

Date _____



Volunteer Opportunities at Cora Spencer Elementary School

Student(s) Name _____ Parent Name _____

Grade(s) and Teacher(s) _____

Parent Phone Number and Email _____

Dear Cora Spencer Parents, Grandparents, and Community Members,

Thank you so much for your willingness to volunteer your time and talents on behalf of the students at Cora Spencer Elementary School. We are greatly appreciative of your commitment and efforts to help our school be the best that it can be. Some of the activities and events listed here will be coordinated through, or with, the Cora Spencer PTA, but there are many additional opportunities for your participation and involvement. We understand that work schedules, and many other family obligations often make it difficult for volunteers to be available during the school day, but as you can see, there are numerous ways to be involved and make a positive impact either during, before, or after regular school hours. Please review this list and check the volunteer opportunities that you are interested in. Return this form to the Cora Spencer front office, or to your child's teacher. The teacher will be sure that the form makes its way to the office. There is no deadline for returning this form. We are always glad to involve new volunteers! A copy of this form will be given to the PTA, your child's teacher, enrichment teachers, and our librarian, but the original form will be kept in the office so we may contact you as volunteer opportunities arise in your area(s) of interest. We are greatly appreciative of your participation and we value your input, expertise, and time!!! Please feel free to contact me or the front office at 817 299-6680 if you have any questions. Thank you.

Ms. Browder-Baker

Vice-Principal – Cora Spencer Elementary

1. _____ Assisting with class parties by attending or sending needed party items to school
2. _____ Copying, cutting, laminating materials at school during the school day
3. _____ Assisting teachers with cutting, making, and organizing student activities, games, and/or centers from home
4. _____ Tutoring students during the school day
5. _____ Mentoring students
6. _____ Volunteering time to assist teachers in the cafeteria at lunch time
7. _____ Chaperoning students during class field trips
8. _____ Assisting with Field Day – Events, Snacks, T-Shirts, Set-Up, Clean-Up or Monitoring Student Stations
9. _____ Assisting with before and after school drop-off/pick-up procedures
10. _____ Serving as a Room Mother for a classroom and coordinating activities with the grade level teachers
11. _____ Assisting with props, or painting decorations and scenery for student productions
12. _____ Monitoring the Lost and Found
13. _____ Assisting with the canned food drive.
14. _____ Helping in the library with check-out/check-in procedures, organizing materials, or shelving books
15. _____ Organizing items and donations for the Clothes Closet and/or School Supply Drives
16. _____ Reading to students during class
17. _____ Assisting with the writing of Federal, State, or Corporate grants that might benefit Cora Spencer
18. _____ Monitoring children during after-school events
19. _____ Taking pictures of school events and/or assisting with creation of the yearbook

20. _____ Organizing and/or assisting with school clubs such as Math Pentathlon, the PTA Annual Reflection Contest, Art Club, Battle of the Books, the Bronco Choir, Recycling Club, Energy Conservation Club, etc...
21. _____ Organizing and collecting Box Tops
22. _____ Assisting with staff appreciation events
23. _____ Joining and participating in the Cora Spencer Dad's Club
24. _____ Helping with activities and planning of the Cora Spencer Carnival
25. _____ Joining PTA and assisting with a volunteer/PTA membership drive at the beginning of the school year
26. _____ Serving on the PTA Executive Board
27. _____ Assisting with Multicultural Day by organizing activities, or sharing information with students about customs from another country or culture. This could include sharing artifacts, food, clothing, dance, language, music, art, literature, etc...
28. _____ Planning, organizing, or assisting with student craft activities for various events
29. _____ Gardening in the Spencer Sprouts Garden and/or assisting with the watering and care of starter seeds
30. _____ Providing gardening supplies or making wood trellises or arbors for the Spencer Sprouts Garden
31. _____ Watering the Spencer Sprouts Garden during holidays and the summer months
32. _____ Assisting with Book Fairs
33. _____ Requesting donations and support from local businesses and organizations
34. _____ Assisting with the organization and development of a Cora Spencer Science Lab
35. _____ Assisting with the organization and development of a Cora Spencer Math Manipulatives Supply Room
36. _____ Attending Meet the Teacher night and sharing information with new parents about volunteer opportunities
37. _____ Answering telephones and assisting in the front office
38. _____ Sharing information about career choices during Career Day
39. _____ Creating and/or contributing to the publication of a school-wide newsletter
40. _____ Researching opportunities and programs that will expose Cora Spencer students to the Arts in DFW
41. _____ Assisting teachers with bulletin boards and/or hallway decorations
42. _____ Assisting with Kindergarten Round-Up
43. _____ Decorating the gym and/or cafeteria for events such as the February Dance and Holiday Reading Night
44. _____ Assisting with Red Ribbon Week events and activities
45. _____ Assisting with a school wide rummage sale
46. _____ Assisting in the office with the creation and/or distribution of forms and information relating to school-wide events and information
47. _____ Providing baked goods or other food items for school events
48. _____ Participating and assisting with student registration
49. _____ Serving on a welcoming committee for families new to Cora Spencer
50. _____ Attending and assisting with fund raiser activities
51. _____ Sewing school related items such as curtains, chair covers, or costumes
52. _____ Conducting experiments with students on Science Day
53. _____ Serving as an interpreter by phone, in writing, or in person depending upon your availability (Please indicate the languages that you speak _____)
54. _____ Serving as a parent representative on the LPAC Committee (must have an LEP student)
55. _____ Assisting the school nurse with health screenings
56. If you are interested in volunteering in an area that is not listed, please use this space to let us know how you would like to volunteer. _____

You do not need a criminal background check unless you are working one-on-one with a student or attending a field trip in which you are assigned a group of students to supervise. Please call the office for additional information regarding how to access the background check application. All volunteers are required to check-in the office before entering the main building. The Spencer employee at the front desk will scan your driver's license and provide you with a visitor's badge.