

Sparks Needs You!

2011-2012 SPARKS ELEMENTARY VOLUNTEER FORM

Everyday Tasks such as lunch helper, especially with the tricky juice boxes, to office support make a **Huge** difference for all the students at Sparks.

The Sparks PTA encourages and values the participation of each and every parent, whether you're a seasoned volunteer or a first-timer. We make it easy. There are many ways that you can help out.

Please indicate all areas of interest and/or expertise. To sign up online or for more information please see <http://www.sparkspta.org/volunteer.html> or contact Susan Stephenson, Volunteer Chair ~
scubed@netzero.com

- | | |
|--|--------------------------------------|
| _____ American Education Week | _____ Ice Cream Social |
| _____ Baltimore County Representative(s) | _____ Library Help/Library Gift Fund |
| _____ Book Fair | _____ Nurse Helper |
| _____ Boxtops & Receipts | _____ Nominating |
| _____ Bylaws | _____ Photocopying |
| _____ Cafeteria/Lunch Helpers | _____ PTA Membership |
| _____ Corporate Gifts and Advertising | _____ Reading Incentive Program |
| _____ Direct Donation Campaign | _____ Reflections Program |
| _____ Environmental Education/Nature Trail | _____ Roster |
| _____ Environmental Fair | _____ Science Fair |
| _____ Family Events (Movie Night, Skating Party, etc.) | _____ Spirit Wear |
| _____ Fifth Grade Graduation | _____ Spring Fair |
| _____ Grandparents Day | _____ Teacher Appreciation Week |
| _____ Hospitality/Bakers/Cooks | _____ Technical Support |
| _____ Hula for Hopkins | _____ After Hours/Work From Home |

Please look on the back of this sheet for more details about each committee.

Name: _____

Child(ren)/Grade(s)

Phone: _____

Email: _____

There are lots of great ways to contribute. Be it time, money or a little sweat. Below are our main volunteer opportunities. But remember, behind every great event, is a team of hardworking parents, teachers and others.

So, now that you're ready to join us,
take a look at the fun and truly important ways to get your feet wet in the Sparks Shark ocean!

American Education Week Assist with planning, preparation and set up for this week-long event. **(November)**

Baltimore County Council Representative Attend county PTA meetings each month and report back to the Sparks PTA executive board. **(Monthly)**

Book Fair Help coordinate the Scholastic Book Fair where students, teachers and families can purchase books. **(October)**

Boxtops & Receipts Help create and execute a campaign to motivate parents and children to collect Boxtops, Giant & Graul's receipts to raise funds for the PTA. **(Ongoing)**

ByLaws Committee* This group is responsible for updating and adjusting the Sparks PTA bylaws as needed. **(Fall)**

Corporate Gifts & Advertising Soliciting corporate gifts & advertising to support Direct Donation. **(August-October)**

Direct Donation Assist in the creation and executive of a fundraising campaign to support PTA programs. **(Ongoing)**

Environmental Education/Nature Trail Assist with maintenance of the Sparks Nature Trail **(Ongoing)**

Environmental Fair Play a role in coordinating the fair, recruit presenters and assist on the day of the event. **(Spring)**

Family Events Help the PTA First VP with one of the family events held throughout the year: Movie Night, Skating Party, Games Night, etc. **(As Scheduled)**

Fifth Grade Graduation Help organize graduation ceremonies and activities for 5th grade class. **(Dec-June)**

Grandparents Day Help organize a the visitation event for grandparents and special friends. **(November)**

Hospitality/Bakers/Cooks Help keep PTA closet organized and supplied. Assist program chairs with catering needs for PTA events. Participate in the effort to welcome new families to the school. **(Ongoing)**

Hula for Hopkins Help organize a night of fun and service learning for the entire Sparks community. **(January-April)**

Ice Cream Social Help organize a night of music and ice cream for Sparks families and teachers. **(October)**

Library Gift Fund Assist in program communication as well as the selection and distribution of books for the birthday program that supports the Sparks library resources. Provide help in to the Sparks librarian as needed. **(Monthly)**

Nominating* Develop a list of nominations for Executive Board positions for the coming school year **(Winter/ Spring)**

Nurse Helper Assist the nurse with tasks such as preparing ice packs and fluoride treatment. **(Ongoing)**

Photocopying Be an in-house resource for a variety of copying needs. As needed. **(Ongoing)**

PTA Membership Assist with the PTA membership drive in conjunction with the Direct Donation campaign. **(August-October)**

Reading Incentive Program Help facilitate the Sparks reading incentive program campaign with goals, contests and prizes designed to encourage Sparks students to read for fun. **(February/March)**

Reflections Program Help promote the PTA Reflections art program and coordinate and communicate the submission of entries and the distribution of prizes. **(October)**

Roster Assist in the assembly, creation and distribution of Sparks Elementary School Directory. **(August-October)**

Science Fair Assist in the organization of science project submissions and the Science Fair display. **(April)**

Spirit Wear Help organize a campaign to sell and distribute Sparks Spirit Wear apparel. **(Ongoing)**

Spring Fair Help organize a day of outside games and activities for Sparks families. **(May)**

Teacher Appreciation Week Help organize a week of events to celebrate and thank our teachers. **(May)**

Technical Support Make your technical skills available to the Sparks PTA. Projects may include data integration, generating mailings, and more. This is a new committee. As needed. **(Ongoing)**

After Hours/ Work From Home Help Work on tasks at home or after hours. Teachers often need cutting and preparation work completed for in-class projects. Or help with set up/clean up from events. **(Ongoing)**

* The Bylaws and Nominating committees will be appointed by the Executive Board in accordance with the bylaws.