



# Welcome Back!

## Maidu/Excelsior PTC needs YOU for 2010-2011!



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 2010-2011 school year and return to the school office.

Parent's Name \_\_\_\_\_ Phone # \_\_\_\_\_

E-Mail: \_\_\_\_\_

Student Name \_\_\_\_\_ Entering Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Entering Grade \_\_\_\_\_

<b>Check here to be a LEADER</b>	<b>Check here to be a HELPER</b>	<b>PTC Programs that benefit BOTH schools</b>
		<b>FAMILYFUN NIGHT: Co-Coordinate with Leigh-Ann Reinero</b> - Coordinate food/activities for the event. [Nov]
		<b>FAMILY PICNIC or ESF COUNTRY FAIRE:</b> Coordinate food/activities for the event OR serve as liaison with ESF for Country Faire activities. [May]
		<b>SUMMER MAILER:</b> Assist the school secretaries (both schools) by getting the summer mailers collated, sealed, labeled and sorted by zip code and delivered to the District office for the bulk mailing. [May/June]
		<b>PTC WEBSITE COORDINATOR:</b> Update and manage the Excelsior/Maidu PTC website
		<b>POWER HOUR VOLUNTEERS:</b> 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!
<b>Check here to be a LEADER</b>	<b>Check here to be a HELPER</b>	<b>Excelsior Volunteer Needs</b>
		<b>EXCELSIOR COPY &amp; ADMIN SUPPORT:</b> - Help copy materials for teachers, and when necessary organize volunteers to provide copy and administrative support. [Year-round, once a week]
		<b>EXCELSIOR JOG A THON PLEDGE COLLECTION COORDINATOR:</b> Prepare jog a thon database for current year - collect pledges including preparation and distribution of pledge packets -recruit volunteers for event day command center [Aug-Sep] <b>ASSISTANCE/TRAINING PROVIDED BY TAMI JACKSON AND JENNY MILNE</b>
		<b>EXCELSIOR ROOM PARENT COORDINATOR:</b> Plan, assemble, and distribute important information to room parents at their meeting at the beginning of the year.
		<b>EXCELSIOR TEACHER &amp; STAFF APPRECIATION:</b> Coordinate teacher/staff appreciation events: Back to School breakfast/luncheon, Teacher Appreciation Week, special monthly "thank you" meals as needed, and School Board luncheon. [Sep/May]
<b>Check here to be a LEADER</b>	<b>Check here to be a HELPER</b>	<b>Maidu Volunteer Needs</b>
		<b>MAIDU COPY &amp; ADMIN SUPPORT:</b> - Help copy materials for teachers, and when necessary organize volunteers to provide copy and administrative support. [Year-round, once a week]
		<b>MAIDU JOG A THON PLEDGE COLLECTION COORDINATOR:</b> Prepare jog a thon database for current year - collect pledges including preparation and distribution of pledge packets -

		recruit volunteers for event day command center [Aug-Sep] <b>ASSISTANCE/TRAINING PROVIDED BY TAMI JACKSON AND JENNY MILNE</b>
		<b>MAIDU TEACHER &amp; STAFF APPRECIATION:</b> Coordinate teacher/staff appreciation events: Back to School breakfast/luncheon, Teacher Appreciation Week, special monthly "thank you" meals as needed, and School Board luncheon. [Sep/May]
<b>Check here if you are interested or have questions</b>	<b>PTC Executive Board Positions</b> <i>Positions may be held by more than one individual</i>	
	<b>PRESIDENT (or Maidu Co-President and Excelsior Co-President):</b> The president will have responsibility for the organization and will serve as the liaison to the Board of Trustees at school board meetings and will attend the Eureka District PTC Board of Presidents meeting with the Superintendent.	
	<b>MAIDU VICE-PRESIDENT (or Co-Vice Presidents):</b> A vice-president will be elected to represent Maidu school for the purpose of assisting the president.	