

# VOLUNTEER FORM

## 2016-2017



Please return completed form to your **YOUNGEST** child's homeroom in the envelope provided by **Wednesday, September 14**, or in the PTA Mailbox at the Deerfield or Beechwood School office.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

(\*please include as Committee Chairs will use email to contact you\*)

### Class Parents (2 per class):

Class parents will be responsible for planning the two designated class holiday daytime celebrations during the year (Halloween and Winter holidays). In addition, these parents will collect funds towards a class/grade donation to the annual Spring fundraiser, as well as holiday and end of year teacher gifts (all collections are voluntary).

PLEASE NOTE: You must be a PTA member in order to be a class parent.

Questions regarding Class Parents can be directed to:  
**Kelly Wu** • (908) 789-0297 • kchwang@rocketmail.com

**Please indicate if you would like to be a class parent:**

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_ Child's name: \_\_\_\_\_

### Garden Parent (1 per class- **\*\*Beechwood School only\*\***):

The class garden parent will coordinate with the teacher as well as the Garden Committee chair to schedule parent volunteers for watering, weeding, and other garden maintenance duties at Beechwood School.

Questions regarding Garden Parents can be directed to:  
**Diane Gruzecki** • (908) 296-0575 • dilizzy@mac.com

**Please indicate if you would like to be a garden parent (Beechwood only):**

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_ Child's name: \_\_\_\_\_

### "Done in a Day" Volunteer:

If you cannot commit to an event/committee below, please consider being a "floating volunteer". You'll receive emails throughout the year whenever additional help is needed and you choose which events work with your schedule. Check the box to the right to be a "Done in a Day" volunteer.

**We cannot run the following events without the help of our parents, please indicate where you can volunteer:**

Event/Committee	Description	When/Where Event Takes Place	Volunteer
Auditing	Assist in reviewing the PTA financial records (receipts, expenses, budget)	Done in fall once per year	<input type="checkbox"/>
Bicycle Rodeo (2 <sup>nd</sup> Grade Only)	Assist in coordinating the Second Grade Bike Rodeo to promote health/safety issues.	May/ Beechwood	<input type="checkbox"/>
Bingo Night	Help coordinate and run this family event.	February Evening Event/ Deerfield	<input type="checkbox"/>
Book Fair	Help organize Scholastic Book Fair event where students and their families can purchase books and educational materials.	February/ Deerfield & Beechwood	<input type="checkbox"/> - D (day/evening) <input type="checkbox"/> - B (daytime)

<b>Event/Committee</b>	<b>Description</b>	<b>When/Where Event Takes Place</b>	<b>Volunteer</b>
Box Tops for Education	Help collect, collate and submit General Mills "Box Tops for Education" coupons.	On-going	<input type="checkbox"/>
Children's Appreciation Week	Help coordinate festivities during school for this week long event.	February/ Deerfield & Beechwood	<input type="checkbox"/> - D <input type="checkbox"/> - B
Fall Festival	Help coordinate and run a school festival, including set up, clean up, ticket sales, running games and activities.	October Weekend / Deerfield	<input type="checkbox"/>
Games, Sports and Dance Nights – GSD	Middle school parents needed to help chaperone this event held for 6 <sup>th</sup> – 8 <sup>th</sup> grade students.	Friday Evenings Sept, Dec, Mar/ Deerfield	<input type="checkbox"/>
Garden	Assist with watering, weeding, mulching, etc., for the Beechwood "Beary Patch".	On-going/ Beechwood	<input type="checkbox"/>
Graduation Refreshments	Seventh grade parents needed to purchase, set up and serve refreshments and snacks following the 8 <sup>th</sup> grade graduation ceremony.	June Evening/ Deerfield	<input type="checkbox"/>
Grade 3-5 Event	Assist committee chairs in planning and executing this annual social event	May/ Deerfield	<input type="checkbox"/>
Holiday Shoppe/Vendor Showcase	Assist children with holiday shopping purchases.	December/ Beechwood	<input type="checkbox"/>
Hospitality	Assist in providing refreshments at events	On-going	<input type="checkbox"/>
Ice Cream Social	Help plan and organize this annual event.	Friday night September/ Deerfield	<input type="checkbox"/>
Library Bunch	Assist in coordinating a celebration for children who have made book purchases for the Beechwood and Deerfield school libraries.	Spring Day/ Deerfield & Beechwood	<input type="checkbox"/> - D <input type="checkbox"/> - B
New School Year	Help put together back to school welcome gift for teachers	Summer	<input type="checkbox"/>
Nominating Committee	Help in the evaluation and recommendation of candidates to serve on the PTA Executive Board.	On-going	<input type="checkbox"/>
Publicity	Assist in taking pictures and submitting articles to local newspapers to advertise and report on PTA-sponsored events.	Events throughout the year.	<input type="checkbox"/>
Recycling	Assist with recycling program at both schools.	On-going	<input type="checkbox"/> - D <input type="checkbox"/> - B
Red Ribbon Week	Help plan and coordinate activities to promote drug and alcohol resistance during National Red Ribbon week.	October/ Deerfield & Beechwood	<input type="checkbox"/> - D <input type="checkbox"/> - B
School Pictures	Assist school staff and teachers on School Picture Day, as well as re-take day in November as needed.	Fall/ Deerfield & Beechwood	<input type="checkbox"/> - D <input type="checkbox"/> - B
School Spirit Sales	Help organize and sell school merchandise at various events throughout the year.	On-going	<input type="checkbox"/>
School Supply Sale	Help organize and distribute school supplies.	August	<input type="checkbox"/>
Science Fair	Help promote and run an event for grades 3-8 where students conduct science-based projects and have the opportunity to share them with the community.	March Weekend/ Deerfield	<input type="checkbox"/>
Spring Fundraiser	Assist in the coordination of this significant fund-raising event, including soliciting and arranging Tricky Tray items, decorating, coordinating ticket sales, and table arrangements, etc.	March Evening, planning takes place year round	<input type="checkbox"/>
Teacher and Staff Appreciation Breakfast	Volunteers assist in organizing, baking and decorating for these teacher and staff appreciation events.	May/ Deerfield & Beechwood	<input type="checkbox"/> - D <input type="checkbox"/> - B
Teacher and Staff Holiday Tea	Help plan, bake, decorate, and clean up for a festive party.	January/ Deerfield	<input type="checkbox"/>
Teacher and Staff Luncheon	Help plan, shop, prepare food, setup, decorate, serve, and clean up.	June/ Deerfield	<input type="checkbox"/>
Teen Arts	Middle school parents needed to prepare and transport artwork and literature submitted by 6 <sup>th</sup> – 8 <sup>th</sup> grade students for display at the local Teen Arts Festival.	March	<input type="checkbox"/>
<b>Eighth Grade Activities</b>			
Dance	Plan, shop, serve, chaperone, and clean up after this event.	June Evening/ Deerfield	<input type="checkbox"/>
Graduation Breakfast	Help provide food and refreshments for this breakfast.	June Day/ Deerfield	<input type="checkbox"/>
Pool Party	Help plan, shop, serve, chaperone, and clean up after this event at the Mountainside Pool.	June Evening/ MCP	<input type="checkbox"/>

**Thank you for your support, we are looking forward to a great school year!!**