

PARENT VOLUNTEER FORM

Everyone can do a *LITTLE* to provide *A LOT!*

Name: _____

Email _____

Telephone _____

Please turn in your completed forms to the front office by September 2nd.

If you have any questions, please contact PTO at pto@monumentacademy.net.

PTO Committees

___ **Fundraiser Coordinator/s** – oversees and manages their own volunteer team with all fundraisers and reports to the PTO officers (i.e. Entertainment Books)

___ **Event Coordinator/s** – oversees and manages their own volunteer team with all events and reports to the PTO officers (i.e. Movie Nights)

___ **Hospitality Coordinator** – oversees and manages their own volunteer team with all teacher and staff breakfasts, luncheons, training days, Kindie boo-hoo breakfasts, Kindie and Preschool open houses, Coffee with the Principal, back pack ticket breakfasts with the Principal, Veteran's Day.

___ **Volunteer Coordinator** – oversees and manages all the volunteers and provides a list of available volunteers for each event, fundraiser, and school need throughout the year. Assists in recruiting volunteers for the next school year. Assists in organizing and end of the year volunteer appreciation meal.

___ **Flyer Designer** – create all PTO flyer needs throughout the school year. **All work can be done from home!**

Fundraisers

___ **Box Tops (Ongoing)** – See them on your groceries, save them. We need volunteers to encourage participation, help collect and count them.

___ **Campbell Soup Labels (Ongoing)** – Similar to Box Tops, we need volunteers to encourage participation, collect and count the labels.

___ **Entertainment Book Fundraiser** – (1st two weeks of school) – help at half way and end of sale with collecting books and money, keeping records and meeting with officers to close out the sale. PTO's only Fall fundraiser!

___ **Restaurant Days / Nights (Ongoing)** – Once a month, we encourage our parents and students to eat at a “restaurant of the month” who willingly donates a portion of their sales back to Monument Academy. We need volunteers to contact restaurants, schedule a date and promote it. ___ **Coordinator**

PTO Events

___ **Campus Cleanup (August 2012)** – This event occurs two weeks prior to the upcoming school year. We need as many volunteers as possible to spring clean the building inside and out, from window cleaning to pulling weeds. Volunteers also receive free lunch. ___ **Coordinator**

___ **Student Registration (August 2012)** – This event occurs the week before the school year starts. Volunteers assist with selling Spirit Wear and used uniforms, and helping PTO with various needs.

___ **Family Art Night** – Come enjoy an hour long family art class with Young Rembrandts. We need volunteers to help set up and tear down.

___ **Family Movie Nights** – Come view a G or PG-rated movie in your PJs and sleeping bags and enjoy pizza and popcorn. We need volunteers to help promote the event, set up, tear down, organize and coordinate the event. ___ **Coordinator**

___ **Carrabba's Night (Spring 2012)** - Enjoy an Italian cuisine from Carrabba's, music and a showcase of our student's artwork. The proceeds go to The Fine Arts Department. Volunteers promote the event, set up, tear down, decorate and hang student's artwork throughout the building. ___ **Coordinator**

___ **Fourth of July Parade (July 2012)** – Join us for the Monument Street Fair to help hand out water and/or walk in the parade and hand out candy in your Monument Academy Spirit Wear! Volunteers are needed to build the Monument Academy float in late June.

Ongoing School Needs

___ **Adopt a Bulletin Board** – We need volunteers to adopt bulletin boards throughout the school and decorate them.

___ **Book Fair** – Volunteers help assist students and parents in selecting books, as well as checkout.

___ **Copy Room** – We need volunteers to help us photocopy for back pack express and miscellaneous staff needs.

___ **Hospitality** – We need volunteers to bring food to share with our awesome staff throughout the year.

___ **Library** – We need volunteers to help us with our library projects and assist students when they come in during class.

___ **Lunchroom** – We need volunteers to assist with the serving line for elementary students from 11am-1pm Monday through Thursday, to help students punch in their ID number, as well as clean up in-between lunch periods.

___ **Office** – We need volunteers to help in the school office with miscellaneous staff needs.

___ **Monument Academy Dads** - We need volunteers to assist with various projects around school as needed (i.e. lawn work, installations, manual labor)

___ **Recess** – We need volunteers to help supervise with lunch and afternoon recess at specific stations.

___ **Room Parent** – We need room parents to assist our teachers with parties and field trips, as well as bridge communication between teachers, PTO, parents and students.

___ **School Supply Kits** – Kits are available for parents who desire to pre-order supplies for the upcoming school year, comparable to shopping on your own but without the hassle! If you like spreadsheets and numbers, we need volunteers to input and tally the orders, etc. ___ **Coordinator**

___ **Spirit Wear** – We need volunteers to assist with sales and order processing of our T-shirts, sweatshirts, polo's, fleece jackets and many more items that show our LYNX pride!

___ **Summer Workbooks** – We need volunteers to work with our vendor to create flyers, distribute order forms, collect and tally orders and/or help distribute the books.

___ **Used Uniform Exchange** – We need volunteers to help organize our used uniforms to sell and exchange. ___ **Coordinator**

___ **Young Writer's Contest** – This is a contest that provides an opportunity for our students to display their literary skills and take home a trophy. We need volunteers to promote the event, collect the stories, have them judged by an independent party, order awards and/or bind the books! ___ **Coordinator**

___ **Welcome Committee** – This committee is responsible to welcome new families to MA, as well as pass along a wealth of school information.