

# Macungie Elementary School PTC Volunteer Sign Up Sheet

*Volunteer as much or as little as you can!*

As the Parent-Teacher-Child (PTC) organization kicks off its year at Macungie Elementary School, we invite all parents/caregivers to get involved.

Below is a list of committees at Macungie Elementary. Please sign up for any/all committees that interest you. The individual committee chair will then contact you with the specific details. Contact our Volunteer Coordinator, Barbara Levinson at either 610-966-0242 or barbmike1@verizon.net with any general questions or input that you may have. You can also visit our website at MacungiePTC.org for additional information on the committees.

**\*\*Return this form to the school by 9/30/11. \*\***

Your name: \_\_\_\_\_ Child's name and Room # : \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

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## GENERAL VOLUNTEER

If you are unable to commit to specific dates now and would still like to volunteer randomly throughout the year. An email would be sent out as volunteers are needed and you can sign up if your schedule permits. Clearances required will vary.\*

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## ANGEL NETWORK

Unfortunately, many times throughout the year one of our Macungie Families is in need of an extra hand due to illness, death or other circumstance. An email or phone call will be made to you as needs arise.

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## BAKING COMMITTEE

Many events throughout the year rely on home baked goods (for both consumption and to sell)! If you are willing to bake for one or more events please join the baking committee. An email would be sent out as volunteers are needed and you can sign up if your schedule permits.

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## LIBRARY

Volunteers are needed to help our librarian restock shelves and assist classes during their library times on a regular basis. Weekly or biweekly shifts are available. All clearances are required.\*

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## CLERICAL HELP

Volunteers are needed for approximately two hours on every Monday, Wednesday, and/or Friday. Volunteer as much or as little as you can! Volunteers will help with class prep work by performing tasks such as copying, cutting, laminating, bulletin board prep, etc. All clearances are required\* and training will be provided.

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## TIGER TROTTERS

Volunteers are needed to help supervise our weekly walking club which is available to 4<sup>th</sup> and 5<sup>th</sup> grades during recess each Wednesday. Weekly and biweekly shifts are available. All clearances are required.\*

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## YEARBOOK

Photographers are needed for all classes/grades to take classroom and school photos and upload them to a website. Volunteers are also needed to help create layout of the yearbook and to manage the orders of the yearbook.

**MORE OPPORTUNTIES ON THE BACK**

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### MARKET DAY

Volunteers are needed to help once a month for approximately 2 hours on a Tuesday afternoon to unpack frozen food products and to assist customers during distribution time.

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### CATALOG FUNDRAISER

Volunteers are needed to help verify and distribute order. Fundraiser held in October with an early November delivery date (date to be announced)

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### BOOK FAIR

Volunteers are needed to help staff our book fair. All proceeds go directly back to the library. All clearances are required.

\_\_\_\_\_ Day sales shift school hours: Nov. 14<sup>th</sup> - 18<sup>th</sup>

\_\_\_\_\_ Day sales shift school hours: April 16<sup>th</sup> - 20<sup>th</sup>

\_\_\_\_\_ Evening sales shift on Tuesday; Nov. 15<sup>th</sup>

\_\_\_\_\_ Evening sales shift on Tuesday; April 17<sup>th</sup>

\_\_\_\_\_ Help set up/take down book fair materials

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### TEACHER /STAFF APPRECIATION

Food donations are needed to help provide lunches for the teachers and staff during conference weeks (November 14<sup>th</sup> – 18<sup>th</sup> and April 16<sup>th</sup> – 20<sup>th</sup>)

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### HOLIDAY SHOPPE

Volunteers are needed help set up, assist students shop for gifts, and wrap presents on Saturday, December 3, 2011.

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### ROLLER SKATING PARTIES

Volunteers needed to help collect tickets on the day of the event.

\_\_\_\_\_ K-2nd grades            March 7<sup>th</sup>  
\_\_\_\_\_ 3rd – 5<sup>th</sup> grades        March 14<sup>th</sup>

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### FAMILY BINGO

Volunteers needed to solicit prizes, sell tickets, put together baskets, coordinate food and volunteers, ushers and/or to set-up/tear down on Friday, April 13, 2012.

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### SCHOOL FESTIVAL COMMITTEE

Volunteers needed to help organize, plan and to carry out our festival will be held on Friday, May 18, 2012.

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### ART/PHOTOGRAPHY/WRITING CONTEST

Volunteers needed to help with promoting the event, gathering entries, assist in setting up, coordinate baked goods and/or breaking down displays on Wednesday, May 9, 2012. Event is held during the Spring Open House.

\*Please see the East Penn District Website for information on clearances. Thank you!

**Your dedication to your child's school is invaluable!**

**Thank you for helping to make a difference.**