

OTE PTA Volunteer Form

Welcome to another action-packed, fun-filled, and fast-paced school year at OTE. There are so many events, activities, and necessary functions that occur throughout the school year. **All of them depend upon volunteers to plan, coordinate and staff them.** Many are only one-time commitments, while others need on-going attention that could be done repeatedly by one person or by several people who would be available to rotate through a regular schedule. **While we encourage PTA membership, parents do not have to be members of the PTA to volunteer at the school.** The activities/committees listed below are PTA/school functions. **You will be contacted by your child's teacher or room parent about volunteer opportunities within the individual classrooms.**

By marking an activity you are not making a commitment to do this activity. You will be contacted by the chairperson during the school year to confirm your willingness and availability to help with the chosen activities.

Please return this form to your child's classroom teacher by Friday, September 02, 2011. You only need to complete one form if you have more than one child at OTE. Please include your e-mail address as most events are planned using an online scheduling tool. Other family members (spouses, grandparents, etc.) are welcome to volunteer as well. Any questions about volunteering? Please contact Stacy Dill, OTE PTA Volunteer Coordinator at sl_dill@yahoo.com

Volunteer Information:

Name: _____

Telephone Numbers: _____

E-mail Address: _____

Student(s) names/grade(s)/teacher(s): _____

Yes, I can help anywhere — Please contact me.(email) _____

Yes, I can volunteer, I have ✓ checked the activities/events/committees that I am interested in below.

Yes I want to donate my expertise in a certain area. (Area: _____).

All volunteers must be approved through the RRISD Volunteer and Mentor Application process. The application can be found online at: www.roundrockisd.org Click on "About RRISD", then "Community Partnerships", then "Volunteer and Mentor Application." It only takes a few minutes to complete. Paper applications are available in the office, but take longer to process and receive approval. Upon approval, please select "Volunteer" when you check-in on campus to receive the appropriate badge.

Volunteer Areas *(see descriptions on reverse)*

Regular On-site Volunteering

- General Helper/On-Call Help
- Library
- Math Pentathlon
- School Office/Cafeteria
- Popcorn
- Watch Dog Dads

Periodic On-site Volunteering

- Field Day/OTE Cookout
- Environmental/Recycling
- Grandparents' Luncheon/Thanksgiving Feast
- Yearbook
- Health and Vision Screening
- Hospitality
- Music/Art
- Picture Day
- Language Ambassadors

- Texan Round-Up
- Clothes Closet
- Spirit Wear

Family Events/Programs

- Reading Under The Stars
- Science Fair/Math & Science Night
- Spring Carnival
- Holiday Shoppe
- Reflections
- Cultural Fair

Virtual Volunteering

- Membership
- Silent Auction Donation Requests

Fundraising

- Donation Drive
- Business & Community Sponsorships
- Rewards Programs(BoxTops, Tyson,etc)

Si lo desea, este formulario puede ser traducido en Español en la oficina.

Volunteer Areas Descriptions

Regular On-site Volunteering

- General Helper/On-Call Help** - Assist any teacher/administrative staff that needs help with projects & tasks that could assembly, cutting, etc to be completed at home or school. (as needed)
- Library** - Assist library staff by working with all media including books, TV and information services. Working at related events including book fairs which may include set-up, clean-up, and cashiering. (weekly & special events)
- Math Pentathlon** - Teach(or assist) simple mathematics games in classrooms. Help with staffing annual campus tournament. (weekly & special event)
- School Office/Cafeteria** - Assist office staff with sorting, filing, phone and other duties. Help in Cafeteria as monitor. (Daily and weekly)
- Popcorn** - Assist Chairperson with preparation and delivery of popcorn to classrooms one morning a week. (weekly, bi weekly, monthly)
- Watch Dog Dads** - Male figure chooses day to come and be on campus to assist school staff with a variety of tasks. Provides male presence on campus to act a role model for students. (minimum 1 day a year, but as frequently as you choose)

Periodic On-site Volunteering

- Field Day/OTE Cookout** - Help PE staff with activities for all grade levels. Help Cafeteria staff prepare and serve annual cookout meal. (one-time event - May)
- Environmental/Recycling** - Assist PTA Chairperson with environmental efforts on campus to include Outdoor Classroom, general grounds beautification. (Fall & Spring as needed.) Assist with recycling project to take cans, etc to recycling center. (monthly)
- Grandparents' Luncheon/Thanksgiving Feast** - Assist OTE cafeteria staff in serving special event meals to honored guests on campus. (One-day events - Fall)
- Yearbook** - Assist Chairperson in producing the year's memory book to include photography assignments, design, layout and distribution. (can be on-site or virtual)
- Health and Vision Screening** - Assist campus nursing staff by gathering classes, as well as taking height and weight measurements. (several days in Fall)
- Hospitality** - Assist Chairperson by preparing &/or serving food at various appreciation functions. (approximately monthly)
- Music/Art** - Assist music and/or art departments in a variety of capacities. (as needed)
- Picture Day** - Assist the photographers by organizing

students and helping students look their best by adjusting clothing, etc. (once in Fall and Spring)

- Language Ambassador** - Assist PTA/campus in reaching our ESL parent population. If you are fluent in another language, consider helping out. (as needed)
- Texan Round-Up** - Assist with stuffing welcome walk packets, distributing pre-purchased school supplies, etc at the annual "back to school" night. (summer - start of school year)
- Clothes Closet** - Assist Chairperson by working, as needed, on OTE's assigned day at the district Clothes Closet. May also assist the Chair by preparing donated clothes/lost & found items. (Monthly)
- Spirit Wear** - Assist with sales of spirit items at programs and events. (as needed)
- ### Family Events/Programs
- Reading Under the Stars** - Assist with set-up, clean-up and serving refreshments. Reading in a foreign language in which you are fluent. (One time event)
- Science Fair/Math & Science Night** - Assist with set-up, judging, and cleanup of science fair. Help with set-up, clean-up and refreshments at Math and Science Night. (Late Winter/Early Spring)
- Spring Carnival** - Assist with all aspects of planning, preparing and running activities at the Spring Carnival. (planning begins early Fall; event is early Spring)
- Holiday Shoppe** - Assist with setting up the shop, help children make their purchases, staff check-out and general organization of the shop. (Early December)
- Reflections** - Assist Chair in advertising the competition to students, finding judges and general help with the National PTA competition for literature, visual and performing arts. (Fall)
- Cultural Fair** - Assist by helping teachers and students on the day of the fair. (Spring)
- Membership** - Assist with data entry and sales of PTA memberships at PTA functions. (as needed)
- Silent Auction Donation Requests** - help Carnival Committee by soliciting items for the OTE Silent Auction. (Spring)
- ### Fundraising
- Donation Drive** - Assist Chair with communications, marketing, managing prize parties, record-keeping. (Summer into Fall)
- Business & Community Sponsorships** - Assist Chair by contacting local businesses to support OTE. (Fall)
- Rewards Programs** - Assist Chair by clipping out Box Tops, etc, bundling, organizing and marketing the various programs. (as needed)