



CARLSON ELEMENTARY PARENT VOLUNTEER FORM

Carlson Elementary's PTO is thrilled to partner with you to kick off the school's inaugural year and start some long-lived, fun-filled traditions and events for our students. Thank you for taking the time to become involved in your child's school and helping us reach our full potential. Feel free to contact us at CarlsonPTO@yahoo.com, or fill out this form and return it via email to the PTO or to Carlson's front office this summer.

Volunteer Name: _____

Address: _____

Home telephone: _____ Cell phone: _____

Email address: _____

PTO COMMITTEES

Please place a "C" if you are interested in chairing a committee or a "V" if you are interested in simply volunteering for that committee. See reverse for committee descriptions.

___ AR Incentive Program

___ Art Masterpiece*

___ Back-to-School
Bash*

___ Birthday Book Club

___ Book Fair

___ Box Tops*

___ Dad's Club

___ Entertainment Books*

___ Family Food Nights

___ Field Day

___ Fun Fridays

___ Harkins Cups/
Summer Passes

___ Holiday Store

___ Hospitality

___ Read-a-thon

___ Room-Parent Coordinator*

___ Rummage Sale

___ Spring Carnival

___ Weekly Communication

___ Yearbook

___ General volunteer,
as-needed basis

****Committee already has a chairperson; volunteers only are needed***

PTO COMMITTEE DESCRIPTIONS

AR Incentive Program: Coordinating with the Media Specialist to award incentives to students for attaining special reading milestones such as Millionaire's Club, etc.

Art Masterpiece: A national art-enrichment program that uses reproductions of fine works of art to promote art literacy in elementary school age children. It is entirely dependent upon volunteer "Art Guides" at each elementary school to present a lesson planned for a particular grade level. Lessons are taught on a roughly monthly basis, usually six per school year. They last from 45 minutes to one hour and include a "hands on" art activity. For volunteer opportunities, contact chair Lisa Asche at elatad@cox.net.

Back-to-School Bash: Organizing and hosting the school's 80s-themed party in August.

Birthday Book Club: The monthly library celebration that commemorates students' birthdays with a small snack and activity time and by donating a personalized book to Carlson's new library.

Book Fair: Twice-yearly sale of books on campus that needs to be coordinated and managed with an outside book vendor.

Box Tops: Collection and management of Box Tops to redeem for monetary donations to Carlson.

Dad's Club: School events and activities to honor the fathers.

Entertainment Books: Managing the fundraiser beginning Aug. 3.

Family Food Nights: Community events where Carlson families patronize local businesses, allowing a percentage of the proceeds to be donated back to the school. This team will work with different local restaurants to secure the partnership, negotiate the donation and promote to Carlson families.

Field Day: All-day track and field event for the students in spring.

Fun Fridays: Coordination and management of Kona Ice, Jamba Juice and Popcorn days on select Fridays during school hours.

Harkins Cups/Summer Passes: Works with Harkins Theatre reps to promote and sell Harkins cups in the fall and summer movie passes in the spring.

Holiday Store: This team will work together with a pre-determined vendor the first week of December to create a holiday shopping experience for the students during school time.

Hospitality: This crew will be in charge of all things hospitality throughout the year, such as Breakfast of Champions, Donuts with Dads, Donuts with Divas, Teacher/Staff Appreciation and Family Fun Nights (like bingo night, evening storytime, yoga on the lawn).

Read-a-thon: Coordinates and manages this school-wide event in the spring, from printing up pledge sheets to helping collect money and award prizes for top class winners.

Room-Parent Coord: The liaison between PTO/principal and class room parents, this chair will help disseminate info that needs to be communicated to them; organize a teacher "favorites" list to be shared with room parents; and make sure they are utilizing tools like Sign-Up Genius for better volunteer organization and management. (Rm parents can sign up at Meet-The-Teacher Night.)

Rummage Sale: Coordination of school-wide "yard" sale in the spring. All proceeds benefit Carlson.

Spring Carnival: This is a BIG one! These volunteers are responsible for creating a fun community event, including games, food and class gift baskets for auction.

Weekly Communication: This committee will work closely with the PTO and front-office staff to gather, photocopy and staple all papers (ie, newsletters, school menus, district communications and sports flyers) that need to be sent home weekly with students.

Yearbook: This group will assist with managing production and sales of the yearbook.