**Committee Sign-Up 2018**

If you would like to serve (Organisation), please let us know!

We have included a brief description of each of the committees so you can determine if you would like to volunteer to help or if you would like to Chair a committee. Each gives the estimated time the committee needs from you.

If you have any questions, please email (email address)

We cannot do it without your help!

**Volunteer Coordinator**

**Need:** High

**Description:**

The goal of this committee is to assist the teachers and/or committee chairs by matching volunteers with teachers/committee needs. The committee will develop a schedule of volunteers to staff the P&C/P&F events based on need.

**Commitment:**

Chair/Co-Chair commitment is primarily (month). Committee members are needed throughout the school year.

**Working Parent:** Yes – As most of the work can be done from home.

**Number of Members:** As many as possible.

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Book Fair**

**Need:** Highly need Volunteers

**Description:**

To allow (organisation) students to have the opportunity to view and purchase books, held during conference week in (date).

**Commitment:**

Chair/Co-Chair commitment will coordinate with Scholastic at the beginning of the school year (or earlier) and approximately 6-8 weeks before book fair with flyers, schedules, etc. Committee members will volunteer to work shifts at the book fair.

**Working Parent:** Yes – As volunteers, they can work evening shifts.

**Number of Members:** As many as possible.

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Family Nights**

**Need:** Highly need Volunteers

**Description:**

To bring all the (organisation) families together for nights of fun. Themed night might include Trivia Night, Winter Fun Night, Bingo, Movie Night, etc.

**Commitment:**

Many hours of planning and organizing. Organization of events should begin in (Month) (or sooner)

1. Establish events (Trivia Night, Winter Fun Night, Bingo, etc.)
2. Submit Events/Activities to P&C Board with a plan of action. (President) will give final approval on all events.

**Working Parent:** Yes – Must be able to start set-up after school (3:30 pm) and must be able to arrive by 5:30 pm to complete set-up preparations. Will also need to stay after for clean-up.

**Number of Members:** As many as possible.

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Hospitality**

**Need:** Highly need Chair & Volunteers

**Description:**

To coordinate refreshments/snacks/treats for:

1. Classified/Certified appreciation week: To celebrate Staff Appreciation Week. Committee organizes the week’s events, including food/drink, treats. A theme is picked and the committee works with that theme.
2. Tuesday Night Conferences (Dates): Dinner is served for teachers on late night conference day. A theme/menu is selected. Chair is encouraged to recruit help from the P&C board and other committee chairs.
3. Founder’s Day: Work with the P&C board to establish a menu/refreshments.
4. Family Fun Days: Plan activities for Muffins with Mum, Doughnuts with Dad & Coffee with Grandparents.
5. Flowers/cards for funerals and births: Select and give out/send cards or flowers to families/staff during time of loss or celebration.

**Commitment:**

Minimal each month. Runs throughout the school year.

**Working Parent:** Yes – some events are daytime, some are in evenings.

**Number of Members:** 1 – 3 volunteers

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Fundraisers**

**Need:** Highly need Volunteers

**Description:**

The goal of this committee is to raise the funds to financially support the P&C budget. The committee is responsible to choose, schedule and execute each fundraiser, set-up and organize a schedule for members to be available to receive, sort, distribute all fundraising items and give list of contributors for donation letters. Starts meeting in (Date).

**Commitment:**

Attend 3-5 meeting. Submit plan of action to the P&C board.

**Working Parent:** Yes – Can help when schedule allows.

**Number of Members:** As many as possible.

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Student Store**

**Need:** Highly need Volunteers

**Description:**

Chair is responsible for ordering items for store and scheduling volunteers to work student store. Volunteers open store once per week (Day) throughout the school year and prepare weekly deposits.

**Commitment:**

Chair/Co-Chair commitment is 0-3 hours per week + ordering & scheduling time.

Volunteers work 3 hours per week during lunch and recess times.

**Working Parent:** Yes – If available from 10:30 am – 1:30 pm Wednesdays.

**Number of Members:** As many as possible.

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Popcorn**

**Need:** Highly need Volunteers

**Description:**

Chair is responsible for ordering supplies and scheduling volunteers. Volunteers pop, bag and serve popcorn weekly (Day) throughout the school year.

**Commitment:**

Chair/Co-Chair commitment is 0-3 hours per week + ordering & scheduling time.

Volunteers work 3 hours per week during lunch and recess times.

**Working Parent:** Yes – If available from 10:30 am – 1:30 pm Fridays.

**Number of Members:** As many as possible.

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Membership**

**Need:** High

**Description:**

To encourage parents and teachers to be a member of the (organisation) P&C. Committee distributes membership cards and maintains a membership list.

**Commitment:**

Chair/Co-Chair commitment is primarily (months). Committee runs from (months). Total 10+ hours. Runs a table at P&C events (2 hours per event).

**Working Parent:** Yes – Can help count, number and sort memberships.

**Number of Members:** 1 -3 Volunteers.

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Spirit Wear**

**Need:** Low – Need 1-3 Volunteers

**Description:**

Coordinates the ordering and distribution of (organisation) merchandise to students, parents & staff. All designs must be approved by the P&C board and principal. Merchandise includes t-shirts and sweatshirts.

**Commitment:**

A few months beginning in summer, then from the time the spirit wear order is placed and the merchandise is received (5+ hours). And throughout the school year, set-up table at each P&C event (2-3 hours per event) to sell merchandise or take orders for out-of-stock items.

