

**Hilliard Memorial Middle School
PTO Volunteer Information Form**

The Hilliard Memorial PTO would like to extend a sincere welcome to the parents of all students attending Memorial Middle School. The PTO is made up of parent volunteers who are committed their children's education and their school's success. The PTO offers many opportunities for parents to get connected and involved at Memorial. Please volunteer and become a partner in the educational process and success of your child! All volunteers are needed and appreciated. No amount of volunteer time is too small.

PLEASE PRINT:

Parents Name(s) _____

Home Phone # _____ Cell Phone # _____

Email Address(s) _____

Students Name(s) _____

PLEASE CHECK ALL AREAS OF INTEREST

PTO Officer Positions:

_____ PTO President:

The president shall preside at all meetings of the organization, shall coordinate the work of the officers and committees and meet with the principal to keep them abreast of all organizational activities.

_____ PTO Vice-President:

The president-elect shall act as an aide to the president and serve in his/her absence.

_____ PTO Secretary:

The secretary shall record and report on all minutes of the organization, receive all the correspondence to the organization and make appropriate responses. The secretary shall within 30 days after a general meeting make available copies of the minutes from the meeting.

_____ PTO Treasurer:

The treasurer shall have custody of all funds of the organization and shall keep a full and accurate account of all receipts and expenditures. The treasurer shall reconcile monthly bank statements then present a financial statement to the PTO during its monthly meetings. The treasurer shall file a yearly tax return.

_____ Inter-School PTO Representative:

The school representative (or alternate) shall attend meetings of the Hilliard Inter-School Parent Teacher Organization and shall report on these meetings during the monthly PTO meetings.

PTO Committee Positions:

_____ Volunteer Coordinator:

The coordinator shall collect volunteer forms and compile a spreadsheet. The coordinator is responsible for coordinating volunteers for each school activity and working with committee coordinators.

_____ Hospitality Chairperson:

The chairperson shall arrange for meals to be served at conference dinners in November and February and a luncheon during Teacher Appreciation Week. He/she shall provide refreshments for any School Board of Education or ISPTO meeting held at the school.

_____ Cashola/Spirit Night Coordinator:

The coordinator shall arrange a monthly Cashola/Spirit Night with area businesses (i.e. Chipolte, Beef O' Brady's, Five Guys Burgers and Fries, etc.). He/she shall send home a flyer with all the appropriate information needed for each Cashola night.

_____ Market Day Coordinator:

The coordinator will distribute the order forms, fill and distribute the monthly orders.

_____ I will help handing out Market Day orders.

Student Oriented Activities:

Student Recognition/Honor's Breakfast- (Three per school year)

_____ I will be the Coordinator of this committee- organize volunteers, arrange for doughnuts, milk, juice, and paper products.

_____ I will help set up, serve and clean up during the breakfast 7:15 AM-9:00 AM.

Vision and Hearing Screenings- assist school nurse by escorting students- (November).

_____ Morning 7:30 AM-12:00 PM or _____ Afternoon 12:30- 2:00 PM.

Teacher Oriented Activities:

Conference Night Meals in November and February

_____ I will donate Food/Drinks/Paper products _____November _____February

_____ I will help set up, serve and clean up during the evening meal _____Nov. _____Feb.

Teacher & Staff Appreciation in May:

_____ I will donate Food/Drinks/Paper products

_____ I will help set up, serve and clean up during the luncheon

Fundraising Activities:

- _____ Entertainment Book Sale (Fall)- help recording sales and counting proceeds
- _____ Magazine Sale (Fall)- help recording sales and counting proceeds
- _____ Cookie Dough Sale (Spring)- help recording sales and counting proceeds
- _____ Walk A Thon (Spring)- help organizing the event and counting proceeds
- _____ Spirit Wear Sale (Fall)- organize sale, distribute and collect forms, place and distribute orders
- _____ Spring Pictures- help in the morning with students
- _____ Bake Sales- Monthly and Election Day
- _____ Jag Days (August)

Other:

- _____ I am available to help with daytime activities/events
- _____ I am available to help with evening activities/events

Parents Integrated Volunteer Program: Please list any special talents, skills, or occupation and preferences for volunteering on an as needed basis that might be used for the benefit of the students or school. For example: a dietician may be asked to speak about sports and nutrition.

Database Permission:

I give my permission to place my name and contact information into the general PTO database.

Signed _____ Date _____

**PLEASE RETURN THIS FORM TO MEMORIAL MIDDLE SCHOOL
THANK YOU!**