

## *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<br>(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 \_\_\_\_\_