

Volunteer Form

Blake High School PTSA

2011-2012

The school is a community in which parents play a major role. We need you to help accomplish the goals of the PTSA, all of which support our kids. Please sign up to volunteer for one or more of the PTSA committees by completing the contact information and checking the appropriate boxes.

Your name

Phone number(s)

E-mail address

*Many people needed.

COMMITTEE/TEAM	DUTIES	CHAIR	HELP PLAN	HELP AT EVENT
Parent Peer Groups	Host grade-level parent info meetings. Advocate for students in designated grade.			
9th Grade				
10th Grade				
11th Grade				
12th Grade				
After-Prom (May)*	Coordinate After-Prom activities and fundraising.			
Back-to-School Night (Sept.)*	Distribute information, work with PR & membership committees, organize and staff table fair.			
Book Sale*	Plan sale, sort books, set up sale, sell books, pack up, clean up. Huge fundraiser and LOTS OF FUN.			
Budget	Review PTSA fundraising & spending initiatives/practices.			
Buses--Graduation	Help coordinate buses for graduation.			
Bylaws	Review bylaws and keep current.			
Comedy Night	Coordinate an evening of comedy as a fundraiser.			
Communications	Support committees/teams with publicity/solicitation efforts.			
Community Relations	Advocate for school and PTSA within the community.			
Directory	Help edit school directory or sell advertising in directory.			
Direct Appeal	Secure funds through direct solicitation.			
Equity Issues	Discuss issues (transportation, fees, communication) and develop solutions to make activities accessible to more students.			
Eubie Mail	Write/coordinate information input for PTSA email.			
Fundraising	Overall fundraising coordination within PTSA.			
Grocery/Retailer Receipts	Coordinate parent participation in retail loyalty programs, and source new programs.			

Hospitality	Help plan for, buy food for, and/or attend events.			
Membership	Help build a solid foundation of diverse PTSA members.			
Newsletter Distribution	Assist with distribution of the PTSA newsletter.			
Newsletter Editorial	Gather, edit, and coordinate PTSA newsletter (<i>Blake Blue Note</i>) articles submitted for publication.			
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.			
Public Relations	Be liaison to local media, publicize Blake PTSA activities and teacher/student awards, and host alumni activities.			
Race for a Dream	Coordinate charity race.			
Reflections	Coordinate the Reflections Fine Arts competition.			
School Improvement Team	Work with school/county on academic progress/curriculum.			
Silent Auction*	Plan/coordinate event, solicit donations, catalog/database, decorations, food, cashiers, baskets, or auction-day staff.			
SOS--Help when needed	Parent power pool. Folks who can help anywhere, if needed!			
Special Education	Educate/involve parents in special needs program; attend meetings.			
Staff Appreciation	Gather food/gifts and donate time for appreciation of Blake staff.			
Student Recognition/ Scholarships	Assist guidance with Renaissance, select students for PTSA scholarships, nominate people for community awards.			
Volunteer Coordinator	Assist coordinator in volunteer placement and recruitment.			
Website	Develop/maintain PTSA Web page on the Blake Website.			
Yard sale	Help set up and run yard sale.			