

Volunteer Forms

Activity: Volunteer forms are sent out with the 1st day packets. The Chair compiles the data from forms into an Excel spreadsheet and distributes the spreadsheet to the Executive Board, Committee Chairs, and Teachers.

people needed: 1 (Chair); this is a one person job, easier if one person does it.

Job description (chair):

- Check the "Volunteer Coordinator" mailbox, at least weekly, for the first month of school
- Enter volunteer information (name, email, phone contacts) into Excel spread sheet and check off areas of volunteer interest
- Email lists to Committee Chairs, Teachers (classroom volunteers), and Master list to PTO President and Principal

Time commitment (chair): All time is in the first month or so of school starting. Time varies, but approximately 12 hours during the first month.