



PTA

ACE PTA VOLUNTEER OPPORTUNITIES 2017-2018

Volunteer Name: _____ Email: _____

Phone: Home _____ Cell _____ Work _____

Name of Student(s): _____ Grade: _____ Teacher: _____

DO YOU HAVE SOMEONE INTERESTED IN BEING PART OF OUR **MENS GROUP**?
 (contact information provided to Event Chairs in need of set up and break down help – Fall Family Night, Circus, etc.)

Name: _____ Email: _____

Preferred Phone: _____ (Circle ONE: Home Cell Work)

DO YOU HAVE A **GRANDPARENT** INTERESTED IN VOLUNTEERING?

Name: _____ Email: _____

Preferred Phone: _____ (Circle ONE: Home Cell Work)

Please return this form to school by Friday, September 1, 2017!

Dear Parents:

As this new school year begins, the ACE PTA is asking for volunteers to assist in many different areas throughout the school year. We've listed short descriptions of each area for which we need your help. Please mark all areas where you would like to volunteer, and return this form to your child's teacher in the "Augusta Circle PTA Forms" envelope. Thank you so much for offering your time and talents to Augusta Circle!

√ to help	Committee Name	Committee Description
	SCHOOL ADMINISTRATIVE	
	Eye/Ear Screening	Assist the school nurse with this program conducted once during the school year.
	Multi-Tasking Volunteer	Assist on an as-needed basis without committing to a particular project. Need to be available to assist with various one-time activities.
	Office Assistant	Assist in greeting/directing students and parents. Answer phones and clerical work, etc. Hours: 7:45 am-9:00 am.
	Photographer	Take photos at various events to help document ACE PTA and school activities throughout the year.
	School Pictures Sept. 27	8:00 AM - Noon. Assist with administrative duties and preparation of children
	Daily News	Assist the 4 th & 5 th grade students with production of the news Daily from 7:55am - 8:15am
	Swoop	Dress as Swoop during school activities throughout the year (open to middle school or high school siblings)
	Bulletin Board Helper	Assist with decorating the bulletin boards as needed
	Teacher School Supply Helper - Monthly	Assist with purchasing and distributing requested school supplies to teachers once a month (PTA funded)

PTA FUNDRAISERS & PROGRAMS		
1 st Grade Program – Rain Forest May 17 & 18	Assist with this 1 st grade production. Assist Coordinator with costumes, stage decorations, dance, programs, and cast party.	
2 nd Grade Program – The Big Chill January 25 & 26	Assist with this 2 nd grade production. Assist Coordinator with costumes, stage decorations, dance, programs, and cast party.	
3 rd Grade Program – SC Salute March 8 & 9	Assist with this 3 rd grade production. Assist Coordinator with costumes, stage decorations, dance, programs, and cast party.	
5 th Grade Salute June 6	Assist with planning the end of the year tribute to fifth graders.	
ACE Apparel	Man ACE Apparel table at certain events throughout school year.	
Augusta Circle Circus April 20	Assist with coordinating games, prizes, publicity, volunteers and food for this annual Augusta Circle event.	
Book Fair February 5-9	Assist with set-up/break-down of the Book Fair or work a shift at the checkout table.	
Cultural Arts Week May 29-June 1	Assist with planning this meaningful enrichment program or work a shift during Cultural Arts Week.	
Exterior Beautification/Catch Patch	Assist with maintaining planters in front of the school and other landscaping needs; help maintain the Catch Patch & Spring Sale.	
Fall Family Night September 26	Assist with set-up, decorating and working at the event.	
Field Day March 30 5K & 1 st June 4 4 th & 5 th (Tentative) June 5 2 nd & 3 rd (Tentative)	Assist with set-up and assist with field day games for all grades.	
Grandparents & Special Friends February 12-14	Assist with decorating, setting up tables and greeting guests.	
Interior Beautification	Assist with any decorating enhancements, permanent art gallery needs, or other interior beautification needs for our school.	
Leprechaun Leap March 17	Assist with preparing/distributing flyers and with set-up, decorating and working shifts on day of event.	
Library Support	Assist with shelving books, and work shifts for special events in the library throughout the year.	
Parent Party February 2	Assist with Parent Party by picking up items, decorating, printing flyers, etc.	
Popsicles on the Playground April 22	Assist with check-in and directing rising kindergarten students and their parents at this annual spring event.	
Raise Craze September 22 – October 6	Assist with the pep rally, service fair (at Fall Family Night), service projects and the service celebration.	
Red Ribbon Week October 23-27	Assist with counting money that is donated by each class and help coordinate other activities during this “Just Say No to Drugs” program.	
Reflections Fall	Assist with organizing and cataloging Reflection entries.	
Safe Routes to School	Assist with promotion of the Walk and Wheel to School events as well as help the morning of the events.	
Staff Appreciation	Assist during the year with meals and treats to show appreciation for ACE staff.	
Yearbook	Assist with taking pictures during the year, helping with page layout and editing, and distribution of the yearbooks.	