

Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Email address \_\_\_\_\_

**NORMAN ROCKWELL ELEMENTARY  
VOLUNTEER FORM  
2004-2005**

Volunteers are essential to education enrichment at Norman Rockwell Elementary. To make the *coming* year a great success, WE NEED YOU! Please take a few moments to look over the list of volunteer opportunities available and indicate the areas in which you are interested. ***Please return this form to school by June 11 or call PTA Co-Presidents Debbie Marchione at 882-0863 or Allyn Higashi at 869-1322 for more information.***

**THANK YOU FOR YOUR PARTICIPATION!**

**ONGOING ACTIVITIES**

- \_\_\_\_\_ **Art Docent**- Use existing art curriculum and materials to teach, or support teaching, art lessons once a month in order to give children hands on art education experiences. Two docents per room.
- \_\_\_\_\_ **Box Tops for Education** – Collect, trim and sort Box Tops for Education on a monthly basis. Can be done at home. Funds support Student Council.
- \_\_\_\_\_ **Chess Club** – Help students experience the enjoyment and excitement of chess. Club meets weekly. Help with Chess tournament once a year in Spring. Volunteer opportunities: advertise, registration, set-up/clean-up, concession, judging.
- \_\_\_\_\_ **Emergency Preparedness** – Help ensure that Rockwell emergency supplies and routines are up to date. Provide support to Rockwell staff during Emergency Preparedness drills.
- \_\_\_\_\_ **Health Room** – Provide students with TLC in the health room during recess and lunch. Weekly or monthly commitment.
- \_\_\_\_\_ **Hospitality** - Organize coffee and baked goods for PTA meetings, special functions, and helps recognize and support Rockwell support staff.
- \_\_\_\_\_ **Library Volunteer** - Assist Librarian as instructed. Coordinated through Librarians.
- \_\_\_\_\_ **L.I.N.K.S. Volunteer** – Provide volunteer support to neighboring schools (Redmond El, Einstein) as needed. Example: chaperone a field trip, help with class parties, assist in classroom.
- \_\_\_\_\_ **New Student & Family Welcome** – Once a month, welcome families that are new to Rockwell after October 1st with a goody bag for the child(ren), and a phone call & information packet to the family.
- \_\_\_\_\_ **PTA Babysitting** – To help more parents attend PTA meetings, 6th graders volunteer to play with the young children who need tending. PTA donates \$4.00 per hour to the student's Outdoor Ed account for their service. One volunteer parent is requested to supervise during each PTA meeting.
- \_\_\_\_\_ **Photographers/Historians**- Parent photographers needed to capture school and classroom activities for publication PTA events and in the yearbook and Rockwell newsletter.
- \_\_\_\_\_ **Reader Board** - Create the information board mounted outside the gym door each month and coordinate the message posting on the street reader board.

*Turn over for more opportunities...*

\_\_\_\_\_ **Reading Recognition** – This program is designed to encourage kids to expand their reading and test taking abilities. Advertise program, monitor participation, make certificates, take photos and design recognition bulletin board at the end of the year.

\_\_\_\_\_ **Weekly Newsletter Packets** – Compile and distribute weekly Rockwell Bugle packets on Tuesday mornings.

\_\_\_\_\_ **Rockwell Dines Out**- Approx. once a month, the Rockwell community is invited to dine at a local restaurant and that establishment, in return, donates 10-20% of their proceeds to the PTA. Volunteers help with publicity and to coordinate events with restaurants.

\_\_\_\_\_ **Room Parent Coordinator** – Coordinate all the Room Parents. The Coordinator keeps Room Parents informed of their responsibilities throughout the year. If you would like to be a room parent, please talk to your child's teacher.

\_\_\_\_\_ **Safe Arrival** - Verify student absences by telephone - approx. one half hour in the morning.

\_\_\_\_\_ **Salmon In the Classroom**- Our school is a state approved mini-hatchery for Chinook salmon. Volunteers will stock the aquarium with salmon eggs, help the fourth grade students maintain the aquarium, organize hatchery and release field trips (for the fourth grade) and is responsible for annual hatchery license renewal.

\_\_\_\_\_ **Special Needs** – Serve as liaison between Rockwell PTA and Lake Washington School District for information on programs serving special needs students.

\_\_\_\_\_ **Student Council** – Volunteers assist with Voter Registration and Election in the fall, and make popcorn on Friday mornings.

\_\_\_\_\_ **Summer Review** – Program run in the summer for all Rockwell kids. Review sheets are mailed to students that join and library is open one day a week for book check out.

\_\_\_\_\_ **Yearbook** - Work with yearbook publisher putting together a memory book for the school. Coordinate with school photographer to arrange for activity photos. Direct classroom volunteers to capture classroom photos throughout the school year. (September – April)

## **SPECIAL EVENTS/PROJECTS (Short term commitment needed)**

\_\_\_\_\_ **Audit Committee** – Perform bi-annual February & July audits of PTA books.

\_\_\_\_\_ **Back to School BBQ**- Greet families, cashier, setup or clean up at this early fall “get (re)acquainted” family evening event.

\_\_\_\_\_ **PTA Blood Drive**- Bloodmobile scheduled in January for one day. Volunteers needed to bake cookies, to help monitor donors on the bus (No medical experience needed) and to hand out cookies and juice.

\_\_\_\_\_ **Carnival** – Volunteers needed to help plan and staff an all-school carnival in the spring.

\_\_\_\_\_ **Skate Party** – Schedule 3-4 skating parties on school half days. Promote with posters and cashier event.

\_\_\_\_\_ **Bingo Night** –Volunteers help plan, solicit prizes, recruit callers, set up, sell food, or help clean up at this annual winter or spring event.

