



## Candlewood Elementary School Volunteer Sign-up Form for the '09-10 School Year

Being a parent volunteer is a very important part of your child's education. Your involvement has a direct impact on your child's growth and self concept. Volunteers touch the lives of many children in a very special way. Whether you work full time, part time, or in the home there are many ways you can help enrich the lives of the children at Candlewood. Please take the time to review the opportunities below and consider helping!!

Name \_\_\_\_\_ E-mail \_\_\_\_\_  
 Phone Number (day) \_\_\_\_\_ (eve.) \_\_\_\_\_  
 Days and Times Available \_\_\_\_\_

### Children attending Candlewood:

(Name)	(Grade)	(Teacher)
(Name)	(Grade)	(Teacher)
(Name)	(Grade)	(Teacher)

For additional information or if you have any questions, please contact the volunteer coordinator  
 Teresa Lucas-Bowen at [talucasbowen@hotmail.com](mailto:talucasbowen@hotmail.com) or 301-947-2801

**Please check all boxes that apply**

### Support for Teachers and Staff

- Room Parent-** coordinates Halloween and Valentine's Day parties
- Classroom Aide-** xeroxing, small group instruction, bulletin boards, etc.
- Resource, Speech/Language Teachers Aide-** Artistic projects, xeroxing
- Media Specialist Aide-** filing, shelving books, cataloguing, bulletin boards in library
- Computer Lab Aide** - help in the computer lab
- Art Teacher Aide-** before and during class
- Music Teacher Aide-** classroom and special programs
- Physical Education Teacher Aide-** Jump Rope for Heart and Field Days
- Health Room Substitute-** (training not necessary)
- Art Fever Program-** provide in-class Art History instruction (1/2 hour per month)

**Please turn sheet over to see more volunteer opportunities  
 Forms should be returned as soon as possible**

## Chairs for PTA Programs and Events-

The following activities are in need of chairpersons:

- Candlewood Cares
- Class Night Coordinator (one per grade)
- Spring Sock Hop Co-chair
- Teacher Appreciation
- Kindergarten Orientation
- Movie Night Co-chair

## Support for PTA Programs and Events-

Assistance with the following is needed:

*(Time commitment is based on your availability- please speak directly with Chairperson to coordinate time/effort requirement.)*

- Back to School Picnic (setup/cleanup)
- Fall & Spring Cleanup (Fall '09 & Spring '10)
- Fun Run/Walk (Oct 09)
- Book Fair (setup/cleanup/sales Fall 09 & Spring 10)
- Movie Night (setup/refreshments)
- Spring Sock Hop/Dance (setup/cleanup/tickets)
- Teacher Appreciation Week (events/luncheon)
- Candlewood Cares- Service Projects, Food Drive
- Class Night Assistants (help coordinate a fun night  
for your grade)
- Birthday Bulletin Board (change once a month)
- Art Reflections (Nationwide Art Contest, publicize contest, assist with art collection)
- Market Day - help distribute orders once a month
- Hospitality Committee- provide refreshments periodically for PTA and school functions
- Photocopying PTA Newsletter (Approx. 2 hour commitment 3 times per year)
- Help with Membership Campaign at Back to School Night (Staff Membership Table)

Please call me whenever a chairperson is in need of a volunteer. I will accept/decline based my schedule at that time.

To see a complete list of volunteer positions, please visit the website at:

[www.candlewoodes.com](http://www.candlewoodes.com)

### Statement of Commitment

As a volunteer working at Candlewood Elementary School, I agree to:

- ❖ Wear a nametag while volunteering on school property
- ❖ Record my volunteer hours in the log book in the office copier room
- ❖ Honor the commitment to work as scheduled
- ❖ Keep school information confidential
- ❖ If I must be absent from a scheduled commitment, I will notify the teacher/coordinator in advance.

\_\_\_\_\_

Signature, Volunteer

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_

Date