

CHHS PTSA VOLUNTEER SIGN UP INFORMATION

Welcome to Colleyville Heritage High School. Volunteering is a great way to meet new friends, to acquaint you with the school and its activities, and to have fun while providing support for both students and faculty during the entire school year. Please review the following volunteer opportunities listed below, fill out the sign-up form and return it to the PTSA Volunteer Coordinator.

“VOLUNTEER OPPORTUNITIES”

Volunteer Where Ever Needed:
Select this volunteer opportunity if you are flexible to help wherever needed.

Back-to School Registration:
Registration will be in early August. At this time students will verify residency, verify emergency contact forms, pay for required fees for the year, pick up class schedules and collect textbooks. Volunteers will assist school administration with emergency contact form verification, handing out materials, issuing textbooks, managing cashier and textbook lines.

Communications: Assist the chairperson with inputting data for the electronic newsletter.

Copy Room: Assist the CHHS Administration with copier service for all teachers.

Youth Protection: Assist in supporting alcohol & drug awareness programs.

FRIENDS: This is a Friday evening social activity that is held in the CHHS Panther Den (cafeteria) following some home football games. FRIENDS provides a supervised, safe place for all students to relax and enjoy games, food, football highlights, halftime replay, DJ, dancing, ping-pong, and more! Volunteers are needed to assist the chairperson in setting up, cleaning up, serving refreshments and supervising the event.

Hospitality: Assist in obtaining supplies, baking, serving refreshments, setting up and cleaning up events for faculty and PTSA functions.

Senior Events: Assist with the fall Senior BBQ and the Spring Senior Field Day.

Student Bookstore: Assist the chairperson during August registration and occasionally during lunch periods especially at beginning of each semester.

Student Directory: Assist with the proof reading and distribution of the directory. Time frame is from August to October.

Support for School Administration: Assist the school administration with general office work, front office and counselor office phone coverage, mailings, issuance and collection of textbooks, Faculty Cookouts, etc.

Teacher Appreciation: Assist the chairperson to provide Back-to-School Teacher Appreciation luncheon. This will involve providing refreshments and supplies, setting up, serving and cleaning up for the events. Help chairperson develop other ideas for teacher appreciation.

Testing: Assist the ALL (Alternative Learning Lab) and ESL (English as a Second Language) teachers during the December midterm exams and the May end of school exams. This involves assisting and monitoring students during exams.

VOLUNTEER SIGN UP FORM

I am willing to help with: *(Please check all areas of interest)*

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| <input type="checkbox"/> Volunteer Wherever Needed | <input type="checkbox"/> Friends | <input type="checkbox"/> Support for School Administration |
| <input type="checkbox"/> Back to School Registration– August | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Teacher Appreciation |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Senior Events | <input type="checkbox"/> Testing: ALL Lab / ESL Class |
| <input type="checkbox"/> Copy Room | <input type="checkbox"/> Student Bookstore | |
| <input type="checkbox"/> Youth Protection | <input type="checkbox"/> Student Directory | |

**Asterisked items are required information – Request for volunteers will be made via emails!*

*Volunteer Name: _____ *Phone: (_____) _____
(Print First/Last Name Clearly) (Print Clearly)

*Email: _____ Please add my email address to the PTSA newsletter database _____
(Please include info after @ sign) (Check for yes)

*Student(s) Name: _____ *Grade(s) _____ Cell or Work #: _____
(Optional)

*Days Available: _____ *Times Available: _____

Please return completed form to: CHHS PTSA Volunteer Coordinator
 Colleyville Heritage High School
 5401 Heritage Avenue
 Colleyville, TX 76034

OR contact:
 Kelly Tookey, VP Volunteers
 phone: 817.283.4715
 email: CHHSPTSAVolntr@yahoo.com