\_\_\_\_\_ **Family Fun Night** - Help plan and staff a fun winter dance for Rockwell families. Decorating, set-up, clean-up, concessions etc.

*Keep going – there's still more interesting ways to be involved!*

- \_\_\_\_\_ **Gift Wrap Drive**- The school sells gift-wrap as our most important fundraiser. Volunteers compile, sort and deliver orders to classrooms. Drive runs mid September – early November.
- \_\_\_\_\_ **Holiday Food Drive** – Rockwell gives back to our community by supporting our local food bank. Volunteers needed to publicize, collect, box and deliver food to the food bank (November-December).
- \_\_\_\_\_ **Ice Cream Social/Rockwell Showcase** - Set up, cashier, help procure and serve desserts or clean up at this showcase of children's artwork in May.
- \_\_\_\_\_ **Kids Care For Kids** – Annual spring charitable event when students work together to make a difference in the community. Past projects have included collecting donations for the 9/11 fund, and collecting teddy bears for the police & fire departments' Teddy Bear Patrol.
- \_\_\_\_\_ **Pancake Breakfast** - A delicious pancake breakfast cooked and served by Rockwell dads in late winter. Volunteers needed to help cook and serve, set-up/clean up.
- \_\_\_\_\_ **Reflections** – A nationwide PTA art program available to our kids. Coordinate Fall “Reflections” kick-off, advertise theme, collect entries, organize judging for Rockwell, display entries for *Reflections Night* and send entries to Lake Washington district judging (Sept-November).
- \_\_\_\_\_ **Rockwell Relays** - Help plan and supervise outdoor field day events (late May or June).
- \_\_\_\_\_ **School Picture Day** – Help with set-up, assist with photography process; i.e., running to get classes, combing hair. (October )
- \_\_\_\_\_ **Science Center Van** – Unload van, help supervise interactive exhibit in the Library (May)
- \_\_\_\_\_ **Sixth Grade Graduation** – 5<sup>th</sup> graders and their families “host” this event for the graduating 6<sup>th</sup> graders. Help decorate the gymnasium, serve refreshments to 6<sup>th</sup> grade students and their families, and clean-up following the event. (May/ June)
- \_\_\_\_\_ **Sixth Grade Memory Book** - Sixth grade parents needed to take photos and organize information to be published in a simple memory book. (Feb-June)
- \_\_\_\_\_ **Staff Appreciation** – Plan special events for Staff Appreciation Week in May. Volunteers needed to advertise the events, make invitations, set-up/clean-up events, cooking/baking.
- \_\_\_\_\_ **T-shirt Sale** – Rockwell t-shirts are a great way to show your support and spirit. Design graphics, advertise, organize order forms; package and distribute shirts. (October-November).
- \_\_\_\_\_ **Turkey Trot** – Organize a holiday ‘run’ for a free turkey give-away for a few lucky Rockwell children. Held in November.
- \_\_\_\_\_ **Vision/Hearing/Scoliosis Screening** –Assist school nurse with V/H/S testing. One day event. (October/November)
- \_\_\_\_\_ **Volunteer Tea**- Assist staff in planning and organizing refreshments and publicizing June event.
- \_\_\_\_\_ **Welcome Back Coffee** – Plan and organize coffee and muffins to greet parents and staff on the first day of school. (September)
- \_\_\_\_\_ **Welcome Back Lunch (Staff)** – Plan and organize a luncheon for the staff members during the week prior to the beginning of school. Volunteers needed to bring food, set/clean up. (August).

*There are more opportunities on back...*

**I CAN'T SIGN UP FOR ONE OF THE ABOVE, BUT I STILL WANT TO HELP...**

\_\_\_\_\_ My schedule is difficult to predict. Call me if you need some help.

\_\_\_\_\_ I can work on some evenings by helping out at an event or making phone calls.

\_\_\_\_\_ I'd rather do work at home by doing computer work, baking or art work projects.

\_\_\_\_\_ I'd like to help, but have other small children at home. Please let me know what I can do.

\_\_\_\_\_ I really don't have time, but I'd still like to support the school. Enclosed is my tax-deductible donation made out to Norman Rockwell PTA (which sets up and organizes most of the above listed programs).

**SPECIAL SKILLS**

\_\_\_\_\_ Artwork and Bulletin Boards

\_\_\_\_\_ Calligraphy

\_\_\_\_\_ Computer Work

\_\_\_\_\_ Baking

\_\_\_\_\_ Website design/maintenance

\_\_\_\_\_ Languages in addition to English. Please list: \_\_\_\_\_

\_\_\_\_\_ Photography/Videotaping/Historian

\_\_\_\_\_ Grant writing

\_\_\_\_\_ Are you a Veteran? (Information used only for Veterans Day Assembly)

The above survey lists some of the known needs we have at Rockwell. If you have other skills or talents, or business or community affiliations which might benefit the Rockwell community, please list them below.

\_\_\_\_\_  
\_\_\_\_\_

The chair of the committee(s) in which you indicated an interest will call you to discuss the specific needs for that event or activity. If you do not receive a call, please contact  
Debbie Marchione at 882-0863 [dmarchione@comcast.net](mailto:dmarchione@comcast.net)  
or Allyn Higashi at 869-1322 [allyn.higashi@verizon.net](mailto:allyn.higashi@verizon.net)

School website [www.roc.lkwash.wednet.edu](http://www.roc.lkwash.wednet.edu)

**Please return this entire form to Rockwell by June 11<sup>th</sup>**

THANK YOU!  
THESE PROGRAMS EXIST ONLY WITH PARENT SUPPORT!