child's teacher  
THANK YOU!**