

HENKING HOFFMAN PTA MEMBERSHIP & VOLUNTEER FORM 2017-2018

Please consider completing online at: <http://www.hehopta.org/join-us>

The \$20 annual PTA family membership fee includes the HE/HO Student Directory. Checks made out to **HE/HO PTA**.

Please <u>NEATLY</u> Print All Information:	<u>Child Name & Grade for 2017/2018 School year</u>
Parent #1 _____	1. _____
Parent #2 _____	2. _____
Telephone _____	3. _____
Email _____	4. _____
<input type="checkbox"/> I would like an <u>additional</u> directory for \$5.	

Please indicate your volunteer preferences below. This is not a guarantee of placement, we will contact people who have expressed interest to confirm availability as program/event dates get closer.

HE General Volunteer – Misc. opportunities throughout the year:

- Morning Afternoon Evening

HO General Volunteer – Misc. opportunities throughout the year:

- Morning Afternoon Evening

School Day/Classroom Volunteer Opportunities:

- Art Enrichment (Hoffman)** – Share art projects with a child’s classroom for 30 minutes. **When: Monthly**
- Field Day (Hoffman)** – Help supervise this outdoor activity with the guidance of the Hoffman staff and PTA coordinator. **When: June.**
- Health & Safety Screenings** – Assist with vision and hearing screenings. No previous training necessary. **When: As needed.**
 - Henking Hoffman
- 5th Grade Picnic** – Help run and supervise outdoor activities. **When: June.**
- 5th Grade Play** – Assist Fine Arts Teacher with various aspects of the 5th grade play. **When: May**
- HE Learning Center** – Assist the Learning Center Staff. **When: As needed.**
- HO Learning Center** – Assist the Learning Center Staff. **When: As needed.**
- Room Parent** – Coordinate and plan classroom parties (3 per year), coordinate classroom volunteers and email PTA communication to classroom families (not a guarantee of placement)
 - Hoffman Volunteer Henking Volunteer
- School Office (Henking)** – Assist school administrators with copies, materials & mailings. **When: As needed.**
- School Photos** – Help coordinate students for class photos. **When: September**
- Spirit Day (Henking)** – Help supervise outdoor activities with HE staff/PTA Coordinator. **When: June**
- Teacher Appreciation Activities** – Assist in planning and communicating activities throughout the week, including the Teacher’s Luncheon. **When: May**
 - Hoffman Volunteer Henking Volunteer

Family/Student Events at School

- Book Fair and Family Pizza Dinner (Henking)** – Various duties and times for set-up, take down, cashiering, floaters, and serving. [When: October](#)
- Book Fair and Family Ice Cream Social (Hoffman)** – Various duties and times for set-up, take down, cashiering and floaters. [When: April](#)
- Carnival** – Various positions include set up, clean up, cafeteria, booth volunteer, cashier and misc. [When: TBD](#)
- International Night** – Help with various committees such as entertainment, Heritage Rooms, International dining and more. [When: January](#)
- Movie Night (Henking)** – Checking in and checking out children, supervising, and handing out snacks. [When: March](#)
- Movie Night (Hoffman)** – Checking in and checking out children, supervising, and handing out snacks. [When: January](#)
- Pancake Breakfast** – Assist with serving food, check-in and raffle tickets. [When: February](#)
- Registration/Walk-In Day** – Assist with PTA registration, class list distribution and school supplies
- Special Needs Diversity Team** – Help Support families with special needs children. Assist with parent coffees and Diversity Day. [When: Throughout the year as needed.](#)

Philanthropy

- Environmental Team** – Implement green practices and projects in our school. [When: Ongoing](#)
- Holiday Helper** – Assist the chairs with shopping, transporting and sorting donations. [When: December](#)
- School Beautification Committee** – Help maintain the outside grounds, especially the gardens. [When: Ongoing](#)

Social Events

- Parent Socials** – planning and coordination (Back to School/End of year events) [When: Ongoing](#)
- School Benefit Committee** – work with Benefit Chairs to solicit auction donations and coordinate event details. [When: Winter](#)

Special Projects

- After School Programs** – Work with program coordinators to promote after school programs, including Laughing Academy, Chess Club, Global Language Lab and Yoga. [When: Throughout the year.](#)
 - Hoffman Volunteer
 - Henking Volunteer
- Memory Book** – Work with Hoffman staff/students to compile photos. [When: Throughout the year.](#)
- School Wish List** – Work on a committee to oversee requests for PTA donations at schools [When: Ongoing](#)
- Student Directory** – Help the PTA Chair organize, edit and format student information. [When: September/October](#)

For Official Use Only: Membership paid by Cash Check # _____ District Website