

HAMILTON ELEMENTARY

VOLUNTEER OPPORTUNITIES FOR 2009 -2010

We are beginning to plan for the upcoming school year. Please help us by indicating all of the areas for which you would like to volunteer. Committees still needing a coordinator have a box for coordinator position.

Check if you would like to be a **coordinator**

Check if you would like to be a **helper**

If you have questions regarding a particular program, please contact one of our VIPS Coordinators: Cathy Melancon (281)373-4878 or Julia Meyers (281)304-9175.

Parent Name: _____ Phone #: _____
(Please Print)

Email: _____

Student's Name(s): _____
(Include last name if different from yours)

PTO Help

- Hospitality**
Bake or purchase items for staff breakfast, luncheons and/or desserts. Help to serve students at the Thanksgiving student lunch.
- Spirit Sale**
Purchase items for Spirit Shop then sell spirit items at various times of the year during lunch.
- PTO Workroom**
Help teachers with special class projects including laminating, die cutting, binding, etc.
- Fundraising**
Assist coordinator with fundraising events such as catalog gift sales that raises money to fund our schools needs.
- Golf Tournament**
Assist on various committees to plan, organize and execute Spring Golf Tournament.
- Directory**
Short term commitment at the beginning of the school year which includes inputting of data and directory distribution. Knowledge of Excel and Access helpful but not necessary.

Office Help

- Marquee**
Change outdoor signs on a weekly basis.
- Monday Mailers**
Put together and distribute Lion's Lines and other information to be sent home with each student every other Monday.
- Principal Pals**
Variety of office tasks as needed. For example the first week of school, holiday parties and other special projects.

Clinic Help

- Clinic**
Help nurse with duties such as taking temperatures and signing students into the clinic.
- Vision, Hearing and Screening**
Help with weighing and measuring students once a year. Vision and Hearing screeners require training.

Library Help

- Library Helper**
Volunteer to check books in and out, re-shelving and other tasks.
- Book Fair**
Help with one or two book fairs during the year.

Art Help

- Art Helper**
Help art teacher hang and display art work throughout the school year.
- Original Artworks**
Help the art teacher with collecting orders and then distributing the artwork.

Grade Level Help

- Homeroom Coordinator/Helpers**
Help homeroom teacher to coordinate two class parties, classroom baskets and organize volunteers for your homeroom. KG – 5th grade coordinator names will be drawn within the first two weeks of the new school year. Coordinators for each homeroom will be contacted by the VIP Coordinators. Place a check in the grade level box(es) for which you would like to serve:

Coordinator KG 1st 2nd 3rd 4th 5th

Helper KG 1st 2nd 3rd 4th 5th

- Field Days**
Volunteers are needed to work game stations in half hour shifts.
- Instructional Helper**
Work one-on-one or with a small group of children in the classroom. Instructions and materials will be provided.
- Mentor Program**
Give 30 minutes a week to be a friend to a Hamilton student. Play games, help with social skills or have lunch. Training session is required.
- PPCD Helper**
PPCD stands for Preschool Program for Children with Disabilities. Plan class parties and read to the class.
- Science Resource Activities**
KG – 5th grade field trips to the Science Resource Center or Nature Trails, animal demonstrations in the classroom (scheduled training required).
- Science Enrichment**
Help with hands on experiments in the 4th or 5th grade classroom.
- Reader Parent**
Read for approximately 20 minutes to your child's class based on each grade and teacher.
- Reading Fluency Helper**
Assist one or more children for approximately 10 – 15 minutes per visit to increase their reading fluency. Training will be provided.
- Math Mentor**
Assist one or more children for approximately 10 – 15 minutes per visit to increase their math skills. Training will be provided.
- Junior Achievement**
Present a prepared classroom presentation from 30 minutes to 1 hour a week for 5 consecutive weeks. Training is required.
- Sooper Puppy – First Grade**
Present weekly lessons during a month long unit on self-esteem, peer pressure, and drug awareness for First grade. A short training session is required.
- Third Grade Play**
Help music teacher to set-up stage scenery and props for program.
- Fifth Grade Day**
Coordinate year end celebration for fifth graders. This is a large event which requires many volunteers.
- Fifth Grade Memory Book**
Help take pictures of all fifth grade activities and assemble into memory book.
- Fifth Grade Biz Town**
Go to a special training to be able to help with the Biz Town field trip.