



HORIZON ELEMENTARY PTA 2018-2019 VOLUNTEER FORM



WE NEED YOU, YES YOU, TO GET INVOLVED! AN HOUR MAKES A DIFFERENCE!

Here is your chance to volunteer and help support our kids and school! Please check any of the areas below that are of interest to you. We welcome any additional information about your skills, talents and the time you are available to help out. Please return this form to the school or complete it online at horizonhawkspta.org/volunteer.html. You can email horizonpta@outlook.com with any questions. You will then be contacted about how you can help. Thank you!

There is something to fit everyone's time and talents! Whether you choose a one-time event or an ongoing role, we appreciate and encourage everyone to help in any way they can. There are some jobs that do take more time, and some less. We even have jobs that don't require coming to school AT ALL. For a description of the jobs available, see the reverse side or our website. Since events cannot happen without volunteers, volunteering for at least one event a year is a huge help! ANYONE can volunteer: Parents, grandparents, relatives, and friends.

You do not need to be a PTA Member to volunteer.

All volunteers must go through the easy, online district screening process, for the safety of students and volunteers alike. You may apply online through a secure Volunteer Access site at <https://volunteer.kent.k12.wa.us/custom/510/>.

I AM INTERESTED IN VOLUNTEERING TO MAKE A DIFFERENCE! (Please select any of interest for further information):

COMMUNICATIONS:

- Copying
- Flyers/Posters/Displays
- Bulletin Board (Monthly)
- Website
- Newsletter (Monthly)

GENERAL SUPPORT:

- Print Color Copies
- Picture Days (Fall & Spring)
- Event Greeter
- New Family Welcome
- Grant/Scholarship Writing
- Sponsorships

FUNDRAISING:

- Book Fair (Fall, Winter or BOGO)
- Auction (Spring)
- Walkathon (Spring)
- Spirit Wear
- McTeacher Night (2x year)
- Smencils (1x month)
- Box Tops
- General Fundraising

HOSPITALITY/APPRECIATION:

- Fall Conference Meals (Oct.)
- Spring Conference Meals (Feb.)
- Staff Appreciation Week (May)

EVENTS & ACTIVITIES:

- Carnival (Jun.)
- Popcorn Days (Monthly)
- Halloween Dance (Oct.)
- Movie Night (2x year)
- Variety Show (Jan.)
- Concessions

EDUCATION & SUPPORT:

- Art Docent (Monthly)
- Art Night/STEAM Night
- Watch D.O.G.S.
- Clothing Bank (1x year)
- Student Recognition/Incentives

I CAN BE A CHAIR/CO-CHAIR:

- Art Docent Co-Chair
- Carnival/Auction Co-Chair
- Health & Safety Chair(s)
- Inclusion & Diversity Chair(s)
- Membership Chair

I CAN BE ON A COMMITTEE:

- Carnival Committee
- Volunteer Committee
- Auction Committee
- Hospitality Committee
- Inclusion & Diversity Committee

I CAN DO OTHER 'JOBS':

- Research Vendors/Supplies
- Graphic Design
- Organize Supply Spaces
- DJ or Emcee (Specific Events)
- Other: _____

I CAN DONATE: Strapped for time or have multiple children? Make it easy by donating to the PTA!

- Donate Funds: \$_____ Donate Food Donate Prizes Donate Supplies Donate Other: _____
Funds can be a general or event-specific donation. Payment can be made with cash, check (payable to Horizon PTA) or card.

I HAVE A UNIQUE TALENT OR SKILL THAT I'D LIKE TO SHARE: (Graphic Designer, Artist, Photographer, Baker, DJ, etc.):

I HAVE ACCESS TO A UNIQUE RESOURCE THAT MIGHT BE A GREAT FIT FOR THE SCHOOL: (Community Leader, Local Business or Service, Print/Copy Service, Educational Program, Volunteer Group, Discounts, etc.):

THESE DAYS & TIMES ARE BEST FOR ME: (Please check all that apply):

- During School Hours At School Weekday Evenings After School From Home Weekends

There are many opportunities to help Horizon PTA and the school. Come work with us to find the one that best fits you.

