

# PTO Membership and Volunteer Form

(Please return to PTO table at Orientation or to the Buffett office)

Parent Name(s) \_\_\_\_\_ Phone Number \_\_\_\_\_

Student Name(s) and Grade(s) \_\_\_\_\_

**Email Address:** (Please provide the e-mail you most frequently check as we do most of our communication via e-mail) \_\_\_\_\_

**YES! I would like to be a PTO member** (Please make checks payable to **Buffett PTO**)

Number of memberships \_\_\_\_\_ x \$5 = amount enclosed \_\_\_\_\_

## **I would like to volunteer for the following committees:**

\_\_\_ **Fundraising** (Chair: Margo Livingston)

Chairperson will coordinate fundraiser in the fall. Committee members will assist chairperson with communication, order fulfillment, etc.

\_\_\_ **Book Fair** (Chair: Jane Herman and Mary Ferguson)

Chairperson will work with Scholastic to organize book fair. Committee members will help at the book fair (set up, sales, take down, etc.).

\_\_\_ **Student/Faculty Event (Chair Needed)**

Chairperson will work with faculty members to plan and organize the event and food. Committee members will help advertise, serve food, collect money/sell tickets etc.

\_\_\_ **Directory** (Chair: Cindy Shulewitz)

Chairperson will collect directory information and work with printing company. Committee members will help proof read initial drafts and help with distribution.

\_\_\_ **Parent-Teacher Conference Meals** (Chairs: Melodi Szymczak and Renee Claborn)

Chairperson will coordinate and plan meals for conferences in the fall and spring. Committee members will help with set up, serving, and cleaning up.

\_\_\_ **Staff Appreciation Week** (Chairs: Stacy Gray, Jayne Buck)

Committee chair and members will work together to plan meals and activities for the week, set up and clean up meals, collect donations etc.

\_\_\_ **Hospitality (Chair needed)**

Chairperson will order cookies for various school events and coordinate volunteers to help serve. Committee members will help set up, serve cookies, and clean up.

\_\_\_ **Welcome Back to School 2011** (Chair: Jill Bretsen)

Chairperson will organize a welcome back luncheon for Buffett staff. Committee members will help with set up and clean up of the meal.

\_\_\_ **Ways and Means** (Chair: Nyla Bodfield)

Chairperson and committee members will make suggestions for allocating PTO funds.

\_\_\_ **Scholarship** (Chairs: Debbie Newkirk and Beth Grimmond)

Chairperson and committee members will review scholarship applications and present recipient recommendations to the PTO. \*Committee members may not have a current senior in high school.

\_\_\_ **5/6 grade BBQ (Chair needed)**

Committee chair will coordinate volunteers for the BBQ in May. Committee members will help serve food at the BBQ.

\_\_\_ **Help as needed**

\_\_\_ **I would be willing to chair/co chair:** \_\_\_\_\_