

CARVER PTA VOLUNTEER INFORMATION FORM 2011-2012

Please complete only ONE form per family!

FATHER'S/GUARDIAN'S/OTHER'S FULL NAME: _____

Occupation: _____ Employer: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

MOTHER'S/GUARDIAN'S/OTHER'S FULL NAME: _____

Occupation: _____ Employer: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

	CHILD'S NAME	GRADE	TEACHER	ROOM #
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Person(s) willing to volunteer: (Please check applicable ones): Father Mother Guardian Other

Your donation of time and resources help make Carver a world-class education for our kids. If you have a talent or resource related to your business, profession or ability that you would contribute please let us know. _____

Be enthusiastic; check as many activities as possible. This does not commit you to helping; it only shows your interest in the possibility. Dates may change. Please feel free to contact Jennifer Giles, PTA President at (626)458-5555 and jennifer.giles@att.net or Laurie Modean, PTA Executive Vice President at (626) 614-8606 and modean4@sbcglobal.net.

- Art Classroom Helper (year round)
- Art Festival/Open House (March 29, 2012)
- Bike Rodeo (September 14, 2011)
- Carver Helpers On Call [CHOC] (any event as needed; can take volunteer duties home to be completed)
- Computer Lab Helper (year round)
- Curriculum Lab (Wednesday mornings)
- Health Desk/Front Office Volunteer
- Library Volunteers (year round)
- Lunar New Year Celebration (January 20, 2012)
- Music Box (year round)
- Safety: Morning Drop-off
- Safety: Afternoon Pick-up
- Science Fair (January 26, 2012 with planning night in December 2011)
- Substituting for Teachers during Parent/Teacher Luncheons – No teaching experience necessary! (February 2012)
- Translation of select Carver School/PTA communications; written or oral
 - Mandarin Cantonese Spanish Korean
- Vision and Hearing Screening Helpers – assist Nurse (September/October 2011)
- Yearbook

FUNDRAISERS:

- Book Fair (November 14-18, 2011)
- Carver Carnival (May 5, 2012)
- Gift Items & Cookie Dough Fundraiser (Tally – September 27, 2011; Distribution – October 2011)
- Math-A-Thon (November 2011)
- Parent Party (March 10, 2012)

Your name will be given to the Event Coordinator for each category you indicated. Please feel free to contact them directly for inquiries or ways in which you can help. (Please see Carver Directory.) **THANK YOU IN ADVANCE!**

DESCRIPTIONS

ART CLASSROOM HELPERS: Volunteers support by assisting before, during, and after art lessons in order to provide high quality art instruction for your child. No art experience is necessary.

ART FESTIVAL/OPEN HOUSE: Assist classroom teachers with selection of student artworks two weeks before festival. Help Art Festival Chairs with displays for the Districtwide Celebrate the Art Festival in April 2012.

BIKE RODEO: All 3rd, 4th, and 5th grade children may participate in the Bike Rodeo administered by the Safety Committee and the San Marino Fire Department. Volunteers set up and supervise the written and riding tests that the children must pass to receive permission to ride their bikes to school.

BOOK FAIR: Help is needed setting up, taking down, and/or working a shift or more during the week of the fair. Through the sale of books and educational materials, this fair helps raise funds and expands the classrooms' and Library's book collections.

CARVER CARNIVAL: The second biggest fundraiser of the year, this popular event needs volunteers to help organize the various booths and activities. Great for working parents.

CARVER HELPERS ON CALL [CHOC]: An on call group of volunteers, who can give an hour or two during the month to help copy, collate, stuff envelopes or do other special PTA projects as needed (data entry). Perfect for working parents and those with small children.

COMPUTER LAB: Our children receive hands-on computer training in accordance with a district-wide master plan. Volunteers are needed year round to assist when classes are in the computer lab. Training will be provided.

CURRICULUM LAB: Located at the San Marino USD site, volunteers who can commit to one or more Wednesday mornings each month will cut and paste educational materials for the classrooms. No experience is necessary.

GIFT ITEMS & COOKIE DOUGH FUNDRAISER: Help needed for tallying orders and distributing goodies upon delivery.

HEALTH DESK/FRONT OFFICE VOLUNTEERS: Volunteers help when staff is unavailable to answer phones and administer basic first aid to kids during morning hours.

LIBRARY VOLUNTEERS: Parent volunteers assist the librarians in the routines necessary for the running of the Carver School Library. No library experience is necessary. An orientation and regular schedule will be provided. With the help of volunteers, the library is open Tuesday through Friday and utilized and enjoyed by all grade levels. (**Note:** The *Read Aloud Program* is a separate program with sign up sheets available through your child's classroom and the Library.)

LUNAR NEW YEAR CELEBRATION: An all grade level celebration. Volunteers are needed to help serve food, work with the children at the various arts and crafts booths, as well as help decorate and set up.

MUSIC BOX: This engaging music enrichment program allows students to check out music bags with information and guides on various musicians with new ones added yearly. Help is needed with check-in, check-out and re-stocking.

PARENT PARTY: This main fundraiser of the year requires many volunteers for its multifaceted activities: advertising, sales, decorating, planning, printing, cashiering, writing, copying, etc.

SAFETY: Assist with drop-off and/or pick-up.

SCIENCE FAIR: This fair exhibits all of our participating students' science projects. Help is needed setting up and taking down the exhibits, guiding classroom tours before the Science Fair or visitors the night of. No science background is required.

SUBSTITUTING FOR TEACHERS DURING PARENT/TEACHER LUNCHEONS: Volunteers are needed to stay with the teachers' classes while the teachers are at their parent teacher luncheons. No teaching experience is necessary; activities for the kids will be prepared by the teachers ahead of time.

TRANSLATION FOR PTA/SCHOOL FUNCTIONS: Bilingual volunteers needed to provide translation of select PTA and school functions/documents/information for non-English speaking parents.

YEARBOOK: Help is needed taking and collecting pictures of school events as well as administration and production of yearbook.

Please take this opportunity to get involved with your child's school! These programs are not possible without you the volunteers.