

# GENEVA ELEMENTARY'S PTA VOLUNTEER OPPORTUNITIES

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Teacher(s): \_\_\_\_\_



Please mark any events/programs for which you'd like to provide assistance; you will be contacted when the event approaches. Return this form to school in your child's folder.

X	Event	Job	Month Date Time	Min Volunteers Needed	Time Commitment (Approx)	Description of Duties
	Back to School BBQ	Set-up Committee	4-5:30pm	5	1.5 Hours	Set-up food, music, tables.
		Photographer	5:30-7:30	1	2 Hours	Take pictures and send to newsletter and give to school archives.
		Playground Volunteer	5:30-7:30	8	30 Minute Shifts	Supervise kids on playground.
		Kitchen Server	5:30-7:30	8	30 Minute Shifts	Serve dinner to families.
		Clean-up Committee	7:00-8:00	5	1 Hour	Clean-up tables, food, games.
	Class Picture Day	Picture Day Helper	Mar	5	1-2 Hours	Runner to get the classes or take picture order forms.
	Earth Day	Maintenance Volunteer	April	5+	2-3 Hours	Help care of Geneva school grounds by weeding, pruning, etc.
	Field Games	Run a game	June	30+	4 Hours	Help run one of the field games on one of the best days of the year.
	Fifth Grade Graduation	Committee Member	June	5	1-3 Hours	Get everything ready for the celebration ceremony. May include: photos, food, coordinating with teachers.
	Hearing and Vision Screening	Screening Volunteer	September 2 Days	15 per shift	2-3 Hours per day	Help with screening and escorting students to and from classrooms (training is provided).
	Individual Picture Day	Picture Day Helper	September	5	2-4 Hours	Runner to get the classes or take picture order forms.
	Jogathon	Envelope Prep	Sept	5	2-4 Hours	Package, label, distribute Jogathon fundraising envelopes.
		Lap Counters	Sept	4-5/Class	1 Hour	Count and track how many laps the kids run in the Jogathon.
		Prize Committee	October	5	2-4 Hours	Organize and help distribute donations for the prizes.
	Kinder Visitation	Tour Guide	June	5	3-4 Hours	Help the coordinator give tours to incoming Kindergarten students.
	Make-a-Difference Day	Maintenance Volunteer	October	5+	2-3 Hours	Help care of Geneva school grounds by weeding, pruning, etc.
	Scholastic Book Fair/Social	Set-up Committee	Mar-Apr	5	1-2 Hours	Help set-up book shelves and cash registers.
		Cashier	Mar-Apr	20	2-4 hour shifts	Be a cashier.
		Take-Down Committee	Mar-Apr	5	1-2 Hours	Help take down book shelves and cash registers.
	Sell Geneva Apparel	Cashier	Sept-June	1-2	1 hour shifts	Sell sweatshirts at various PTA events.
	Staff Appreciation Week	Prepare Food	May	15	1-2 Hours	Bring in food/treats for Teacher Appreciation week.
	Staff Monthly Lunches	Prepare Food	Sept-June	15	1-2 Hours	Prepare food for teachers' lunch. Can do multiple months or just one time.
		Coordinate a Month	Sept-June	1	3-4 Hours	Coordinate the monthly staff lunch, by coming up with theme and contacting volunteers to bring in food.
	Summer Send Off	Set-up Committee	4-5:30pm	5	1.5 Hours	Set-up whatever is needed for event.
		Photographer	5:30-7:30	1	2 Hours	Take pictures and send to newsletter and give to school archives.
		Playground Volunteer	5:30-7:30	8	30 Minute Shifts	Supervise kids on playground.
		Clean-up Committee	7:00-8:00	5	1 Hour	Clean-up whatever is needed after event.
	Used Book Fair	Cashier	June	5	1-2 Hours	Be a cashier.
	Winterfest	Set-up Committee	Feb or Mar	15	1-2 Hours	Help set-up booths and food.
		Booth Volunteer	Feb or Mar	100+	30 Min or more shifts	Run a Winterfest game, or hand out prizes or help serve food/beverages.
		Clean-up Committee	Feb or Mar	15	1-2 Hours	Help clean-up booths and food after Winterfest.

SEND ANY QUESTIONS ON VOLUNTEERING TO HEATHER STEVENSON, PTA VOLUNTEER COORDINATOR AT 738-2945 OR  
GENEVAVOLUNTEERCOORD@COMCAST.NET