

## Fairview Middle School Volunteer Descriptions

**Book Fair:** Assist media specialist with publicity, set-up of book displays, collect money during fair, monitor tables, break down displays and clean up



**Career Day:** Assist teachers with organization and implementation, recruiting presenters, publicity

**Carnival Help (Spring and/or Fall):** Publicity, ticket sales, chaperone, man a booth, booth setup and/or cleanup

**Classroom Volunteer:** Bulletin boards, lab experiment set-up, data collection and entry, other per teacher request



**Drama Productions:** Chaperone, Publicity, Creating/gathering props and backdrops, Rehearsal chaperones, Stage manager, Ticket sales, Playbills

**Filing/photocopying:** Secretarial work for teachers, front desk, guidance, student affairs, administration



**Fine Arts Department:** Organize instruments, chaperone competitions/festivals/practices, file music, art supply drive

**Fundraisers:** Plan and implement school-wide fundraisers, sell refreshments at sporting events



**Help With Reading Program:** Assist Language Arts teachers with one on one reading. This is a year-long commitment, but can be as little as one hour/week.

**History Fair:** Provide materials, set-up displays, judge displays, chaperone District and/or State Fair, provide refreshments for participants



**Media Center:** Shelve books, check-out/return books, computer supervision

**PTSA:** Involvement with Parent/Teacher/Student Association



**School Beautification:** Plan and implement beautification projects, landscape, garden, pick up trash, paint and repairs



**Science Olympiad:** Chaperone, provide refreshments, data entry, other per teacher request

**Service Learning:** Planning and implementing service projects for students (CAS Hours) in conjunction with school volunteer coordinator



**Silent Auction/International Gala:** Publicity, organization, talent show, gathering baskets and items for silent auction, publications, making/ordering food



**Teacher Appreciation:** Teacher recognition, organizing teacher breakfasts, donating food/supplies, birthday recognition, school supply drive

### MYPIB Magnet Opportunities

**CAS Hour Committee:** Review students log books twice/year maintain logs of volunteer hours, plan and implement recognition ceremony

**Fundraising Committee:** Assist MYPIB Coordinator with planning and implementing MYPIB fundraisers: Applebee's breakfast, Golf Tournament, Teacher Talent Show, etc



**IB Directory:** Data Entry, Organization, Printing, Publication

**Parent Partnership Officer:** Secretary position needed!

**Social Committee:** Plan and implement annual MYPIB Social Events, Winter Dance, Pool Party, Roller-skating Social, End Of Year Extravaganza, End of Year Recognition Ceremony



**Volunteer Support Committee:** Assist Volunteer Coordinator with Data Entry, Volunteer contact, Managing volunteer calendar (online), Matching volunteers with opportunities, Volunteer follow up

**FAIRVIEW MIDDLE SCHOOL  
VOLUNTEER SIGN-UP**



**Your help is needed! We're looking for adult role models to help us in our efforts to provide a total educational experience for our students. Please take a few minutes of your time to provide information on how you would be able to volunteer at school or from home. Remember, being involved with your child's school "Makes a Difference!"**

Name: \_\_\_\_\_ ( )Mr.\_\_\_\_( )Mrs.

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

E-mail: \_\_\_\_\_

Phone Number: Hm \_\_\_\_\_ Wk \_\_\_\_\_ C \_\_\_\_\_ Best time to call: \_\_\_\_\_

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

- |  |  |
|--|--|
| <input type="checkbox"/> Book Fair               | <input type="checkbox"/> History Fair                      |
| <input type="checkbox"/> Career Day              | <input type="checkbox"/> Media Center                      |
| <input type="checkbox"/> Carnival Help           | <input type="checkbox"/> PTSA                              |
| <input type="checkbox"/> Classroom Volunteer     | <input type="checkbox"/> School Beautification             |
| <input type="checkbox"/> Drama Productions       | <input type="checkbox"/> Science Olympiad                  |
| <input type="checkbox"/> Filing/Photocopying     | <input type="checkbox"/> Service Learning                  |
| <input type="checkbox"/> Fine Arts Dept          | <input type="checkbox"/> Silent Auction/International Gala |
| <input type="checkbox"/> Fundraisers             | <input type="checkbox"/> Teacher Appreciation              |
| <input type="checkbox"/> Help w/ Reading Program | <input type="checkbox"/> Other: _____                      |

**MYPIB Magnet Volunteer Opportunities**

- |  |  |
|--|--|
| <input type="checkbox"/> CAS Committee         | <input type="checkbox"/> Parent Partnership Officer  |
| <input type="checkbox"/> Fundraising Committee | <input type="checkbox"/> Social Committee            |
| <input type="checkbox"/> IB Directory          | <input type="checkbox"/> Volunteer Support Committee |

**DAYS AVAILABLE**

Monday

Tuesday

Wednesday

Thursday

Friday

I am available to work from home.

**TIMES AVAILABLE**

\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

**When you complete this form, you may (1) put it in any of the boxes marked "Volunteer Forms" placed on the table or (2) drop off at the front office or (3) send to front office by your student.**