

City Honors PTSCO Volunteer Opportunities

Communications—Responsible for disseminating information to school community and coordinating communications with the administration, parents, students and the community.

- Sports/Club Coordinators-Identify teachers , parents , and other adults who are running teams and clubs, so as to work with them to collect and coordinate important dates, practices, games and meetings.
- Student Liaison-Coordinate student involvement with the goal to promote opportunities for more students to become involved with the organization
- Newsletter- Assist with the preparation of the newsletter
- School Directory

PTSCO Membership Coordinator- Develop a master list for membership and provide membership analysis and track trends. (Ideal for a database person)

- Volunteer

Advocacy Issues Committee- Prepare letters or petitions to the district for action on pressing needs.

- Volunteer

Enrichment Program-Schedule programming, organize participants and chaperones for after-school enrichment.

- Chaperones
- Programming

Grade Level Representation-this volunteer will act as the first line of contact with parents of students in a specific grade. Other responsibilities include: attending monthly PTSCO meetings and disseminating information to grade level families; spearheading fundraising initiatives for various grade-level events, school trips, after prom party, etc. Participating in any activities associated with your child's grade. *See itemized list at end

- ___ Grade (please write in the grade you are interested in)

Leadership Roles-Taking on an officer's role when a slot becomes available.

- President -vacant
- Vice President
- Treasurer
- Secretary

Special Events Committee – Assist with the set up and coordination of PTSCO sponsored special events such as Staff Appreciation Day, new teacher welcome reception, etc). *See itemized list at end

Volunteer

Cooking/Baking Committee

Parent Voice Network Committee- Develop surveys to monitor parent satisfaction, and offer suggestion and comment opportunities for parents. Panel will address grievances if they are brought to the PTSCO board.

Panelist

Fundraising/Development- Join the auction committee; explore other revenue producing options such as advertising for the directory.

Purchasing programs (Targets)

Processing Box Tops and Campbell's labels

Membership Development

***Special Events** –check all that you are interested in volunteering for or participating in.

New Teacher Reception

Welcome Back Staff Breakfast (100-120 people)

Welcome Back Picnic

Parent-Teacher Get Acquainted Night (Information/Membership Table)

5th & 6th Grade Ice Cream Social/Haunted Lockers

Senior Class Breakfast (Junior Parents)

Alumni Connect Reception

Winter Bazaar

Teacher Appreciation Holiday Breakfast

Parent-Teacher Conferences (Information/Membership Table)

Senior Class Financial Aid Night

Junior Class College Night

Annual PTSCO Auction

New Student Orientation

Teacher Appreciation Luncheon

After Prom Party

Moving- Up Day for 8th graders (MUD)

Anniversary Celebrations-15 years of IB Program and 35th Anniversary of the School

Retiring Staff Gifts

Interview Panels

Attend PTSCO Meetings

PTSCO Volunteer Application

Contact Information	
Name	
Street Address	
City ST ZIP Code	
Home Phone	
Cellular Phone	
Work Phone	
E-Mail Address	

Interests
Please check all items that you would be interested in participating in on the previous pages. A Volunteer Coordinator will contact you with more information once your application has been processed.

Students	
Do you have any children that would like to be involved with PTSCO as a student representative or volunteer?	
Name	
Homeroom Teacher	
Homeroom Number	
Area (s) of Interest	

Please return this form and attached Volunteer Opportunities list to

City Honors School
Attn. PTSCO
186 E. North Street
Buffalo, NY 14204

Thank you for your interest in volunteering and helping us to maintain the high standards of excellence at City Honors School.