

Greeley OPTIONS Volunteer Sign-up

At Greeley OPTIONS, because we are a part-time program, we do not have the ability to hire auxiliary staff that help with lunch time supervision and other basic and extra-curricular support duties. We really need the help of volunteer parents to make our program run smoothly and safely - thanks a bunch for doing your "duty"!

Step 1: Select Your Preferred Volunteer Position

Please select two or three volunteer positions in which you are interested. *Rank them in order of your preference. Our greatest need is to have supervision during our lunch hour so we really need ALL families to sign up for 3 lunch duties*

<i>Rank</i>	<i>Volunteer Position</i>
	Three (3) lunch shifts - supervise lunch hour/recess, help clean up lunch room (12:20 pm to 1:20 pm) If every family could do 3 lunch shifts per year, we'd be completely covered!
	Full Day Volunteer during the first two weeks of school Need 1-2 people
	Afternoon Clean Up: collect trash bags, check rooms, help teachers put away larger items if needed. (Arrive at 3:10 pm) (1 semester-long job) <input type="checkbox"/> Fall <input type="checkbox"/> Spring NEED 2 families per school year (1 each semester)
	Pizza Day Money and Order Takers: Once a month on Pizza Day help compile orders and money - Yearlong position 2 persons
	P/T Conference Teacher Lunch Chairperson [Fall & Spring] 1 lead family
	Holiday Party Volunteers [Dec] 2-3 families
	Valentines Party Volunteers [Feb] 2-3 families
	Teacher Appreciation Day Volunteers (May) 2 families
	Year End Celebration Volunteers [May] 3 to 5 families
	Box Tops & Toner Return Coordinator 1 person

Step 2: Tell Us Who You Are!

Name: _____

Student's Name _____

Phone: _____ Email: _____

(Check One)

_____ I am a new parent or have not volunteered at OPTIONS before.

_____ I am a returning parent and already know the ropes.

Volunteer Duties:

Lunch Volunteers: Help supervise the kids at lunch and recess. This year we will put the dates for lunch volunteers up on Sign Up Genius and allow our volunteers to select the dates that work best for them!

Full Day Volunteer during the first two weeks of school: Help Kids get to classes. Organize Supplies, stamp books, help file and organize forms, and supervise lunch.

Afternoon Clean Up: Arrive at 3:10 collect trash bags, help teachers with clean up if needed, usually takes about 20 minutes.

Pizza Day Money and Order Takers: On Pizza Days, once per month, come in the morning, compile orders and count money to get ready to order and pay the pizza man!

Holiday Party Volunteers : Volunteers will come on the day of our Holiday Party and be available to help with all activities and clean up.

Valentines Party Volunteers: Volunteers will come on the day of our Valentine Party and be available to help with all activities and clean up.

Parent-Teacher Conference Teach Lunch Lead: Plan a simple buffet luncheon for teachers on Parent Teacher Conference Day, coordinate and lead the families in food preparation, set up and clean up. You must be available to come at lunch time on both days Fall and Spring to set up and clean up. We will solicit volunteers to make food as the time draws nearer.

Teacher Appreciation Day: Pick up supplies (vases and gift bags) setup at 7:45-8:15.

Year End Celebration Volunteers: Volunteers will come on the day of our Year End Celebration and be available to help with all activities and clean up. You may also help order and pick up food and supplies if needed and you must be available on the day of the event to help set up and clean up. Creative, energetic types apply...

Box Tops & Toner Return Coordinator: Collect Box tops and toner and turn them in for credit.