**Working Parent:** Yes – Can help organize order forms and sort orders in evening.

**Number of Members:** 1-3 Volunteers

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**5th Grade Committee**

**Need:** High

**Description:**

Organizes the fundraising opportunities for 5th Grade activities which may include candy bar sales, auctions, etc. Activities may include, but are not limited to, Camps, 5th Grade Field Trip, a BBQ, and 5th Grade Promotion. Events/Activities must be approved by 5th Grade Teachers with final approval from the principal.

**Commitment:**

Organization of events should begin in September.

1. Establish events (Camp, BBQ, field trip, etc.)
2. Submit Events/Activities to 5th Grade teachers for approval.
3. Submit Events/Activities to (principal).
4. Submit expenses to P&C board for approval. Use “Committee Plan of Action” Form.
5. Determine necessary fundraiser activities so necessary funds can be achieved for the approval of events.

Parents of 5th Graders are encouraged to be involved. Parents of 5th Graders are encouraged to volunteer for the Promotion Ceremony.

**Working Parent:** Yes – Most could be done on one own schedule.

**Number of Members:** As many as possible.

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Communications**

**Need:** Medium – 3 – 5 Volunteers needed.

**Description:**

Help get the word out to families about upcoming events/meetings/activities via P&C Bulletin Board, flyers, Facebook, posters, etc.

**Commitment:**

When needed

**Working Parent:** Yes – Can do most from home.

**Number of Members:** 3 – 5 Volunteers

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Financial Review**

**Need:** High – Need 3 Volunteers.

**Description:**

Performs financial review of the P&C’s bookkeeping 2 times per school year.

**Commitment:**

2 financial reviews per year. 3-4 hours each. One in (month), the other in (month).

**Working Parent:** Yes – Can help count, number and sort memberships.

**Number of Members:** 3 Volunteers

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Nominating Committee**

**Need:** High

**Description:**

A committee that brings forth nominees for the position of President, Vice President, Secretary & Treasurer for the Membership to vote on.

**Commitment:**

Several Hours, meets from January – February. Presents choices to current P&C for voting.

**Working Parent:** Yes

**Number of Members:** 3 - 5 Volunteers

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Kids in Need**

**Need:** Medium – 1-2 Volunteers

**Description:**

Help the Social Worker (name) with shopping for items needed and issue Thank You notes to Donors.

**Commitment:**

Mainly needed during holiday season (Months)

**Working Parent:** Yes – Can help based on your own schedule.

**Number of Members:** 1 - 2 Volunteers

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Santa Shop**

**Need:** Low

**Description:**

Find and coordinate with a company to sell their products at Santa Shop during Winter Fun Night. Schedule volunteers to help at the shop. Promote Santa Shop via flyers, posters, Facebook.

**Commitment:**

Many hours during November & December

**Working Parent:** Yes – Can help on your own schedule.

**Number of Members:** 3+ Volunteers

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Online Rewards**

**Need:** Medium – 1 – 2 Volunteers

**Description:**

Promote and encourage parents to sign up for online rewards programs to earn money for P&C activities while during normal activities.

**Commitment:**

1 – 2 hours per month. More hours at the beginning of enrollment period.

**Working Parent:** Yes – Can help on your own schedule.

**Number of Members:** 1 - 2 Volunteers

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Yearbook**

**Need:** High

**Description:**

Prepares the school’s annual yearbook. Committee will coordinate the taking of candid photos throughout the school year, send out order forms, members will meet to work on paste up pages.

**Commitment:**

Minimal commitment throughout the year. Highest in (Month) (1-2 hours per week in (Month) to complete layout). Take pictures at events & whenever in school. Contacting teachers, P&C members, Parents for submittal of candid photos.

**Working Parent:** Yes – Can help on your own schedule. Computer skills a must.

**Number of Members:** 2+ Volunteers

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Earn & Learn**

**Need:** High

**Description:**

Organize and collect Earn & Learn Stickers from various Woolies shops. The committee members will need to submit stickers to receive money for our school.

**Commitment:**

1-2 hours per week of school year.

**Working Parent:** Yes – Can prepare packages on your own schedule.

**Number of Members:** 2+ Volunteers

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Reading Incentive**

**(Accelerated Reading)**

**Need:** High

**Description:**

The Reading Incentive Program is a year-long P&C activity. Duties include working closely with the library staff, purchase monthly treats and year end prizes and planning the year end pizza party.

**Commitment:**

3+ hours a month throughout school year.

**Working Parent:** Yes – But, must be available during the school day.

**Number of Members:** 3 Volunteers

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Walk-A-Thon**

**Need:** High

**Description:**

The program must be organized, sponsors found, t-shirts designed, and set-up.

**Commitment:**

During initial start-up, monthly meetings to discuss how to run the Walk-A-Thon. Prize levels must be set-up. T-shirts need a design. We need sponsors.

**Working Parent:** Yes

**Number of Members:** 2 - 3 Volunteers

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Giving Garden**

**Need:** High

**Description:**

These volunteers are responsible for caring for, selling and/or donating the flowers, fruits and vegetables grown in the garden. Also, making sure the equipment is taken care of.

**Commitment:**

Mainly during Spring, when blooming happens. Also, setting up volunteers for over the summer.

**Working Parent:** Yes

**Number of Members:** 2 - 3 Volunteers

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |

**Student Recognition**

**Need:** Medium

**Description:**

Create Awards monthly. Purchase table clothes, cookies or cupcakes for event. Coordinate with the teachers for names of award winners. Coordinate with the Principal for dates of the celebration. Coordinate with P&C President to have awards printed.

**Commitment:**

2 days every month

**Working Parent:** Yes

**Number of Members:** 2 - 3 Volunteers

Please fill in your contact info and check whether you would like to Chair or Volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Email | Phone | Chair | Volunteer |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |  |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |
|   |   | ( ) - |   |   |