



Hart Elementary School

Volunteer Opportunities Form

2009-2010

PLEASE NOTE: Don't forget to submit the Lovejoy ISD Volunteer Application at www.lovejoyisd.net (go to Parent Resources) in order to process your ANNUAL BACKGROUND CHECK. This can be done anytime after June 1st.

Date: _____

Name: _____

Address: _____

Phone: (H) _____ (C) _____ (W) _____

Email: _____

Yes, I have submitted my Lovejoy ISD Volunteer Application at www.lovejoyisd.net

Child's Name

Grade

Teacher

1. _____

2. _____

3. _____

4. _____

5. _____

Grade Level Support Opportunities

_____ **Grade Level Coordinator** --- Interfaces with the PTA Room Parent Rep, coordinates and communicates with the Class Coordinators. This person should be one of the Class Coordinators in the grade for which they are Grade Level Coordinator. For 5th grade, also coordinate the 5th grade end of year celebration.

Specify grade level(s): K - 1 - 2 - 3 - 4 - 5

_____ **Class Coordinator** --- Interfaces with the Grade Level Coordinator. Coordinates the class parents to fill the copy schedule, classroom assistance and door/bulletin board decorations. Works with the classroom volunteers to plan the classroom parties (2 per year). Is the liaison between teachers and parents.

Specify grade level(s): K - 1 - 2 - 3 - 4 - 5 - GATE

_____ **Classroom Volunteer** --- Helps organize and execute the classroom parties, assists with copies, laminating, decorations and classroom learning activities, etc. There can be many class parents per classroom.

Specify grade level(s): K - 1 - 2 - 3 - 4 - 5 - GATE

_____ **Home Assistant** --- Works at home on various tasks and projects for office/teachers/staff, i.e. cutting, drawing, gluing, stapling.

Specify grade level(s): K - 1 - 2 - 3 - 4 - 5 - GATE

Specials Instruction Support Opportunities

Friends of the Hart Library

- _____ Weekly Volunteer --- Has weekly schedule; helps throughout the year with reading, filing, book sales, etc.
- _____ Book Fair Volunteer --- Help with Scholastic Book Fair; assist children and run cash register.
- _____ Assist in the new Literacy Lab. Jobs may vary from working with children to helping to organize. If you love reading, this is your area!

Art Education Program

- _____ Abrakadoodle --- An after school art program. Assist with weekly classes. www.abrakadoodle.com
- _____ Original Works --- An art program where you turn your artwork into products you can share and wear. Assist with the processing and distribution. www.originalworks.com
- _____ Assist with ongoing programs needs, i.e. helping in the art classroom, displays, etc.

Computer Education Program

- _____ Computer Volunteer --- All skill levels needed (simple typing to basic programming) to help in the computer enrichment lab.

Music Education Program

- _____ Assist Music teacher with props, costumes and general preparation for student/grade level performances.

Physical Education Program

- _____ Field Day --- Assist that day by manning a game; morning, afternoon or both.
- _____ Kite Day --- (spring) Assist children with flying kites.
- _____ Assist with ongoing programs needs.

Spanish Education Program

- _____ Spanish Language Assistant --- Assist the classroom teacher as needed.

Youth Protection Support Opportunities

- _____ **Red Ribbon Week Committee** --- National week for drug prevention to be held in October . For those interested in helping to keep Hart students drug free. Work with school counselor on organizing and implementing events for this week.
- _____ **Youth Protection Assistant** --- Assist with ongoing program needs (making copies, performing various tasks and projects needed for guidance lessons or counseling sessions).

Administrative/Office Support Opportunities

- _____ **General Office Assistance** --- Filing, organizing and helping with miscellaneous projects that need support throughout the year.
- _____ **Weekly Telephone Assistance** --- Help answer phones in the office during weekly meetings.
- _____ **Marquee Mom (or Dad)** --- Change the marquee several times each week based on the Hart calendar of events.
- _____ **Substitute Teacher Aid** --- Assist in producing substitute teacher packets, handbooks and teacher/sub folders. Assist in record keeping and producing mailers for upcoming substitute teacher training sessions.
- _____ **Testing Aid** --- Assist in preparing testing supplies - sharpening pencils, preparing, organizing and counting testing signs, counting math charts and science rulers and making copies of communication pieces that need to be sent to teachers and parents prior to testing.
- _____ **Site Based Committee** --- Parent Member on the Site Based Committee (limited number needed- will be contacted by administration).
- _____ **Nurse Assistant** --- Assist school nurse with various duties.

