

# Signature School PTSA Volunteer Form

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Emails: \_\_\_\_\_

Emails: \_\_\_\_\_

## 1. Membership Committee

- Member Recruitment - collects forms, dues, submits membership information to the Indiana PTA, and distributes membership cards and area council discount cards. Most activity occurs early in fall with easy November and February follow-ups to Indiana PTA.
- Signature Directory - updating data, soliciting advertisements, sales and distribution in early fall.
- Volunteer Coordinator for Committees

## 2. Fundraising Committee

- Spirit Shop - collect order forms and distribute merchandise - once in fall and once in spring
- Drive One 4UR School, October 15<sup>th</sup> - organize volunteers for this one day event and follow-up with thank you notes to those volunteers. This is the PTSA's biggest fundraiser.
- Barnes & Noble Book Fair, December 3<sup>rd</sup>. Easy to coordinate.
- Schnucks Escrips - distribute cards to those who would like them. Set up table to make available at PTSA meetings and Drive One 4UR School.
- Other ideas! \_\_\_\_\_

## 3. Staff Support Committee -

- Teacher/Staff Birthday Cards - purchase and distribute beginning of each month.
- Staff Holiday Dinner, Dec. 9 at Kennel Club, Evansville - decorate venue and seek volunteers to provide elegant homemade desserts. We strive to make this a special staff only event.
- Back to School Breakfast and set up monthly snacks at Staff Meetings first Wednesday after school of every month.
- Teacher Appreciation Week - breakfast treats for staff.

## 4. Enrichment Committee -

- International Dinner - Help with set up, clean up and coordinate volunteers
- Lunch with the Pros - schedule lunchtime guest speakers that provide career insights.

## 5. Senior Committee - All events occur last week of school in May. We encourage Junior parents.

- Senior Luncheon (with coordination of Senior Gift)
- Honors Reception with Guest Reception

## 6. Scholar Shop -

- Clothing Drive and Clothing Bank - provided for students through Area Council PTA with *discreet* school sponsorship. We need volunteers to collect during clothing drive one week prior our work night at the Clothing Bank in March; 3-4 parents only needed for the Bank.
- The Reflections Arts Enhancement Program - coordinated with art teachers, includes recruiting judges, the judging process and awards presentation.
- The Indiana PTA Citizenship Essay Contest - coordinated with English teachers, includes recruiting judges, the judging process and awards presentation.

*Thank you for choosing to be involved! We appreciate YOU!*

**Questions?** Contact Theresa Chavez at [tgchavez@wowway.com](mailto:tgchavez@wowway.com); Laura Ward at [ichibanmama@aol.com](mailto:ichibanmama@aol.com)

*Your PTSA Executive*

*Board*