### VOLUNTEER OPPORTUNITIES

Parental involvement is necessary for a PTA to operate successfully. We hope that you will donate some of your time periodically during the school year. Please indicate your interest in our committees and special events listed below.

**COMMITTEES:**

\_\_\_\_\_\_\_Awards Committee \_\_\_\_\_\_\_Budget Committee

\_\_\_\_\_\_\_Bylaws Committee \_\_\_\_\_\_\_Communications Committee

\_\_\_\_\_\_\_Fundraising Committee \_\_\_\_\_\_\_Hospitality Committee

\_\_\_\_\_\_\_Membership Committee \_\_\_\_\_\_\_Nominating Committee

\_\_\_\_\_\_\_Volunteer Committee

**SPECIAL EVENTS & FUNDRAISERS:**

\_\_\_\_Field Day \_\_\_\_Donuts For Dad \_\_\_\_\_Grandparents Day

\_\_\_\_Muffins For Mom \_\_\_\_Trunk or Treat \_\_\_\_\_Men Make A Difference Day

\_\_\_\_Carnival \_\_\_\_African American Read In

\_\_\_\_Reflections \_\_\_\_Honors Retreat \_\_\_\_Administration Week

\_\_\_\_Copy Parent \_\_\_\_Teacher Appreciation Week \_\_\_\_Proud Father Figure Day

\_\_\_\_\_I want to Chair a Committee

\_\_\_\_\_ I want to Chair a committee

\_\_\_\_\_\_I am available for periodic projects during the day

\_\_\_\_\_I can help with various committees

\_\_\_\_\_I can assist with off-site projects (phone calls, photo copying, etc…)

\_\_\_\_\_I am available for after school activities

**PTA Committee Descriptions (include but are not limited to):**

|  |  |
| --- | --- |
| Awards | Assist with the quarterly student award ceremonies |
| Budget | Assists the PTA Treasurer with activities that relate to the PTA budget. |
| Bylaws | Review PTA’s bylaws every year; make bylaws available to all board members and other PTA members upon request; immediately bring to the attention of the board any violation of the bylaws, amend bylaws as necessary with approval of the board and general membership. |
| Communications | Disseminate PTA information via flier, bulletin board, backpack, media, and website. |
| Fundraising | Coordinate social events where funds are raised for PTA programs and activities. |
| Hospitality | Welcomes parents and visitors to all PTA events. Coordinate refreshments, set-up, clean-up for staff and parent events. |
| Membership | Assist with maintaining an accurate count of all members, collect  membership dues, and coordinate membership drives. |
| Nominating | Recognize and seek qualified nominees for the elected leadership of the  PTA. |
| Volunteer | Point of contact and coordinates parents who want to volunteer with various PTA events and committees. |