

Houghton Parent Teacher Organization
Volunteer Registration Form for 2011-2012

** Please fill out one form for all of your children **

Volunteer Name: _____ CORI/badge expires _____		
Email address: _____ <i>*** Please remember to inform us if your email address changes during the year ***</i>		
Phone # : _____ Cell # (optional) _____		
Student's Name	Grade (note AM or PM K)	Teacher
_____	_____	_____
_____	_____	_____
_____	_____	_____

PTO Volunteer Opportunities

To learn more about what each volunteer opportunity entails, please see the back of this form or contact a volunteer coordinator for more information. **Please check off what you are willing to help with in the upcoming year.**

School Volunteering Needs:

- Classroom Coordinator**
- Classroom helper**
- Help in the Library / Media Center
- Help School Nurse
- Houghton Gardening Committee
- Houghton Spirit Wear
- Campbells Soup labels
- Box Tops
- Grant Writer
- Website maintenance
- Photographer
- Donation Committee

PTO Event Volunteering Needs:

- Call/Email as needed**
- Baking for events
- Gift Card Program (ongoing)
- Fall Fundraiser (Sept)
- Magazine Drive (Nov)
- Chess Club (Jan/Feb)
- Pasta Supper (Feb)
- Teacher Raffle Committee (Feb)
- Book Fair (March)
- Family Literacy Night (March)
- Reading Challenge (March)
- Teacher Appreciation Luncheon (May)
- Fourth Grade Graduation Committee (May)
- Family Picnic (June)

Please indicate any special talents, subjects you would like to speak about and/or other ways you would like to help out and your availability:

**** PLEASE RETURN BY FRIDAY SEPTEMBER 9th ****

Thank you for volunteering ~ we couldn't do it without YOU !

Please check our website (www.houghtonpto.com) and our Facebook page (**Houghton Pto Sterling**) for updates, information and volunteer opportunities throughout the year.

If you have any questions or comments, please email us at houghtonpto@hotmail.com.

***** ALL VOLUNTEERS MUST HAVE AN UP TO DATE CORI FORM ON FILE WITH THE SCHOOL DISTRICT. *****

Volunteer Descriptions

Classroom Coordinator: Coordinates and organizes volunteers in the classroom. Assist with special events, parties, field trips, etc. under the guidance of the classroom teacher. *** **PLEASE NOTE YOUR AVAILABILITY ON THE FORM.**

Classroom Helper: Assist in the classroom as needed. This is usually coordinated by the teacher and/or classroom coordinator. *** **PLEASE NOTE YOUR AVAILABILITY ON THE FORM.**

Houghton Gardening Committee: Work year round to help maintain Houghton's landscaping/flowers and butterfly garden.

Box Tops: Monitor collection boxes and manage the collection and submission of the items.

Fall Fundraiser: Assist chairperson(s) with coordinating, collecting and distributing orders. Examples of the fall fundraisers are Jeannine's, Entertainment Book, Yankee Candle or Florida Citrus program.

Gift Card Fundraising Program: Chair the program or assist the chairperson(s) with the collecting of order forms, processing orders and distributing gift cards for the program. This will be run approximately 3-4 times a year.

Magazine Drive: Assist in collecting orders, tabulating orders, distributing prizes and any other tasks that are needed.

Houghton Spirit Wear: Assist the chairperson(s) with the sales (during events), ordering & distribution of the ALL NEW Houghton Spirit wear

Chess Club: This is for students in grades 2-4. They meet once a week for six weeks (Jan/Feb) during recess time to learn about & play chess. **No knowledge of chess is necessary.** Volunteer during your child's lunch hour - it's a fun time !!

Pasta Supper: Chair the event or assist the chairperson(s) with preparations for the evening (cutting tablecloths, scooping ice cream, assembling napkins w/utensils, running errands, etc).

Reading Challenge: Design and create the bulletin board, assist with the tallying of all of the hours read in the mornings during the event or assist with prize selection (and distribution) and coordinate the raffle on the final day of the event.

Book Fair: Assist the chairperson(s) with preparing for the event. Volunteers are needed for setting up the book fair, restocking shelves during the week, assisting during the night of the book fair, dismantling items at the end of the book fair, running the cash register, assist students locate items, and more.

Family Literacy Night: Assist the chairperson(s) with preparing and coordinating events for the evening as well as assist during the evening as needed.

Teacher Appreciation Luncheon: Provide food and items needed for this event run by the PTO. Help with the setup, cleanup and running of this event. Please let us know if you have any special talent or donation you would like to contribute to the day.

Donation Committee: Houghton PTO is a newly certified 501(c)3 Non Profit Organization. The donation committee will contact national companies to solicit material donations to be used not only as prizes and raffle items for PTO events but also for classroom enrichment.

Fourth Grade Graduation Committee: Coordinate any PTO related graduation activities including diplomas for the graduating fourth grade class.

Please feel free to email us at houghtonpto@hotmail.com if you have any specific questions pertaining to a volunteer opportunity.

We cannot do this without you so please consider volunteering ~ every little bit makes a difference !