




Cave Spring Middle School


PTA Volunteer Form

We need your help to make our volunteer programs a success! Please check the box next to the area(s) you can assist us with. Return the ENTIRE SHEET to your student's homeroom, to the Front Office, or by Email to: marcy.todd@gmail.com by September 9th, 2011. Committee Chairs and members are welcome and encouraged to attend monthly PTA meetings to report on their activities.

Name: _____ Student Name/Grade: _____

E-mail Address: _____ Phone: _____

Activity	Description	 to Volunteer
8 th Grade Party	Plan the end-of-year party for the 8 th grade class. This is a much anticipated event by the students and is really fun to plan. Committee will begin meeting early 2012	
Character Counts	Plan activities that support character education and oversee the new Future Cave Spring Leader Program. Planning of activities begins at the beginning of the school year.	
County Council	Representative(s) will attend monthly County Council meetings and report back to the PTA Board at our meetings. Will also report and manage any voting or State PTA issues that arise during the school year.	
Cultural Arts	Manage the Reflections program and publicize this event at Back-to-School Night, in the monthly on-line newsletter, in school announcements, and with posters. Responsibilities include: obtaining judges for the contest, obtaining and presenting awards, and setting deadlines according to contest rules.	
Destination Imagination	Recruit students and parents and organize teams for this competition at the beginning of the school year	
Front Office Helpers	Provide assistance in the Front Office(s), as needed during the school year	
Student Directory	Develop and distribute the yearly student directory. Responsibilities include: sending information form to students via homeroom, solicit local businesses for advertisements, coordinate information and submit to printers, manage distribution of directories to be issued in October.	
School Board Representative	Attend County School Board meetings and report minutes to PTA Board as well as any local activities throughout the year.	

Activity	Description	 to Volunteer
Grade Improvement	Provide incentives for students to improve grades, via prizes, snacks, etc. Local businesses can be solicited. Prizes are distributed after 2 nd , 3 rd , and 4 th grading periods. Program can be publicized in August/September.	
Helping Hands	Raise funds to provide CSMS families needing assistance with incidental items for the school year. Facilitate fundraising at Band Concerts, Back-to-School Night and through the school newsletter. Work with Guidance counselors and the Principal to determine needs.	
Hospitality	Provide refreshments and volunteers for school events via donations from school families and local businesses. The first event is a back to school welcome for the teachers and staff. Other events include: American Education week, Back-to-school night, School Play, and Academic Awards.	
Membership	Collect membership dues and help with membership drive. Also responsible for reporting to the State PTA and providing membership cards via the student directory.	
Publicity	Provide publicity about PTA events to local newspapers, TV, and radio stations as well as to faculty and staff of CSMS.	
Drama Club	Work with CSMS staff on the production of the Drama Club performance. Responsibilities may include: advertising the event, soliciting local businesses and school families for donations, and helping recruit students to participate.	
RAYSAC/Substance Abuse Program	Provide a program, during Red Ribbon Week, that increases awareness of drug, alcohol, and tobacco abuse. Work with guidance counselors and the school nurse to recruit students and create this program.	
Teacher/Staff Appreciation	Provides a back-to-school breakfast for teachers and staff, luncheons for Teacher Conference day and Teacher Appreciation week, provides a monthly "Sweet Day", and selects gifts for Bus Driver Appreciate Day in April. Work within budget allotments. Other activities can be provided as desired within budget.	
Volunteer Coordinator	Provide volunteer sign-up sheet and student packets at beginning of school year. Report new volunteer activities at CSMS PTA board meetings. Gather volunteer names and information.	
Ways and Means	Facilitates fundraising efforts and events throughout the school year. Collection of Squire Support and Box Tops for Education are also the responsibility of this Committee.	
	One Time Volunteer Opportunities:	
Health Screening	Assist the School Nurse during the Vision and Hearing tests in the Fall.	
Dance Dads	Assist in drop off and pick up of students during school dances (4 typically held during the school year)	
Election Day Bake Sale (November)	Volunteer to organize/collect/brings items and collect funds raised during this event	
Nominating Committee (March)	Solicit/compile volunteers to serve on the PTA board for the following school year.	

On-Call Volunteers	Assist volunteer coordinator with one-time assistance as necessary	
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