Bee Cave Elementary Volunteer Form
2009-2010

Please print legibly. You may return in your child's Tuesday folder or at the Volunteer Orientation scheduled for Tuesday, September 8th at 9:00am, or to the front office after that.

Name: _____ Phone: _____ Email: _____

Address: _____ Work/Cell: _____ Best time to call: _____

Student(s) first and last names: Teacher(s): Grade:

_____ _____ _____

_____ _____ _____

_____ _____ _____

Below is a list of anticipated volunteer needs. Check all areas in which you are interested in volunteering. Contact persons are listed in parenthesis.

GENERAL VOLUNTEER NEEDS

COUNSELOR SUPPORT (S. Brown)
- ☐ Be a Mentor ☐ Be a Book Buddy
- ☐ Holiday Drive
- ☐ Career Week Presenter (Spring)

FRONT OFFICE
- ☐ Fall Portraits
- ☐ Spring Portraits
- ☐ Lost & Found

NURSE: (G. Garza)
- ☐ Vision & Hearing Screening (Fall; required training is provided and will be on Oct. 7 & 8, 2009 at the EDC)

LIBRARIAN (S. Kanak)
- ☐ General Assistance ☐ Box Tops/Soup Labels
- ☐ Fall Book Fair ☐ Spring Book Fair

ASSIST IN ONE OF THE AREAS BELOW:
- ☐ Text Book Collection
- ☐ Art Room
- ☐ Music
- ☐ Cartridges for Kids Recycling Program
- ☐ Science Lab
- ☐ Science Fair
- ☐ Outdoor Learning/Butterfly Garden
  - ☐ Garden Club ☐ attend workdays
- ☐ Destination ImagiNation
- ☐ Discovery (Gifted & Talented)

P.T.O. RELATED

PTO Co- Presidents (B. Siddons/S. Calaway)
- ☐ Business Membership assistance
- ☐ PTO Meetings (sales, refreshments, raffles, etc.)
- ☐ Audit Committee (Spring)
- ☐ Playground (i.e. upgrade equipment, maintenance, **paver installation)**
- ☐ Assist program coordinator with special events (movie night, Spring pasta/fiesta night etc.)

FUNDRAISING
- ☐ Passbook distribution in Oct. ☐ Garage Sale (Spring)
- ☐ Gift Wrap/Cookie Dough distribution on 11/18/09 ☐ Paver Sale (Spring)

SPIRIT COMMITTEE
- ☐ T-shirt sales/orders

HOSPITALITY/STAFF APPRECIATION
- ☐ Cook/bake for monthly teacher/staff luncheons and/or assist with set-up/clean-up
- ☐ Spa Day (May)
- ☐ Sunshine Committee - Cook/bake for BCE families
- ☐ Bake cookies for staff birthdays

VOLUNTEER COORDINATOR
- ☐ Nominating Committee (Spring)
- ☐ I am not sure what I can do, but call me
- ☐ Please check if you have a 6th-12th grader who would like to earn community service hours (i.e. Cavs in Service) for helping at PTO meetings or the Fall Carnival.

HISTORIANS
- ☐ Yearbook ☐ Submit Photos
- ☐ Take Photos

PUBLICITY/COMMUNCATIONS
- ☐ PTO Newsletter Production
- ☐ Bulletin Board Update
- ☐ Website

BACK TO SCHOOL PREP
- ☐ Assist PTO in preparing for "meet the teacher" and "back to school" nights in **Fall of 2010**
- ☐ School Supplies

TRACK & FIELD (Spring)
- ☐ Field Volunteer ☐ General Volunteer
- ☐ Photographer ☐ Set-up & clean-up

FALL CARNIVAL
- ☐ Co-Chairs ☐ Games ☐ Volunteers
- ☐ Auction ☐ Prizes ☐ Set Up/Clean Up
- ☐ Sponsorship ☐ Tickets ☐ Entertainment
- ☐ Independent Vendors ☐ Signage
- ☐ Concessions/Security ☐ Publicity

SPECIAL TALENTS: i.e. face painting, manicurist, carpenter, foreign language translator, graphic artist, massage therapist, etc.

_____

_____

_____

_____

THANK YOU FOR VOLUNTEERING TO HELP OUR SCHOOL & KIDS BE THE BEST THEY CAN BE!

Organizing the school volunteer effort is a big job and sometimes people slip through the cracks. Please notify Liz Brooks at 264-0932 or lizbrooks11@earthlink.net , or the school office at 533-6250 if you have any questions or are not contacted to volunteer after completing this form. Rev. 8-2009