****

We need you!

Dear Parents,

With the start of another school year, it's once again time to fill volunteer positions. Please take a moment to consider helping in any way you can. In order for Oak Ridge Elementary to function more efficiently, we utilize as many parents in our programs as possible. We have opportunities for helping in the evening or during the school day, at home or in the classroom. If you can stack chairs, bake cookies, shoot Alka-Seltzer rockets, hang signs, clip box tops, weed a garden, play games or read to students, your skills are needed!

**Please review the list of volunteer positions on the next page and check the areas that you are interested in volunteering for on the attached “Volunteer Sign-Up” sheet.** As you will see, there are a variety of committees where help is needed. Some are a weekly commitment and others are for a special event. **The PTA will be holding an orientation meeting for new volunteers on Friday, September 28, 2018 in the Great Room from 8:25-8:50 am.**

As part of the school district’s policy for any volunteers, the attached “**Volunteer Request Form**” must be completed. **This form needs only to be filled out once during your time at Oak Ridge** and is also used for all field trip drivers. All information is confidential and is handled by the school district office. A copy of your driver’s license is needed; this can be made at the front office.

**Please return the completed forms by Friday, October 5, 2018. It can be handed in to your child’s teacher or dropped in the blue PTA mailbox located in the main hallway near the office. You can also email Elizabeth Mulheisen,** [**pta.president.or@gmail.com**](mailto:pta.president.or@gmail.com) **or myself if you are interested in chairing!** Expect to be notified by the committee chair or staff a few weeks before you are needed.

If you have any questions regarding the time commitment for a volunteer job, a committee’s description or regarding anything at all, please feel free call or email me. We can use **any** time that you can give to our students at Oak Ridge!

Thank You,

**Elizabeth Czarnik**

*lizczarnik@gmail.com*

*Please visit our website* [*www.ptaoakridge.com*](http://www.ptaoakridge.com) *for a schedule of events, copies of forms and other resources! We also have a FB page:* Oak Ridge PTA Closed Group

**PTA Volunteer Sign-Up 2018-2019**

**Please check the committees that interest you and return to your child’s teacher or the blue PTA mailbox in the hallway (just past the office).** You will be contacted by the committee chairperson prior to the event. If you are signing up for an open-chair position, you will be contacted by Elizabeth Czarnik, Volunteer Coordinator. **Returning volunteers should also fill-out this form so we can keep accurate records.**

**Please Print Legibly!**

Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Open Chair (or Co-Chair) Positions – chairpersons are needed for the following positions:**

\_\_\_\_Blood Drive Co-Chair \_\_\_\_Holiday Shop Co-Chair

\_\_\_\_Green Team Co-Chair \_\_\_\_Spirit Wear Co-Chair

\_\_\_\_ Health and Wellness Co-Chair \_\_\_\_Unplugged Week Co-Chair

\_\_\_\_Year End Picnic Co-Chair

**We need volunteers for the following Oak Ridge Committees:** (see “Committee and Event Descriptions” list for details.) If highlighted in **bold**, we are in **great need of volunteers**.

**Core Committees**

\_\_\_\_\_Cultural Arts/Assemblies \_\_\_\_\_ Green Team

\_\_\_\_\_Ways & Means (Fundraising) \_\_\_\_\_ Health & Wellness

**On-Going Committees**

\_\_\_\_\_Allergy Awareness \_\_\_\_\_ Lost & Found

\_\_\_\_\_Box Tops/Labels for Education \_\_\_\_\_Oak Ridge Memory Book

\_\_\_\_\_Garden \_\_\_\_\_Restaurant Nights

\_\_\_\_\_Grounds \_\_\_\_\_Safety Patrol Hot Chocolate Program

\_\_\_\_\_Health and Wellness/Noon Walkers \_\_\_\_\_Spirit Wear

\_\_\_\_\_Kindergarten Connect \_\_\_\_\_Staff Appreciation

\_\_\_\_\_5th Grade Events

**Once a Year Events**

\_\_\_\_\_Walk to School Day *(Oct)*  \_\_\_\_\_Unplugged Week *(Mar)*

\_\_\_\_\_Breakfast with Dad/Someone Special *(Oct)* \_\_\_\_\_Blood Drive *(Mar)*

\_\_\_\_\_Holiday Shop *(Dec)* \_\_\_\_\_Sweetheart Dance *(Apr)*

\_\_\_\_\_Book Fair *(Dec & spring)* \_\_\_\_\_Mother/Son Event *(Mar)*

\_\_\_\_\_Polar Bear Dance *(Jan)* \_\_\_\_\_ Breakfast with Mom/Someone Special *(May)*

*\_*\_\_\_\_Math & Science Night *(Jan) \_*\_\_\_\_Year End School Picnic *(June)*