

MEMBERSHIP & VOLUNTEER FORM

The \$12 PTA family membership fee includes the Henking/Hoffman Student Directory.

PLEASE PRINT ALL INFORMATION

Mother's Name _____

Father's Name: _____

Address: _____

Telephone: _____

EMAIL: _____

Child Name/Grade as of August, 2010

1. _____

2. _____

3. _____

Please make check payable to HENKING/HOFFMAN PTA :

Henking/Hoffman PTA

c/o Hoffman School

2000 Harrison Street

Glenview, IL 60025

www.henkinghoffmanpta.org

 Art Enrichment

Share art prints and history with your child's class once a month. All prints and information are provided for you. WHEN: Throughout the school year

 Benefit Auction

PTA's biggest fundraising event! Lots of opportunities for organized, creative, and enthusiastic individuals. Various levels of time commitment available. WHEN: Event in spring

 Henking Book Fair

Pizza dinner and magic show. Various duties and times for set-up, take-down, serving pizza, collecting tickets for pizza, cashiering and floaters. WHEN: November

 Hoffman Book Fair

Springtime book fair. Various duties and times for set-up, take-down, cashiering and floaters. WHEN: May

 Bus Rider - Henking

Ride bus on the home route on the first few days of school to acclimate children on bus riding procedures, rules and their assigned bus stop. Kindergarten moms welcomed! WHEN: August

 Butterfly Garden – Henking

Join other garden enthusiasts in maintaining the Henking Butterfly Garden or just to donate plants. WHEN: Monthly starting May

 Directory

Assist with organizing, editing and accurately cross checking all student's home information. Bilingual parents welcomed. WHEN: September-October

 Environmental Team

Ideate about and implement "green" practices and projects in our school and district wide. Possible product/awareness fundraiser in the fall and various small, ongoing projects. When: as needed throughout the year, specifically April.

Fall Fun Fair - Hoffman

Annual Fall Carnival. Various positions include assignment coordinator, set-up, entertainment, cafeteria help, managing booths, cashier and clean up. A VERY fun family even for ages K and up. WHEN: October

Field Day

Help supervise this fun outdoor activity at Hoffman under the guidance of the staff and PTA Coordinator. WHEN: June

5th Grade Picnic - Hoffman

End of year celebration with various outdoor games under the auspices of the PTA Coordinator. WHEN: June

Health & Safety Screenings

Help conduct lice checks, assist with vision and hearing screenings. No previous training necessary.

WHEN: Lice checks - after every break

WHEN: Vision & Hearing - twice a year

Holiday Helper

Various positions include assisting with gathering food donations, shopping and coordinating volunteers to help our schools' needy families.

WHEN: December

International Night

Various committees such as entertainment, Heritage Rooms, International Dining, community planning and more to bring this celebration of cultures to life. Don't miss the excitement of this wonderful family event.

WHEN: January

Learning Center

Assist Learning Center staff as requested throughout the year. WHEN: Ongoing

Market Day

Help organize and group orders for pick up.

WHEN: Hoffman monthly

Movie Night

Checking in and checking out children, chaperoning and supervising students during movie night.

WHEN: Hoffman - December

WHEN: Henking - February

PR/Promotions

Registration

Assist with assembling materials and/or help with walk in registration. WHEN: March, May and August at both schools

Room Parent

Coordinate and plan classroom parties (3 per year), assist teacher as needed in securing chaperones for field trips, organizing classroom volunteers or assigning conference times as requested by teacher, coordinate class project for auction benefit or find a volunteer to oversee the project. WHEN: Various throughout school year

School Office

Assist school administrators. Photocopying, assembling materials, mailings and/or greeting. WHEN: As needed throughout the school year

School Photos

Help coordinate students for class photos.

School Supplies

Spirit Day - Henking

Help supervise this fun outdoor activity under the guidance of the staff and PTA Coordinator. WHEN: June

Taffy Apple Distribution

Fall sale to benefit the Debra Gelfand Fund.

WHEN: October

Teacher Appreciation Lunch

Show our teachers we care! Assist in planning, shopping, set-up and clean-up. WHEN: March at both Henking and Hoffman

Teacher Appreciation Week

Show our teachers we care! Assist in planning, shopping, set-up and clean-up. WHEN: May at both Henking and Hoffman

Technology Communications

Help maintain the PTA website and electronic communications. Experience in web design a plus! Reports directly to PTA President.

WHEN: Ongoing, as needed

Website Experience in web design a plus!

eNews Computer experience a plus!