



# BELLS MILL PTA

## Volunteer Interest Form

Thank you for your interest in volunteering with the Bells Mill PTA. Your involvement is a key factor in our continued success to provide enrichments activities and support. Please select as many interests that apply and return the form in your child's folder at school. Please email the PTA board at [info@bellsmill.org](mailto:info@bellsmill.org) with any questions or to find out more ways to help.

**Items in BOLD are in most need of support for the coming 2019/20 school year.** Events occur throughout the entire school year and dates can be found on the PTA calendar.

PARENT NAME: \_\_\_\_\_ STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

### BOARD POSITIONS

- |   |   |                                     |
|---|---|-------------------------------------|
| <input type="checkbox"/> President                | <input type="checkbox"/> VP of Committees | <input type="checkbox"/> Delegate 1 |
| <input type="checkbox"/> <b>VP of Fundraising</b> | <input type="checkbox"/> Treasurer        | <input type="checkbox"/> Delegate 2 |
| <input type="checkbox"/> VP of Communications     | <input type="checkbox"/> Secretary        |                                     |

\*No prior board experience is necessary. \*Delegates are the link between local school and the Montgomery County Council of PTAs and are essential to two-way communication.

### FUNDRAISING

- Read-a-Thon
- Restaurant Night
- Book Fair
- Box Tops**
- Spirit Wear

### STAFF APPRECIATION

- Principal's Tea Refreshments
- Staff Appreciation Week
- Teacher Breakfasts

### SCHOOL EVENTS

- Back-To-School Picnic**
- Bash - End of Year**
- Bingo Night**
- Geography Bowl
- Ice Skating Night
- International Night
- Donuts with Dad**
- Muffins with Mom**
- Magic & Muffins (K-1)**
- Popsicle Social
- Science Fair
- STEM Night
- Talent Show
- Walk to School Day**

### ADMINISTRATION

- Photocopy Assistant
- Bear Posts Email Newsletter
- Membership and Directory
- Room Parent Coordinator
- Webmaster
- Facebook
- NAACP Representative
- Gifted and Talented Rep

### SCHOOL AFFAIRS

- Lunch Volunteer Coordinator
- Recess Volunteer Coordinator
- Sunshine Committee
- Curb Appeal

### CULTURAL ARTS AND ENRICHMENTS

- Assemblies Coordinator
- Enrichment Coordinator
- Reflections Art Contest

### WELCOMING

- K - Orientation**
- Kindergarten Playdate
- Newcomers Welcome

# Volunteer Position Descriptions

## FUNDRAISING

- Read-a-Thon:** Plan and coordinate the NEW two week fundraising event.
- Restaurant Night:** Plan and coordinate 4 fundraising events with restaurants.
- Book Fair:** Plan and coordinate the week long Book Fair at school.
- Box Tops:** Manage the new app and promotion.
- Spirit Wear:** Manage design, ordering, vendors, product delivery and sales.

## Timing of duties

- Winter
- Fall
- Fall
- Ongoing
- Summer/Fall

## ADMINISTRATION

- Photocopy Assistant:** Make copies of PTA flyers at school for distribution.
- Bear Posts Email Newsletter:** Coordinates all announcements posted on the PTA website resulting in outgoing emails to community
- Membership and Directory:** Manages AtoZ directory database. Collects membership forms and fees and tracks membership for board.
- Room Parent Coordinator:** Liaison between the PTA and the Room Parents.
- Webmaster:** Update website on a regular basis.
- Facebook:** Maintain the Bells Mill PTA FaceBook page.
- NAACP Representative:** Liaison at school/county meetings to share information useful in enhancing children's chances of academic success.
- Gifted and Talented Rep:** Liaison at school/county meetings to share information.

- Ongoing
- Ongoing
- Fall
- Fall/Ongoing
- Summer/Ongoing
- Ongoing
- Ongoing
- Ongoing

## STAFF APPRECIATION

- Principal's Tea Refreshments:** Arranges tea and cookies at evening meetings with grade level parents.
- Staff Appreciation Week:** Coordinates recognition and appreciation efforts for staff.
- Teacher Breakfasts:** Coordinates Welcome Back breakfasts for teachers.

- Fall
- Spring
- Fall

## SCHOOL AFFAIRS

- Lunch Volunteer Coordinator:** Coordinates lunch volunteers.
- Recess Volunteer Coordinator:** Coordinates recess volunteers.
- Sunshine Committee:** Provide support (meals and other) to families and staff during times of need.
- Curb Appeal:** Restores and beautifies green spaces in and around the school.

- Ongoing
- Ongoing
- Ongoing
- Ongoing

## CULTURAL ARTS AND ENRICHMENTS

- Assemblies Coordinator:** Coordinate at least 2 school-wide / grade-specific cultural assemblies per school year. Attend the Cultural Arts Showcase
- Enrichment Coordinator:** Be the liaison to FLEX Academies and advertise activities.
- Reflections Art Contest:** Coordinates MCCPTA arts contest.

- Fall
- Ongoing
- Fall

## SCHOOL EVENTS

- Back-To-School Picnic:** Coordinates food vendors, crafts, music, volunteers
- Bash - End of Year:** Coordinates food vendors, crafts, music, volunteers
- Bingo Night:** Coordinates food vendors, equipment, teacher callers, volunteers
- Geography Bowl:** Coordinate end of year geography competition for students in grades 3 to 5
- Ice Skating Night:** Coordinate family skate night with local rink.
- International Night:** Coordinates event that celebrates the cultural diversity of our school.
- Donuts with Dad:** A before school social event for dads and their kids.
- Muffins with Mom:** A before school social event for moms and their kids.
- Magic & Muffins (K-1):** Saturday morning social event for K and 1st grade families.
- Popsicle Social:** Coordinate popsicle social & volunteers immediately following Open House.
- Science Fair:** Coordinates and promotes the non-competitive science fair.
- STEM Night:** Plan a fun learning evening of science, technology, engineering and math.
- Talent Show:** Coordinates school wide talent show.
- Walk to School Day:** Assists school wide event celebrating a global Walk to School Day recognizing a movement for year-round safe routes to school.

- Fall
- Spring
- Fall
- Spring
- Winter
- Spring
- Spring
- Spring
- Fall
- Fall
- Spring
- Winter
- Spring
- Fall

## WELCOMING

- Kindergarten Orientation:** Coordinates incoming K Orientation.
- Kindergarten Playdate:** Coordinates playground social for students entering Kindergarten and their families.
- Newcomers Welcome:** Assists new families to Bells Mill.

- Spring
- Summer
- Ongoing