

London Towne Volunteer Sign-Up Sheet 2003-04



Dear Parents/Guardians:

Welcome to a new school year at London Towne Elementary!

London Towne Elementary works so well because we have wonderful volunteers to help us with many activities throughout the year. On the back of this sheet, you will find a list of activities & events that need volunteer support. Please indicate which activities you are willing to assist with this school year by marking ALL that apply (this will not obligate you to volunteer for the events selected). This will provide a pool of volunteers for the coordinators of each event to call upon for help. **Please return this sheet to the school before September 16, 2003.**

If you have any questions about these programs or would like to volunteer in other ways, please contact Mrs. Yanis Reyes, London Towne's Volunteer Coordinator, at 703-266-2657 or via email at yreyes1@cox.net.

Family Information (please print)

Parent/Guardian #1 Name: _____

Parent/Guardian #2 Name: _____

Phone (Home): _____ Best time to call: morning afternoon evening

Optional (work / cell): _____ Best time to call: morning afternoon evening

Email address: _____

Can you volunteer during school hours? Yes No

Children's Name(s):	Grade:	Teacher:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Would you be interested in chairing a committee? Yes No

If yes, please list the committee(s) _____

PLEASE CHECK ALL ITEMS THAT INTEREST YOU

- ☐ **Book Fair** (assist with set-up, sales, distribution of books at our Fall and Spring bookfairs)
- ☐ **Campbell's Labels for Education** (collect, organize and distribute labels to Campbell Soup Company)
- ☐ **Clinic** (help with vision/hearing screening and assist the nurse on an as needed basis)
- ☐ **Dances** (Ticket sales, set-up and clean-up of dances; work with hospitality committee for refreshments)
- ☐ **Fun Fair** (help coordinate games, prizes, activities, events and food)
- ☐ **Fundraising** (assist with fundraising events such as the Fall Fundraiser)
- ☐ **General Mills Box Tops for Education** (collect, organize and distribute GM Boxtops for Education)
- ☐ **Grocery Receipts** (work on the computer with local grocery stores to keep track of our school's earnings)
- ☐ **Homework Helper** (help students after school with their homework)
- ☐ **Hospitality** (provide baked goods and other food items at various school functions throughout the year)
- ☐ **Landscape** (assist in planting and maintaining the plants around the school and in our courtyard)
- ☐ **Library** (assist the librarians with shelving, labeling and taping books)
- ☐ **Membership** (help with PTA membership recruitment, maintain membership list on the computer and distribute membership cards)
- ☐ **Movie Night** (assist with ticket sales, set-up, and clean-up)
- ☐ **Office/Clerical Work** (assist the school office staff with various assignments)
- ☐ **Performing Arts** (coordinate day & evening events such as plays, concerts, and other performances of various cultures)
- ☐ **Public Relations** (serve as a liaison with community, local papers and web designer. Take & gather pictures of school events for publication in local papers and yearbook)
- ☐ **Reflections** (coordinate the PTA's competitive national art program, exhibit student's work in November)
- ☐ **School Picture Day** (help process picture orders and traffic control on fall and spring picture days)
- ☐ **Spirit** (coordinate school spirit events)
- ☐ **T-shirts** (sell school t-shirts at school events)
- ☐ **Talent Show** (coordinate auditions, lighting, music and set-up of show to be held in June)
- ☐ **Teacher / Staff Appreciation Week** (assist with preparations, decorations and distribution of teacher/staff gifts)
- ☐ **Thanksgiving Luncheon** (assist with ticket sales, set-up, food service and clean-up of luncheon)
- ☐ **Translator** (help with translation of school information. Please specify language _____)
- ☐ **Yearbook** (assist with the layout of the yearbook, distribute sales information and help distribute sold books in June)
- ☐ **6th Grade Party** (organize the t-shirt sales, yearbook distribution and annual party for our rising 7th graders)

Please return by September 16, 2003 – Thank you for volunteering!