

# CHHS PTSA Volunteer Sign-Up Information

Welcome to Colleyville Heritage High School. Volunteering is a great way to meet new friends, to acquaint you with the school and its activities, and to have fun while providing support for both students and faculty during the entire school year. Please review the following volunteer opportunities listed below, fill out the sign-up form and return it to the PTSA Volunteer Coordinator.

## *VOLUNTEER OPPORTUNITIES (Please check all areas of interest)*

**Volunteer Wherever Needed:**

Select this volunteer opportunity if you are flexible to help wherever needed.

**Back-to-School Registration:**

Registration will be in early August. At this time students will verify emergency contact forms, pay required fees for the year, pick up class schedules and collect textbooks. Volunteers will assist school administration with emergency contact form verification, handing out materials, issuing textbooks, managing cashier and textbook lines.

**Communications:** Assist the chairperson with inputting data for the electronic newsletter.

**Copy Room:** Assist the CHHS administration with copier service for all teachers.

**Youth Protection:** Assist in supporting alcohol and drug awareness programs.

**Hospitality:** Assist in obtaining supplies, baking, serving refreshments, setting up and cleaning up events for faculty and PTSA functions.

**Senior Events:** Assist with the fall Senior BBQ and the Spring Senior Field Day.

**Student Phonebook:** Assist with the proof-reading and distribution of the directory. Time frame is from August to October.

**Support for School Admin-**

**istration:** Assist the school administration with general office work, front office and counselor office phone coverage, mailings, issuance and collection of textbooks, faculty cookouts, etc.

**Teacher Appreciation:** Assist the chairperson in providing Back-to-School Teacher Appreciation luncheon. This will involve providing refreshments and supplies, setting up, serving and cleaning up for the events. Help chairperson develop other ideas for teacher appreciation.

**Grateful Dads:** Grateful Dads meet and greet students on Friday mornings and also serve as role models for all students.

**\*Asterisked items are required information. Requests for volunteers will be made via email.**

\* Volunteer Name: \_\_\_\_\_ \* Phone: (\_\_\_\_\_) \_\_\_\_\_  
(Please print first and last name clearly) (Please print clearly)

\* Email: \_\_\_\_\_  
(Please include info after @ sign)

\* Student Name(s): \_\_\_\_\_

\* Grade(s): \_\_\_\_\_ Cell or Work Phone: \_\_\_\_\_

\* Days Available: \_\_\_\_\_ Times Available: \_\_\_\_\_

Please return completed form to: CHHS PTSA Volunteer Coordinator,  
Colleyville Heritage High School  
Colleyville, TX 76034

or contact: Stacy Lansford, VP Volunteers  
817-239-9914  
[stachome@yahoo.com](mailto:stachome@yahoo.com)