

# Henking/Hoffman PTA

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## **MEMBERSHIP & VOLUNTEER FORM**

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

**PLEASE PRINT ALL INFORMATION**

Mother's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Child Name/Grade as of August, 2009 \_\_\_\_\_

Child Name/Grade as of August, 2009 \_\_\_\_\_

Child Name/Grade as of August, 2009 \_\_\_\_\_

Please make check payable to HENKING/HOFFMAN PTA.

Henking/Hoffman PTA

c/o Henking School

2941 Linneman Street

Glenview, IL 60025

[www.henkinghoffmanpta.org](http://www.henkinghoffmanpta.org)

# VOLUNTEER FORM 2009 - 2010

PLEASE CHECK YOUR CHOICES

- 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
- Book Fairs**
- Henking**  
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**  
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
- Directory**  
Assist with organizing, editing and accurately cross checking all student's home information. Bilingual parents welcomed. WHEN: September-October
- 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**  
Assist with chaperoning and supervising students during movie night. WHEN: Hoffman - December  
WHEN: Henking - April
- 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), establish phone tree, chaperone field trips and/or call for parent volunteers, follow through with classroom project for auction benefit. WHEN: Various throughout school year
- School Office**  
Assist school administrators. Photocopying, assembling materials, mailings and/or greeting. WHEN: As needed throughout the school year
- 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
- 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