

# Zionsville West Middle School PTO Volunteer Form 2009 - 2010

Volunteering in ZWMS PTO activities is a great way to help our kids and our school.  
Z'WEST NEEDS YOU THIS YEAR MORE THAN EVER!!

Parent Volunteer Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Three ways to turn in the form:

1. Mail the form to: Tracy Phillips, 11740 East SR 334, Zionsville, IN 46077
2. E-mail your information and areas of interest to: [CleverWon@aol.com](mailto:CleverWon@aol.com)
3. Turn your form in to ZWMS - Attn: ZWMS PTO - Volunteers

<b><u>Chair Positions</u></b>	<b><u>Area</u></b>	<b><u>Time of Year</u></b>	<b><u>Description</u></b>	<b><u>Order of preference</u></b> (# 1 being your first choice) also note if wish/willing to co-chair
Custodial/Café Appreciation Day	Staff Services	Sept. 4	Organize Food Services Appreciation	
Staff Luncheons	Staff Services	October 23 May 3-7	Organize the Staff Luncheons	
Principal's Day	Staff Services	November 13	Organize Principal's Day	
Holiday Activity for Staff	Staff Services	December 16	Organize the Staff Holiday Activity	
Bus Drivers Appreciation Day	Staff Services	January 27	Organize Bus Drivers Appreciation	
Guidance Counselors Appreciation Day	Staff Services	February 5	Organize Guidance Counselor Appreciation	
Cookie Walk	Staff Services	February 12	Organize the Cookie Walk	
Health Care Appreciation Day	Staff Services	March 5	Organize School Nurse Appreciation	
Administrative Staff Appreciation Day	Staff Services	April 9	Organize Admin. Staff Appreciation	
Teacher Appreciation Week	Staff Services	May 3-7	Organize Teacher Appreciation	

**Turn over for more general opportunities**

<b><u>General Activities</u></b>	<b><u>Time of Year</u></b>	<b><u>Description</u></b>	<b><u>I want to volunteer Please</u></b> <input checked="" type="checkbox"/>
Student Directory	September	Help as needed	
<b><u>Fundraising Activities</u></b>			
Box Tops - Fall	Before Oct 31	Chair the event	
Box Tops - Spring	Before Feb 28	Help as needed	
Book Fair -Fall	Oct 19-23	Chair the event	
Book Fair -Spring	May 10-14	Help as needed	
Spirit Wear	Year Round	Chair the event Help sell/distribute spirit wear clothing items	
<b><u>Student Services</u></b>			
Serve refreshments/treats to students	Year Round	Help as needed during school hours.	
Supply refreshments/treats for students	Year Round	Donations of cash, merchandise or food for various student services activities.	
Arresting Food Drive	Feb 22-26	Help as needed	
ISTEP treat help	March 1-10	Help as needed	
<b><u>Staff Services</u></b>			
Circle One: Serve, Set-up, Bring food to staff	Fall	Custodial/Food Services Appreciation, Staff Fall Luncheon Principal's Day	
Circle One: Serve, Set-up, Bring food to staff	Winter	Holiday Activity for Staff, Bus Drivers Appreciation, Guidance Counselors Appreciation, Cookie Walk	
Circle One: Serve, Set-up, Bring food to staff	Spring	Health Care Professionals Appreciation, Administrative Staff Appreciation, Teacher Appreciation, End of year Staff Luncheon	
Gift card donations: Throughout the year, small gift boxes will be handed out at the various appreciation activities.	Year Round	A variety of gift cards, with a small dollar value (\$5-\$10) from Starbucks, Eagle Creek Coffee, movie theatres, DQ, Target, BK, McDonald's, etc. Please send in an envelope marked "PTO Staff Services" to the ZWMS office.	
<b><u>Hospitality Events</u></b>		<b>Joey Mason VP-Hospitality</b>	
New Family Welcome	September 11	Help in welcoming new families to the area	
General Help	Year Round	Help as needed	
<b><u>School Services:</u></b> Circle One: Library, Nurse's Office, Teacher Aide, Resource room, Athletic Dept., Main Office, Student Tutor, Guidance Office	Year Round	A regular time to help, approx. 1-2 hours, 1 day per week or every 2 weeks. The school office will contact you to schedule.	
Main Office Secretary	Year Round	Help cover lunch for 1 hour a week or every other week	

