



# Arthur Elementary School/ PTA Volunteer Form

Have you volunteered before? Have a little or a lot of time? Want to get more involved? We'd love to have your time, talents, and energy!

**All volunteers must fill out the attached yellow disclosure card and return with this form.**

**Volunteer 1** (Please drop completed form off in the Arthur main office)

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

*Please read the event descriptions on the reverse side and place an "X" next to the event you would like to volunteer.*

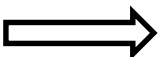
PTA Events	X	PTA Events	X	PTA Events	X
Call as needed		5th Grade Fundraiser & Gift		School Directory	
"Boo Hoo" Breakfast		Ice Skating Party		Spirit Sales	
Campbell Soup Labels		Invent Arthur		Swim & Gym	
Spring Carnival		Movie Night at Arthur		Trunk or Treat	
Cedar Rapids Titan's Night		Original Works		Hospitality for staff	
Enrichments		PTA Membership		Warrior Parade	
Lego League		PTA Photographer			
Historian		Roller Skating Parties			
		Rough Rider's Night			

School Events	X	School Events	X
Hy Vee Receipts		Speak Up program	
Book Fair		Hearing Testing	
Field Day		Library Help	
Lunch Shift Volunteer		Homeroom Parent	
Fall Picture Day		Classroom Parties	
Spring Picture Day		Box Tops	
In classroom helpers		Mt. Mercy visit chaperone	
Magic Mallet assistant		Office assistant	
Classroom at home help		Grounds assistant	
Recess Shift Volunteer		Kindergarten Lunches	
4 <sup>th</sup> Grade Camp Wapsie		Kernels Night	
America Reads			

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Please read and sign back of form.



**PRINCIPLES OF THE VOLUNTEER SERVICES PROGRAM**

All education volunteers must understand and agree to the following:

- The Volunteer Services Program of the Cedar Rapids Community School District operates with the approval of the Board of Education and the school administration, and is guided by the principles and policies of the school district.
  - Volunteers must complete a Volunteer Disclosure Statement, per Board Procedure 1002.a. Any identified convictions will require a background check, interview with a District administrator, and specific approval (denial).
- Volunteers serve only in an auxiliary capacity under the direction and supervision of professional school personnel and with the approval of the building administration.
- Volunteers provide supplemental and supportive service to the District, school program, staff and students. Volunteers are not a substitute for any member of the school staff and will take no action(s) which may disrupt, undermine, or interfere with the educational process.
- A volunteer does not have access to confidential files and records.
- The relationship between volunteers and the school staff should be one of mutual respect and confidence.
- Volunteers must maintain confidentiality of students and staff.
- The District has exclusive rights to terminate the services of a volunteer at any time.
- Volunteers must sign in upon arrival and receive a name tag and sign out (return name tag) at the main school office.

I understand and agree to the expectations as outlined above.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**CONFIDENTIALITY CLAUSE**

I realize as a volunteer I must hold any information about a student’s academic progress, behavior or a school-related incident completely confidential. I also acknowledge that communication about a student (other than my own child) is restricted to the teacher and school administration. I further understand that information concerning other volunteers is considered confidential. A breach of confidentiality may result in the termination of my involvement as a school volunteer.

Signed \_\_\_\_\_

Date \_\_\_\_\_

# Volunteer 2 (Please drop completed form off in the Arthur main office)

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

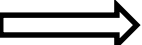
PTA Events	X	PTA Events	X	PTA Events	X
Call as needed		5th Grade Fundraiser & Gift		School Directory	
"Boo Hoo" Breakfast		Ice Skating Party		Spirit Sales	
Campbell Soup Labels		Invent Arthur		Swim & Gym	
Spring Carnival		Movie Night at Arthur		Trunk or Treat	
Cedar Rapids Titan's Night		Original Works		Hospitality for staff	
Enrichments		PTA Membership		Warrior Parade	
Lego League		PTA Photographer			
Historian		Roller Skating Parties			
		Rough Rider's Night			

School Events	X	School Events	X
Hy Vee Receipts		Speak Up program	
Book Fair		Hearing Testing	
Field Day		Library Help	
Lunch Shift Volunteer		Homeroom Parent	
Fall Picture Day		Classroom Parties	
Spring Picture Day		Box Tops	
In classroom helpers		Mt. Mercy visit chaperone	
Magic Mallet assistant		Office assistant	
Classroom at home help		Grounds assistant	
Recess Shift Volunteer		Kindergarten Lunches	
4 <sup>th</sup> Grade Camp Wapsie		Kernels Night	
America Reads			

Student Name: \_\_\_\_\_ Grade: \_\_\_\_ Student Name: \_\_\_\_\_ Grade: \_\_\_\_

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Student Name: \_\_\_\_\_ Grade: \_\_\_\_ Student Name: \_\_\_\_\_ Grade: \_\_\_\_

Please read and sign the back of form. 

