

VOLUNTEER – See what you can do!

Please return this completed form to the main office anytime or indicate your interest through our PTSA website (www.rhmsptsa.org). Thank you for supporting your school and PTSA.

Volunteer Name: _____

Student Name/Grade: _____

Phone: _____ Email: _____

Please note: Per school district policy, all individuals must be an approved LWSD volunteer before beginning a volunteer assignment.

SINGLE, SHORT, AND SPECIFIC volunteer opportunities I am interested in helping with:

_____ **On-Call Volunteer:** Contact me when you need volunteers and I'll let you know if I'm available to help.

_____ **Morning Drop-off Safety Volunteers:** Volunteers needed each morning during the first two weeks of school to help cars move along safely and in a timely manner (7:30 – 8 am).

_____ **Picture Day:** Morning and afternoon shifts available.

_____ **Picture Retake Day:** Morning and afternoon shifts available.

_____ **Hearing & Vision Screening:** Assist school nurse with vision and hearing testing for 7th graders.

_____ **Cultural Night (Date TBD April or May):** Assist with setup and coordination of events.

_____ **ASB Social Events (October, December, March, June):** Parent volunteers needed for movie nights and dances organized by ASB.

_____ **8th Grade Moving-Up Reception, June:** Reception setup and/or cleanup for 8th graders and their families.

ONGOING and COMMITTEE volunteer opportunities – Join a Team!

_____ **Language Interpreters:** Can you explain things to others in another language at events? Translate forms? We need your help! What language(s) do you speak? Please list them:

_____ **Library Volunteer:** General help around the library. (Weekly, monthly, or please specify when available)

_____ **Emergency Prep:** Work with E-Prep chair to inventory, rotate, and purchase new supplies for the Emergency Prep supply at school (September/October).

_____ **Reflections:** Work with our Reflections Chair to organize this PTA-sponsored cultural arts competition. Encourage student participation and judge entries (September - December).

_____ **Financial Review Committee:** 3 committee members needed to conduct a bi-annual PTSA financial review. The checklist is provided by the National PTA and takes about 2 hours. **No accounting experience necessary.**

_____ **Nominating Committee:** 3 Committee members needed to find and recommend a slate of PTSA Executive Committee officers for the following year (January-March).

Join our BOARD OF DIRECTORS!

_____ **President:** Presides over all board and general membership meetings. Manages overall objectives and strategies of the PTSA. Acts as a liaison between board/parents and RHMS admin/staff. Collaborates with principal and board to create annual calendar. Makes appointments to positions and committees as needed. Attend some LWSD PTSA council meetings.

_____ **Secretary:** Attend monthly board meetings and quarterly general membership meetings. Record minutes at all meetings and provide copies as needed. Presents minutes at board and general membership meetings for approval. Participate in discussions and decision making. Maintain a complete file of all approved agendas, minutes, and bylaws. Attend some LWSD PTSA council meetings.

_____ **Treasurer:** Keep an accurate record and account of all PTSA monetary transactions. Attend monthly board meetings, quarterly general membership meetings, and occasional LWSD PTSA meetings. Chair the Budget Committee and collaborate with the committee to generate the annual PTSA budget. Identify any budget issues that may arise throughout the school year. Make deposits of collected funds and authorize disbursements of funds. Submit annual tax returns and prepare books for annual audit. Reconciles bank accounts and keep orderly records. Prepare and present treasurer's report at general and board meetings.

_____ **VP of Fundraising:** Attend monthly board meetings and quarterly general membership meetings. Coordinate and execute fundraisers such as Pass the Hat, Dining Out, and other community partnerships. Interfaces with local businesses regarding services (donors, sponsorships, etc). Coordinate communication and promotion of fundraisers through the PTSA website, PeachJar, social media, newsletters, flyers etc. Attend some LWSD PTSA council meetings.

_____ **VP of Programs:** Attend monthly board meetings and quarterly general membership meetings. Oversees the "fun" events PTSA sponsors throughout the year (curriculum night, cultural night). Works closely with the chairs of each of the program committees and helps recruit volunteers for the events. Attend some LWSD PTSA council meetings.

_____ **VP of Communications:** Manage the communication strategies of the RHMS PTSA including the weekly update for Parent Square, Website, Facebook. Recruit and help train committee chairs. Assure information is updated and complete and work with board to help ensure accuracy of content and coordination on communication strategies for school events. Work with membership chair to publish the student directory annually on the PTSA Website. Updates Facebook page regularly.

_____ **VP of Membership/Volunteers:** Help with membership drives by getting the word out and providing information to potential and renewing members. Keep the membership application form up to date. Collect the forms and submit on-line information to the state organization. Attend board and general membership meetings to report on the membership status. Collect volunteer forms as they come in the school office or online. Create a database of the names and contact information of all volunteers and send collated lists of the database to appropriate committee chairs and board members. Assist committee chairs and board members in recruiting volunteers for PTSA activities and student and staff organizations as needed (generally via Sign-up Genius).

Thank you for your willingness to serve our RHMS community!

Questions?

Please contact RHMS President Kristen Mattie at President@rhmsptsa.org.