

# Briarhill PTA Volunteer Sign-up 2007/2008

This may be returned with your PTA Membership form to:  
Lori Kobus 918 Misty Oak Drive, Highland Village, TX 75077;  
Or, you may place it in the PTA mailbox in the school office.

Please feel free to call Anne Lambert, the Volunteer Chair, with any questions at 972-317-1626.

## **Please provide all of the following information (please print):**

**Name** \_\_\_\_\_ **Email** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Home Phone** \_\_\_\_\_ **Work/Cell Phone** \_\_\_\_\_

Please check the areas in which you would like to help: (See back side of form for description of specific areas.)

- |  |   |
|--|---|
| <input type="checkbox"/> 6 <sup>th</sup> Grade Socials                   | <input type="checkbox"/> Spirit Wear Sales                  |
| <input type="checkbox"/> 7 <sup>th</sup> Grade Socials                   | <input type="checkbox"/> Student Award Preparation          |
| <input type="checkbox"/> 8 <sup>th</sup> Grade Socials                   | <input type="checkbox"/> (end of year)                      |
| <input type="checkbox"/> 8 <sup>th</sup> Grade Graduation/Party          | <input type="checkbox"/> Decorate for Awards Assembly       |
| <input type="checkbox"/> Chaperone School Dances/<br>Lock-Ins (Evenings) | <input type="checkbox"/> (all grades)                       |
| <input type="checkbox"/> Library Assistant                               | <input type="checkbox"/> Hall Monitor during Staff Meetings |
| <input type="checkbox"/> Book Fair                                       | <input type="checkbox"/> Hall Monitor during TAKS           |
| <input type="checkbox"/> Accelerated Reader                              | <input type="checkbox"/> PTA Scrapbook/Photographer         |
| <input type="checkbox"/> Science Olympiad                                | <input type="checkbox"/> (Circle one)                       |
| <input type="checkbox"/> Reflections                                     | <input type="checkbox"/> General Volunteer                  |
| <input type="checkbox"/> Red Ribbon Week                                 | <input type="checkbox"/> Assist Elective Teachers           |
| <input type="checkbox"/> UIL Math/Science Competition                    | <input type="checkbox"/> Elective: _____                    |
|  | <input type="checkbox"/> Directory Layout                   |
|  | <input type="checkbox"/> Directory Distribution             |

Please note that Teacher Appreciation has a separate sign up sheet this year.  
Please look for information in this packet.

Any additional information you may want to add concerning your volunteer schedule:

\_\_\_\_\_  
\_\_\_\_\_

The chairperson of the committee/activity that you volunteer for will call you to  
**All volunteers at Lewisville ISD campuses must complete a criminal history background check, online, at the LISD website:**

[www.lisd.net/main/employment/volapp.html](http://www.lisd.net/main/employment/volapp.html).

**It takes two – three weeks for the check to be completed and for your name to appear on the approved list.**

confirm your interest and availability.

## **THANK YOU FOR VOLUNTEERING!**

### **Volunteer Event Descriptions for 2007/2008 (Descriptions are listed in the same order they appear on the form)**

**6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> Grade Socials:** Volunteers needed to help provide food/drink for socials; help serve beverages and snacks during the socials; set up, chaperone and clean up for each event.

**8<sup>th</sup> Grade Graduation/party:** Committee of volunteers gathers to help plan this 8<sup>th</sup> grade event. Organize event; collect payment for tickets; set up, chaperone, and clean up of off-site party.

**Chaperone School Dances/Lock-ins:** Serve in shifts during evening events. May help serve refreshments; supervise designated student activities, and clean up for each event.

**Library Assistant:** Assist Librarian with a variety of library related projects and duties.

**Book Fair:** Help set-up, organize and sell books for each fall and spring event.

**Accelerated Reader:** Help in the preparation for and during the end of year AR student party. Help may also be needed with some record keeping for the program.

**Science Olympiad:** Volunteers needed in many aspects of the exciting new program.

**Reflections:** Help needed to collect and display artwork and projects received, attach ribbons, etc.

**Red Ribbon Week:** Help coordinate youth protection and prevention measures during National Red Ribbon Week to increase student awareness and education.

**UIL Math/Science Competition:** Help prepare for events as well as monitor students during various competitions, and help serve refreshments to participants.

**Spirit Wear Sales:** Assist in spirit wear sales during specific times throughout the school year. Sales event dates include Student Orientation, Open House, etc.

**Preparation for Student Awards:** Help update and organize material, certificates and awards related to the grade level student awards assemblies held in May.

**Decorate for Awards Assembly:** Plan for, set-up, and decorate school gym for the student awards assemblies. Clean up required after the last assembly.

**Hall Monitor During Staff Meetings:** Monitor students and any activity in the office, cafeteria, hallways and in other areas of the school during monthly staff meetings. Monitoring will take place between 8:00 a.m. and 8:45 a.m. (10 volunteers needed each month; a schedule will be created)

**Hall Monitor during TAKS:** Volunteers help supervise the school hallways during testing to ensure a quiet, non-disruptive testing environment. Monitoring usually takes place between 8:30 and 11:30 a.m. each day of testing.

**PTA Scrapbook/Photographer:** Help compile and keep record of PTA events and activities, and help update the PTA events bulletin board at the school

**General Volunteer:** Can be called upon for any PTA or school-sponsored event where additional volunteers are needed. WE CAN ALWAYS USE THE EXTRA HELP!

**Assist Elective Teachers:** Help in a variety of ways as well as with assigned projects and tasks.

**Directory Layout:** Assist/oversee the layout process of the PTA student directory (not data entry). Experience with Microsoft Publisher helpful.

**Directory Distribution:** Organize and distribute the PTA student directories to PTA families via the students.

**Teacher Appreciation- Please see separate sign up sheet for this activity.**

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