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Date \_\_\_\_\_

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Signed \_\_\_\_\_

Date \_\_\_\_\_

## PTA Event Descriptions

- "Boo Hoo" Breakfast:** Coordinate a small breakfast for incoming Kindergarten parents/guardians for the 1<sup>st</sup> day of school
- Campbell Soup Labels:** Sort and count the soup labels that are turned in throughout the year to earn playground items
- Spring Carnival:** The annual Spring Carnival includes games, tickets, prizes, food sales and entertainment
- Collins Road Theater:** Coordinate with the theater for Arthur Movie day fundraiser
- Cedar Rapids Titan's Night:** Coordinate with the Titan's for date, tickets, etc. Organize flyer to go home with students.
- Enrichments:** Committee members plan and organize after school activities throughout the year
- Lego League:** Organize the Lego team, practice and help them prepare for the competition
- Historian:** Write a brief history article each month in the Knight News
- 5th Grade Fundraiser & Gift:** Works with the Fifth grade teachers to organize the annual fundraiser and gift purchase
- Ice Skating Parties:** Organizes Ice Skating Party for the year
- Invent Arthur:** Helps students to be creative with their. They will be judged at school level before advancing to the regional event which is held in February
- Movie Night at Arthur:** Organizes and runs movie nights choosing movie and getting snacks/raffle prizes
- Original Works:** Assist with preparing artwork for product orders and distribute finished product
- PTA Membership:** Organizes, collects dues, and updates PTA membership list
- PTA Photographer:** Take pictures at all PTA/School events for year book and Slide show end of year for Mrs. Hoyer
- Roller Skating Parties:** Organizes Roller Skating Parties for the year
- Rough Rider's Night:** Coordinate with the Rough Rider's for date, tickets, etc. Organize flyer to go home with students.
- School Directory:** Build data base of student phone numbers/email addresses and send to be published for distribution
- Spirit Sales:** Assist the chair(s) with planning product designs, marketing and sales of Arthur clothing and items
- Swim & Gym:** Organizes annual swim and gym at Washington High School
- Trunk or Treat:** Coordinates activities for Trick or Treating out of "trunks" in the back parking lot of Arthur
- Hospitality for Staff:** organizes dinners for staff during conference evenings and treats for Teacher Appreciation Week
- Warrior Parade:** coordinate Arthur students walking in home coming parade with Washington Student Council

## School Event Descriptions

- Hy Vee Receipts:** collect receipts for a month, enter into spreadsheet, put on flash drive, return receipts and flash drive to enrichment coordinator within one week of collecting.
- Book Fair:** Help in Library with sales at scheduled times during a one week fair.
- Field Day:** Assist the PE teacher with games and relays for the day.
- Lunch Shift Volunteer:** Assist in supervision of students during lunch shifts.
- Picture Day:** Help make students look beautiful for the Fall and Spring pictures.
- In Classroom Helper:** Assist teacher with projects in the classroom, works with small groups of students
- Magic Mallets Assistant:** assisting in loading and transporting Magic Mallet instruments to off campus performances
- Classroom at home help:** cutting, sorting, typing, etc. as needed for teachers
- Recess Shift Assistant:** assist in recess supervision, playing games with students, etc.
- 4<sup>th</sup> Grade Camp Wapsie:** attend camp Wapsie for the day with 4<sup>th</sup> grade in the spring
- America Reads:** One-day event where local "celebrities" are invited to Arthur to celebrate the National America Reads program by reading in front of a group of students. Help contact "celebrities", mail thank-yous and/or help escort readers to classrooms during the America Reads event.
- Speak Up:** Helping 5<sup>th</sup> graders develop a speech to present to the classrooms.
- Hearing Screening:** Assist students from class to the hearing van and back for a day.
- Library Help:** Shelving books as well as other projects they may have.
- Homeroom Parent:** Communicate with teacher regarding party plans.
- Classroom Parties:** Bring treats for one of the 3 parties in a school year (October, December, February)
- Box Tops:** gather, cut and assemble box tops to send in for reimbursement for Arthur programs
- Mt. Mercy visit chaperone:** attend Mt. Mercy field trips as chaperone and/or driver
- Office Assistant:** stuffing envelopes, putting supplies away, filing, etc.
- Grounds Assistant:** Keeping the outside grounds picked up and beautiful during the year/planting/weeding
- Kindergarten Lunches:** First 2 weeks of school help seat and supervise kindergartners.
- Kernel's Night:** Organizes Arthur Night at the Kernels Game