

2009-2010 MILLBROOK HIGH SCHOOL PTSA VOLUNTEER FORM

Name: _____

Email Address: _____

Home Phone: _____

Work Phone: _____

Thank you for supporting Millbrook High School by volunteering your time. Please check those tasks that are of interest to you, and please specify times available (we can use your help on a weekly, monthly or occasional event basis). These positions are well established and organized. If you have any questions, please contact: Diane Reass (PTSA Volunteer Coordinator) at 870-5203 or email at reass@bellsouth.net.

VOLUNTEER POSITION	DESCRIPTION	DAYS/TIMES AVAILABLE
Academic Advocates	Recognition of academic achievement –set-up & serve for Honor Roll breakfasts twice a year; assist with academic letters and Honor Cards (Nov '09 & Apr '10)	
Buildings & Grounds	Assist with the beautification and improvements on the Millbrook High campus grounds and buildings	
Character Education	Assist with set-up/serve at breakfasts given in recognition of outstanding character – twice a year (Dec '09 & Apr '10)	
Directory	Assist with directory sales and distribution	
Fund Raising	Assist with PTSA fundraising activities. This year, we will need volunteers to sell raffle ticket at various events	
Guidance	Assist with distribution of monthly senior scholarship bulletin; help guidance with special events such as job and career fairs	
Hospitality	Prepare/send food or items for Teacher Appreciation Day and occasional PTSA sponsored luncheon	
Media Center	Help process new books & other misc. tasks and jobs- Check passes/supervise students during lunch – 10:35 AM-12:50 PM at least one day/month	
Newsletter Committee	Assist with monthly newsletter preparation and mailing	
Proctor	Proctor Exams given throughout the year – normally 2 hour shifts. MANY VOLUNTEERS NEEDED!!!	
School Picture Days	Various days beginning in September, dates to be announced. Morning or afternoon shifts available	
Senior Reception	Post-graduation reception for grads & families: set-up & serving (June).	
Student Services	File attendance notes in attendance office – 1-2 hours/week	
Wildcat Academy	Freshman parents needed to assist with Wildcat Academy activities during the year... (Freshman parents!)	

Drop this form by the front office in an envelope marked "PTSA" or
MAIL COMPLETED FORM TO: Millbrook High School PTSA
Attn: Volunteer Coordinator,
2201 Spring Forest Road
Raleigh, NC 27615.