

Sign up to be a River Hill High School Volunteer!!

Welcome to RHHS!! We are looking forward to an exciting and productive year. Volunteering helps you be part of what's happening. The following are jobs to volunteer for directly with the PTSA or that PTSA will forward to the appropriate office.

Please check all of the activities you would like to be involved in:

<i>Program</i>	<i>Time frame</i>	<i>What it entails</i>
<input type="checkbox"/> Parent Programs	August -April	Help select topics, contact speakers, advertise
<input type="checkbox"/> Student Phone Directory	September-October	compile directory from database listings, proofread, and print.
<input type="checkbox"/> Newsletter	monthly	assist in folding, labeling, & stapling newsletter
<input type="checkbox"/> Post Prom Party	October - May	Serve on a committee such as decorating, prizes, food, entertainment, fundraising, security or promotion.
<input type="checkbox"/> Food Donations	2-3 times/year	donate baked or purchased food items such as cookies, salads, or juices
<input type="checkbox"/> Hospitality	Throughout year	assist with serving two(start and end of year) staff luncheons and/or special parent functions
<input type="checkbox"/> Staff Appreciation Week	First week of May (Prep work several weeks in advance)	Weeklong activity that requires many hands; choose a theme, decorate, organize menu, make favors
<input type="checkbox"/> Website	varies	help keep information current on PTSA website
<input type="checkbox"/> Student Reflections Program	October-January	Promote program. Then, collect & organize the students' work in music, art, literature, and photography.
<input type="checkbox"/> Guidance Office Volunteer	weekly, bi-weekly, monthly	copying, answering phones, filing
<input type="checkbox"/> Junior Interviews	Fall semester and Spring semester	serve as an interviewer; organizational support; provide food for interviews
<input type="checkbox"/> Scheduling	Spring	data entry of students' schedules for upcoming year
<input type="checkbox"/> Front Office Volunteer	weekly, monthly, occasional	assist with phones, filing/assembling, copying

Name: _____ E-mail _____

Home phone# _____ Work# _____

Best time to call _____