



Maidu/Excelsior PTC needs YOU for 2009-2010!



The Maidu/Excelsior PTC is successful because of parents who volunteer their time to provide fun, educationally enriching events for our students. We'd LOVE to see you on our team!! Review the job descriptions and **check any boxes you are interested in as a coordinator (leader) or committee member (helper)** for the 2009-2010 school year and return to the school office.

Parent's Name _____ Phone # _____

E-Mail: _____

Student Name _____ Entering Grade _____

Student Name _____ Entering Grade _____

CHECK HERE	PTC Programs
	BINGO NIGHT: Both schools event: Coordinate event including games, refreshments, and prizes. [Feb 25]
	**DIRECTORY: Co-Coordinate with Vanessa Gunn - Coordinate publication of the school directory. Committee Members will assist with proofreading and other tasks as needed. [Aug/Sep]
	**DISTRIBUTION SUPPORT: Meet weekly or as needed to copy, sort and distribute items for Wednesday folders. [Maidu: every Wednesday AM - Excelsior: every Tuesday PM]
	**EXCELSIOR BOOK FAIR: Co-Coordinate with Librarian and Sherilyn Petterson - Coordinate the Book Fair with Scholastic Books. Training provided through Scholastic [Oct 20-23]
	**EXCELSIOR COPY & ADMIN SUPPORT: Help copy materials for teachers, and when necessary organize volunteers to provide copy and administrative support. [Year-round, once a week]
	EXCELSIOR FAMILY ACTIVITY NIGHT: Determine type of event (movie, dinner or ANY event kids would like to participate in) including food, beverages, raffles, etc. Assemble volunteers to help on movie nights [Feb]
	**EXCELSIOR DISTRIBUTION CO-COORDINATOR: Co-Coordinate with Sherilyn Petterson Meet each Tuesday or as needed to copy, sort and distribute items for Wednesday folders. [Every Tuesday: Morning or afternoon]
	MAIDU ROOM PARENT: Plan, assemble, and distribute important information to room parents at their meeting at the beginning of the year.
	MAIDU SCIENCE DOCENT OVERALL/HEAD COORINDATOR: Coordinate overall program, including: Maintaining lesson content / maintaining and acquiring lesson materials; soliciting program volunteers. Budgeting. Communicating with teachers and PTC. Training grade-level coordinators / providing orientation and training opportunities for new classroom docents. Providing web site content. [Year-round, depending on grade]
	POWER HOUR VOLUNTEERS: Available on an "as needed" basis for last minute details for a variety of things e.g. distribution support [see description above], run to the store for ice, emergency help because we don't have enough volunteers for something, etc - we will call you if necessary!

***Coordinator needed in these programs as soon as possible*

8/6/2009