

Phantom Lake Elementary Volunteer Form 2018-2019

Save time! Register ONLINE: http://bit.ly/PLE_PTA_Volunteer2018

The Phantom Lake School Staff and PTA work closely together to help all students at PLE succeed. There are so many different ways you can help and support the kiddos. Please read the following information carefully and consider how you might be able to help. Some of these activities require small but consistent time commitments. Some of them are one-day, single-shift opportunities. And some can be done from home.

Please volunteer ~ any help you can give, is of great value!

Please indicate any area(s) in which you would like to help. Please return this form to the school office by FRIDAY OCTOBER 5, 2018! PLEASE PRINT CLEARLY:

Parent Name(s) _____

Email Address(es) _____

Student Name _____ Grade (circle): K 1 2 3 4 5 Teacher _____

Student Name _____ Grade (circle): K 1 2 3 4 5 Teacher _____

Student Name _____ Grade (circle): K 1 2 3 4 5 Teacher _____

Student Name _____ Grade (circle): K 1 2 3 4 5 Teacher _____

Telephone _____ Okay to send text messages? (circle) Yes No

Volunteers ~ All volunteers need to have completed a background check before they can assist in a classroom or chaperone a field trip. Please visit the Bellevue School District Volunteer Page to submit your background check request: <https://bsd405.org/get-involved/volunteer/> then click "Become a Volunteer" to complete the request. Alternatively, please see Debbie in the front office to have this process completed as soon as possible. The background checks take about two weeks to be approved.

I want to volunteer:

- _____ POWER VOLUNTEER ~ Please contact me as opportunities come up and I will help if I can.
- _____ HOME ~ Please contact me about projects that I can work on from home.
- _____ FOOD ~ Please contact me about donating refreshments, baked goods, or food throughout the year.
- _____ BUSINESS ~ Please contact me about partnering with PTA (sponsorship, in-kind services, discounted services, etc)
- _____ PUBLICITY ~ Please contact me about helping get the word out about events with signs, flyers, etc.
- _____ EXPERTISE ~ I'm a specialist in _____ and would love to help out.
(for example, carpentry, technology, painting, art projects, sewing, etc.)

_____ COMMITTEE HELP ~ (See Volunteer Area Descriptions on the back of this form)! I have (✓) checked the activities/events that I am interested in below:

Volunteer Areas

School Support

- Hearing/Vision Screenings
- Picture Day (9/24 & 9/25)
- Language Ambassadors
- Staff Appreciation
- Field Day (June)
- Emergency Prep
- Library (Book Fair)
- Eagle Eye Patrol
- Hospitality Team

Family Events

- Harvest Dance (Oct)
- Multi-Cultural Night (Jan)
- Family Movie Nights
- Science Fair

**Please return this form by
October 5, 2018!**

Programs

- Reflections Art Committee
- Yearbook Committee
- Walk to School Day (Oct)

Fundraising Committee

- Fall Read-a-thon (Oct)
- Spring Fundraiser
- Box Tops

Phantom Lake Elementary Volunteer Form 2018-2019

Save time! Register ONLINE: http://bit.ly/PLE_PTA_Volunteer2018

Volunteer Areas Descriptions

School Support

Hearing and Vision Screening (September 21st) — Assist the school nurse with screening students in the fall. Training provided the same day.

Picture Day (September 24/25th) — Escort classes to the photo location at their time. Help comb and “primp”. Could also include Picture make-up day.

Language Ambassadors — The PTA needs help reaching out to our ELL parent population. If you know another language please consider helping out.

Staff Appreciation — Show the teachers how much we value them. Set-up and clean-up, decorations or bring a dish to one of several teacher appreciation events. Actively assist during Staff Appreciation week, usually happens the first week of May.

Field Day (June) — Assist PE teachers during field day. Help out for a couple of hours or all day in June at the end of the school year.

Emergency Prep — Inventory disaster prep supplies for school and classrooms. Order and replenish as needed.

Library (Book Fair) — Help at the Fall and Spring Book Fairs and help library staff as needed.

Eagle Eye Patrol – Help out during recess (as you are available) to be an extra set of adult eyes on the playground.

Hospitality Team – A team of people who would welcome new families to the school that enter after the school year has already started, introduce them to a few other families, answer their questions, etc.

Family Events

Harvest Dance (October) — Put on your dancing shoes, a cute costume (for Harvest Dance) and boogie it up! We need help with set-up, clean-up and organizing events at the dance.

Multi-Cultural Night – A fun family evening where families get to share their culture with other members of the Phantom Lake community. Help would be needed planning and promoting the evening as well as with set-up, clean-up and running the event.

Family Movie Nights — Help plan movie, refreshments for any/all movie nights. Promote the event, start the movie and run the popcorn machine.

Science Fair – A great opportunity to bring science fun to school. Help would be needed planning the evening, as well as with set-up, clean-up and running the event.

Programs

Reflections — Publicize program and collect submitted projects for judging. This is busiest from September to January. Training is available.

Yearbook — Assist in design and layout of yearbook, take pictures, help publicize and/or track sales and delivery of yearbooks.

Walk to School Day (Oct) – Plan, participate in or run activities that supports Walk to School Day in October.

Fundraising

Fall Read-A-Thon – Assist with the school read-a-thon fundraiser where students read to help raise money.

Spring Fundraiser — Help our VP of Fundraising put on a grown-ups only fundraiser. (Last year we hosted a happy hour silent auction!)

Box Tops 4 Education — Each BoxTop earns 10 cents for our school! Collect, trim, count and ship BoxTops twice a year. (Most of this can be done at home)