PTA Committee Opportunities

Cultural Arts / Reflections:

- _____ Reflections Volunteer --- Assist in promoting and coordinating this National PTA art program (visual art, music composition, literature, dance choreography, film/video, and photography) at Hart.
- _____ Art to Go --- Volunteer to facilitate class discussion on a monthly basis.

Environmental:

- _____ Help organize, implement, and/or assist in school wide recycling efforts at Hart.
- _____ Printer Cartridge Recycling Coordinator --- Coordinate existing program here at Hart. All necessary information will be provided. (1-2 hours/month)
- _____ Recycle-A-Book Day --- Help work exchange table, accept and distribute books, etc. (Fall)
- _____ Texas Recycles Week --- Help with daily activities that promote recycling and re-use. (November)
- _____ Environmental Poster Contest --- Assist in promotion, processing, displaying and judging for this school wide contest.
- _____ Class Gardens --- Help plan and maintain outdoor classroom gardens. (ladybug, worm, butterfly, and bird gardens). Ongoing as time permits.

Hospitality:

- _____ Assist hospitality committee with special events. Please mark which of the following you would be willing to help with:
- _____ Providing food (baked or purchased)
- _____ Assist with decorating
- _____ Assist with serving

Programs:

- _____ Assist Programs Chairman with ideas and implementation of school programs. Assist with planning/coordinating of social events, events at PTA meetings, assemblies for students, parent education, family science and math night, etc.

Denim and Diamonds

- _____ Class masterpiece volunteer **Specify grade level(s): K - 1 - 2 - 3 - 4 - 5 -**

Publicity:

_____ Assist Publicity Chairman with newsletter distribution and collection of information. Assist with media relations.

School Supplies:

_____ Assist School Supplies Chairman with ordering and distribution of school supply packets.

Spirit Wear:

_____ Assist Spirit Wear Chairperson in promotion, ordering and distribution of Spirit Wear clothing, supplies, backpacks, etc.

Ways and Means:

_____ Labels for Education --- i.e. Box Tops (throughout the year). Assist with promoting the program, label collection and processing.

_____ Restaurant Fundraiser Nights --- i.e. Chick-Fil-A (throughout the year). Assist with promoting these spirit nights.

_____ Local Store Reward Cards --- i.e. Kroger (throughout the year). Assist with promoting the program and processing statements.

Campus Wide Programs and Support Opportunities**Dad's Club:** Get to know the other dads!

_____ Leader of the Dad's Club - A strong leader to plan and coordinate events for the dads! Social events too!

_____ Dad's Club member --- Occasions arise with different events/programs where help is needed with heavy lifting, loading, building, wood working, construction, etc. Grandfathers are welcome, too!

Destination Imagination: A program which promotes teamwork and creative and critical thinking skills. www.destinationimagination.org

_____ Assist with whatever is needed.

Picture Day

_____ Help teachers and photographers on student picture day in the fall and the spring.

Science Fair / Invention Convention

_____ Planning Committee --- Work directly with Lovejoy Curriculum Director on planning and coordinating this fun-filled event.

_____ Judges --- Need experienced judges or individuals that have a background and/or great interest in the science field to help judge the Hart Elementary event. We provide judges for Hart and they provide judges for Lovejoy. This way you do not have to judge your own children/grandchildren. Please define your experience in this area: _____

Lunch Room Monitors

_____ Lunch Room Monitor --- Be in the cafeteria during one or more lunch periods to assist children with their lunches. Possible weekly schedule.

Thanksgiving Luncheon

_____ Help set up beverages/condiments or serve during a portion of the Thanksgiving luncheon in the school cafeteria.

_____ Coordinate the decorating of the cafeteria and tables.

Recess Monitors

_____ Recess Monitor --- Be out on the playground during recess to help supervise the children. Possible weekly schedule.

Yearbook Team

_____ Help with photos for the Hart ES Yearbook.

Miscellaneous Help

_____ Artistic Help --- Many occasions arise where programs need the talents of an artist and/or craftsman.

_____ Decorating --- Assist teachers, counselor, staff, and committee chairs with posters and other types of decorating for special activities.

_____ If you would rather not commit to a particular activity, but would like to be called on an “as needed” basis, this is your category. Share any special talents with us:

Questions? Contact Laura Thomas, Hart Elementary Volunteer Coordinator, treylaura@verizon.net, Ph. (214) 802-7724. In order for us to make plans for the year, we ask that you return this form to your child’s teacher or to the school office ASAP. **Volunteer Opportunities Forms are available at www.hes.lovejoyisd.net.**

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THANK YOU – We appreciate your involvement! You make a BIG difference at Hart!