Your Name:

Child's Name & Grade:

Email:

Child's Name & Grade:

Phone:

Please check one: Cell () Home ()
Best time to contact: Day () Evening ()

*All events pending volunteer participation. If we don't have enough volunteers for each event, the event may be cancelled.



HORIZON ELEMENTARY PTA VOLUNTEER POSITIONS



“ALONE WE CAN DO SO LITTLE; TOGETHER WE CAN DO SO MUCH.” – HELEN KELLER

These descriptions are a sample of the positions and events that need the support of our volunteers. More are listed on our website. Work solo, join a committee or opt to lead/chair an event! Many of these can also be co-chaired between two people.

Our volunteers are our most vital asset. Your time is incredibly valuable. We realize that volunteering isn't always easy with families, work and life responsibilities. We want to teach, grow and enrich our children and school through our volunteers!

Art Docent:

Volunteers are trained to teach art lessons to their child's class once per month. The program and art supplies are fully funded by the PTA and staffed by parent volunteers. This program is your child's main source of art education in elementary! The Art Docent Chair will coordinate training and ensure proper supplies and resources are in place.

Carnival:

A celebration of the school year; this event includes rides, games, prizes, food and much more. As the PTA's largest event, we are always in need of volunteers to join the planning committee or work shifts for setup, cleanup, rides, games and food!

Membership:

The Membership Chair coordinates PTA Membership Drive and attends school-wide events at the beginning of the year to encourage parent and teacher participation in the PTA. Create and maintain the membership roster to ensure dues are paid.

Book Fair:

The three Book Fair events provide a great selection of books for families. Funds raised are directly used to purchase and supply books for the library and teachers' classrooms. Help is needed to setup, run, cashier and cleanup the event. Volunteers earn Book Fair incentives for every shift they work!

Copies:

A great way to help from home and/or work! We urgently need a volunteer who can make larger quantities of color and black & white copies for PTA newsletters, flyers and other correspondence.

Halloween Dance:

Always a festive and fun event, this dance needs volunteers to operate the concessions stand, photo booth, decorate, setup, cleanup, plus more. Come dressed up and ready for a great evening.

Movie Nights:

Families come with their pillows and blankets to enjoy a movie, snacks and pizza. Help is needed for setup, concessions and cleanup.

Staff Appreciation Week:

We love to celebrate our staff! Be part of the Staff Appreciation Committee that helps plan and organize the event or choose to volunteer for just the week of the event by decorating, setting up, breaking down, or providing donations for daily events.

Popcorn Day & Smencils:

Popcorn days occur once per month for kids and staff to purchase popcorn and Smencils. Make and/or sell popcorn during the designated Popcorn Friday.

Variety Show:

One of the most popular events at Horizon, this showcases various performances such as singing, dancing, magic, etc. Join the planning committee and/or volunteer to assist with auditions, dress rehearsals, decorations, setup and evening logistics.

Flyers/Posters/Displays:

Make these as needed. A fun way to get involved and can be done at school or home any time prior to the school events.

Hospitality/Teacher Conference Meals:

We sustain our teachers with evening meals while they stay two late nights during Conference Week (Oct & Feb). Help plan by sourcing local restaurants or parent donations and/or volunteer with setup, cleanup or by contributing a food item or dessert.

Watch D.O.G.S. (Dads Of Great Students):

The purpose of this national program is to provide positive male role models for students and enhance school security. Fathers, grandfathers, uncles, or other father figures volunteer at the school on the days they choose. The program is overseen by a Committee Chair who partners with the school to coordinate scheduling and identify opportunities to provide assistance at the school. Join by volunteering and/or consider chairing this wonderful program.

Walkathon:

A well-loved fundraiser that gets our students active! Volunteer to help plan and execute the activities the day of the fundraiser. Duties will include working with our P.E. Teacher to make a schedule for the day and corresponding activities, coordinating volunteers and staff help, distributing prizes, setup and cleanup.

Contact Us: Horizon Elementary PTA, 27641 144th Ave SE, Kent, WA 98042



Horizon Elementary PTA



horizonpta@outlook.com



horizonhawkspta.org