

2011-2012 VOLUNTEER OPPORTUNITIES AT OAKTON HIGH SCHOOL

The staff and faculty of Oakton High School welcome the volunteer services of all parents, guardians and students. Volunteering not only provides the OHS staff and faculty with much needed support and assistance, but also demonstrates how important school is to you and your family.

Please show your support and complete this form by checking your areas of interest. Volunteer opportunities are available on a regular or one-time basis. When you have completed the form, please return it to the Oakton High School PTSA or include it in your membership dues envelope.

(PLEASE PRINT CLEARLY)

NAME _____ PHONE _____

E-MAIL ADDRESS _____

CHILD (REN)'S NAME & GRADE(S) _____

PARENT OR GUARDIAN VOLUNTEER ON A REGULAR BASIS: Weekly, biweekly or monthly

- ___ **Activities Office:** Filing, phone calls, faxing, data entry, schedule checking, making coaches packets.
 - ___ **Athletic Boosters:** Snack bar - selling & cooking, sports representative, website updating, carpentry skills, help with the Varsity Banquet (June).
 - ___ **Band:** Filing, Phone calls, office assistance
 - ___ **Career Office:** Filing, maintaining bulletin boards, helping students and parents look for college, scholarship and job information in catalogs and on the computer
 - ___ **Chorus:** Café Musique – set-up and clean-up, food preparation, help with other concerts, filing, financial help, paperwork.
 - ___ **Clinic:** Filing, copying, phone calls, health screening follow-ups, checking in students
NO TREATING STUDENTS.
 - ___ **Drama:** Needs parents to assist in trip planning
 - ___ **Library:** Assist with new book processing, shelving, bulletin boards, showcases, and special projects.
 - ___ **Main Office:** Answer phones and provide general information, greet visitors and direct to appropriate office, assist students, assist in the attendance office
 - ___ **Security:** Assist with security data entry
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PARENT OR GUARDIAN VOLUNTEER FOR ONE-TIME EVENTS

___ **Academic Boosters:** (✓ event below if interested)

___ Cougar Commendation Breakfasts: assist with setup/cleanup/food prep/serving

___ Other Academic support

___ **All Night Graduation Party:** Parents of all grades are encouraged and welcome. Plan activities; arrange for decorations and refreshments; shop for prizes; solicit donations; volunteer at the event in the casino, carnival or food court, etc.

___ **AP Testing:** AP Exam helpers needed for proctoring and hall monitoring

___ **Arts In Education Committee:** Reflections contest, Spring Juried Art Show and Opening Reception, identifying local artists to be guest speakers and businesses for art displays

___ **Baccalaureate Committee:** Plan baccalaureate service, arrange for speakers, flowers, refreshments, etc.

___ **Back-to-School Night:** Help with the sale of student directories and PTSA registration

___ **Faculty/Staff Breakfast:** Serving breakfast to the teachers and staff on the first Teacher Workday (late August). Coffee will be served to wake up the volunteers!

___ **Health Screening:** Assist with vision and hearing tests. Training and screening in October

___ **Hospitality:** Provide food items, help with set-up and clean-up for administration, teacher, various staff appreciation days, and other special events

___ **Membership:** Assembling fall information packets, late August (a couple of hours).

___ **Other areas where I can contribute:** guest speaker, science fair judge, area of expertise, chaperone etc.

Describe: _____

STUDENT VOLUNTEERS

We welcome and encourage student participation. (✓ If interested)

___ **Membership** (assembling fall packets, late August, start on your service hours early)

___ **Write in your area of interest:**

Describe: _____
