

Coeur d'Alene Charter Academy PTO Volunteer Form

Dear Parents,

Welcome to the Coeur d'Alene Charter Academy PTO. As a parent or guardian of a Charter student, you are automatically a member of the PTO. Studies show that one of the best ways to ensure your child's success in school is to be involved. With dedicated parents, teachers and staff at the Charter Academy, we have an awesome school! There are many volunteer opportunities throughout the school year. We hope that we can count on everyone to make a small contribution of time and energy. Keep in mind that if everyone helps out with something, no one person will have to help with everything. Please join us by volunteering to keep our school the very best it can be!

I would be interested in volunteering for the following areas (**descriptions on back**):

STAFF APPRECIATION

- Adopt-A-Teacher
- Monthly Staff Lunch
- Teacher Appreciation Week

EVENTS

- Middle School Lock-In
- Year-End Picnic
- Academy Awards Night

SCHOOL ASSISTANCE

- Traffic Control
- Registration Help
- Newsletter / Directory

FUNDRAISERS

- Used Uniform Sale
- Triple Play Night
- Box Tops / Food Labels

MISC.

- Lunch Program Helpers
- Refreshment Team

ROAD RALLY FALL FUNDRAISER

- Finish Line Event
- Pit Stops
- Sponsorship Procurement
- Data Entry
- Volunteer / Help as needed

If you have an area of expertise that you would like to share (photography, seasonal bulletin board decorating, etc.), please let us know!

Contact Information:

Name: _____ Email: _____

Home Phone: _____ Cell Phone: _____

Please circle the grade level(s) of your child/children: 6 7 8 9 10 11 12

Adopt-A-Teacher – You may adopt a teacher or staff member for the year to anonymously give gifts, goodies, etc. Two or three families are assigned to each teacher/staff member. A teacher/staff survey sheet gives you information on what types of things they like! Birth dates are also included if they wish.

Monthly Staff Lunch – Once a month parents donate and prepare a lunch for the entire staff. It is set-up in the teacher's lounge. Clean-up of the lunch is also needed.

Teacher Appreciation Week – The first week of May is filled with special daily surprises for the staff such as desserts, coffee drinks, car washes, etc.

Middle School Lock-In – A supervised school event for 6th – 8th grade held at Charter. Volunteers needed to coordinate, decorate, and chaperone.

Year End School Picnic – Lunch and outdoor activities for the entire school right before finals begin! Volunteers needed to supervise activities, prepare food, set up, and clean up.

Academic Awards Program – A celebration honoring students who maintain a 3.5 (or greater) GPA. Volunteers needed to coordinate/assist with speakers, event planning, and decorations.

Lunch Program – Several outside vendors provide a variety of lunch items for the students on a daily basis. Volunteers are needed to help coordinate and serve. Commitment: 11:30-1:00, one or two days a week.

Goodie Squad – Make treats for a variety of events that take place throughout the year.

Newsletter/Directory – Help assemble monthly newsletter (2-4 hrs/month) and/or CCA directory.

Registration – Assist Registrar for two hours after school during registration days in April.

Traffic Control – Help direct traffic before and after school to keep our students safe! Commitment: 20 minutes once a week (or more if you like).

Used Uniform Sale – Collect and sort used uniforms and/or help with two or three uniform sales throughout the year.

Triple Play – Chaperone a Friday event twice a year. Commitment of approximately three hours.

Box Tops and Food Labels – Coordinate/assist with collecting, sorting, and sending in labels.

Road Rally Fundraiser – Funds raised are allocated to the Capital Improvement Fund, to help improve our building, and the Scholarship Fund. Volunteers are needed to help with:

Finish Line Event – Create an event including food, decorations, entertainment, and prizes.

Sponsorship/Procurement – Obtain business and personal sponsorships and/or produce items to raffle at the Finish Line Event.

Pit Stops – Coordinate or work at one of the Pit Stop activities along the route.

Data Entry – Input times and scores of participants on excel spreadsheets.