

Blake High School PTSA 2009-2010 Volunteer Program

Name: _____
 Telephone: Daytime (____) _____ Evening/Cell (____) _____
 Student's Name: _____ Grade: _____
 E-mail Address: _____

Below are the PTSA committees. Please (X) check the areas where you can volunteer. Remember—Volunteers don't necessarily have the time, they just have the heart.

Questions? Contact our Volunteer Coordinator at volunteer@blakeptsa.org All help and volunteers are appreciated!!

COMMITTEE/TEAM	DESCRIPTION	Chair	Planning	Activity
9th GRADE PARENT PEER GROUP				
10th GRADE PARENT PEER GROUP	Parent Peer Group information meetings to discuss issues specific to their students. These groups advocate for the students in the designated grade.			
11th GRADE PARENT PEER GROUP				
12th GRADE PARENT PEER GROUP				
AFTER PROM (May)		Help coordinate After Prom activities and fund raising		
BACK TO SCHOOL NIGHT (September)	Welcome parents to the school, distribute information, coordinate with PR & membership committees, organize and staff table fair.			
BOOK SALE - Spring	Coordinate used book sale			
BUDGET	Review PTSA fund raising & spending initiatives and practices			
BUSES (May)	Help coordinate buses used for graduation			
BYLAWS	Review Bylaws and keep current			
COMEDY NIGHT - Winter	Coordinate a Comedy Show fund raiser			
COMMUNICATIONS	Support all Committees/Teams publicity & solicitation efforts			
COMMUNITY RELATIONS	Advocate for school and PTSA within the community			
DATA ENTRY	Work with other committees on data entry needs			
CULTURAL ARTS	Help select or coordinate unique cultural arts programs			
DIRECTORY (August)	Help edit school directory or sell advertising in Directory			
DIRECT APPEAL (August/September)	Secure funds through direct solicitation			
DIVERSITY ISSUES	Represent constituent cultural communities to the PTSA & MCPS			
EDUCATION & CURRICULUM	Work with school and/or county on academic progress & curriculum			
EUBIE MAIL	Write & Coordinate information input for the electronic newsletter.			
FOUNDATION EXPLORATORY	Working group for Blake Alumni Foundation			
FUND RAISING	Overall Fund Raising coordination within the PTSA			
GRADING & REPORTING	Inform parents on grading & reporting issues			
GRANTS	Research and write grants of use to PTSA and Blake HS			
GROCERY & RETAILER RECEIPTS	Coordinate parent participation in various retail loyalty programs and source new programs			
HOSPITALITY	Shop for food and/or attend and assist with event planning.			
LEGISLATION	Contact state legislators about key issues that affect the students and the Blake community.			
MEMBERSHIP	Help build a solid foundation of diverse PTSA members			
MS LIAISON: BENJAMIN BANNEKER	Represent the PTSA & School Programs and Activities to the Consortium Middle Schools			
MS LIAISON: BRIGGS CHANEY				
MS LIAISON: FARQUHAR				
MS LIAISON: FRANCIS SCOTT KEY				
MS LIAISON: WHITE OAK				
NEWSLETTER EDITORIAL	Gather, edit, and coordinate PTSA Newsletter articles submitted for publication.			
NEWSLETTER DISTRIBUTION	Assist with distribution of the PTSA newsletter.			
NOMINATING	Put forth candidates for officer positions at year's end			
ORIENTATION/STUDENT ACTIVITIES	Provide assistance, hospitality, and activities at various school functions including orientation.			
PARENT OUTREACH	Advocate PTSA programs and membership to parents			
PROGRAMS	Recommend & coordinate special programs for Blake students			

	and parents, i.e., driving awareness, substance abuse, parent-to-parent workshops.			
PUBLIC RELATIONS	Serve as liaison to the local media and publicize Blake PTSA activities, teacher and student awards, and alumni activities.			
RACE FOR A DREAM (May)	Coordinate charity race			
REFLECTIONS	Coordinate the Reflections Fine Arts competition.			
SILENT AUCTION (April)	Plan & coordinate event, solicit donations, catalogue/database, decorations, food, cashiers, baskets or staff tables the day of the auction.			
SOS	Parent power pool. Folks willing to fill in anywhere if available!			
SPECIAL NEEDS	Educate and involve parents in special needs program and attend meetings.			
STAFF APPRECIATION	Donate time, food, gifts, etc. for monthly appreciation of all Blake Staff.			
STUDENT MEMBERSHIP	Explore issues and activities with PTSA Student Members			
STUDENT RECOGNITION & RENAISSANCE	Assist Blake guidance department with set-up of 2 student recognition breakfasts/programs. Select students for PTSA scholarships; nominate individuals for community awards.			
TEACHER MEMBERSHIP	Explore issues and activities with PTSA Teacher Members			
VOLUNTEER COORDINATOR	Assist volunteer coordinator in volunteer placement and recruitment			
VOLUNTEER RECOGNITION	Reward volunteers throughout the year and help to coordinate culminating event			
WEBSITE	Develop & maintain the PTSA web page			

Office Help (i.e., copying) Circle all that apply Mornings Afternoons Anytime

Classroom Help Circle all that apply Mornings Afternoons Anytime

Tutoring List subject(s):

_____ **Please contact me about an idea that I have about how my company or organization can partner with James Hubert Blake High School PTSA. We have resources/manpower/facilities that we can share/donate.**

Thanks for Volunteering!!

Please return this form to Blake High School Office—PTSA Mailbox,
or mail to

**Blake High School PTSA
300 Norwood Road
Silver Spring, MD 20905**

