

Westside High School Volunteer Interest Form



★ Each volunteer should fill out his/her own form. A background check form including picture ID should also be completed. ★

Volunteer's Name _____
 Address _____ Apt. No. _____
 City _____ Zip Code _____
 Preferred Contact Phone Number: _____
 E-mail Address _____
 _____ HISD VIPS years of service(including this year) Check if over 55 years of age(Sr. VIPS) _____
 Child's Name _____ Dean/House _____ Grade: _____
 Child's Name _____ Dean/House _____ Grade: _____

Please refer to the *Descriptions of Volunteer Programs* on the reverse side for descriptions of each job.

I would like to volunteer in the SCHOOL to help with this program (these areas are coordinated by a PTO Chairperson). *Items may not require you to be present at the school during the day

<input type="checkbox"/> Welcome Desk	<input type="checkbox"/> Book Room
<input type="checkbox"/> Homecoming Week Activities*	<input type="checkbox"/> Teacher Appreciation Events
<input type="checkbox"/> College Night*	<input type="checkbox"/> Student Appreciation Events
<input type="checkbox"/> Food & Baked Goods *	<input type="checkbox"/> UIL Competition
<input type="checkbox"/> Landscaping*	<input type="checkbox"/> Football Ticket Sales
<input type="checkbox"/> Donations/ Solicitations*	<input type="checkbox"/> Senior Prom/After Prom Event*

I would like to help at the SCHOOL in the following (these areas are coordinated by a staff member):

<input type="checkbox"/> Library	<input type="checkbox"/> Deans Office	<input type="checkbox"/> Teacher Assistance-Administrative
<input type="checkbox"/> Attendance Office	<input type="checkbox"/> Field Trip Chaperone	<input type="checkbox"/> Tutoring
<input type="checkbox"/> AP Test Monitor	<input type="checkbox"/> Special Olympics*	<input type="checkbox"/> Other-Please specify:

Specialty areas:

() I own/work for a business that can provide the following supplies or services for the school:

() I have lived/traveled in a foreign country and/or I have information to share on a foreign country:

() I am specially trained in this area (science, art, computer, languages, etc.) and/or I have a special interest in this area:

Descriptions of Volunteer Programs

Welcome Desk- Greet visitors to Westside and assist with identification check and directions. Welcome Desk is staffed by volunteers between the hours of 7:30 a.m.-1:30 p.m. M-F and during special events during the year. Volunteers usually work a 2 hours shift weekly, bi-weekly, or monthly at your convenience.

Homecoming Week Activities- Volunteers needed to help plan Homecoming Week Activities, including decorations of hallways, parade, homecoming dance coordination, chaperones, and refreshments. Homecoming Week is the week of October 9, 2006.

College Night-Volunteers needed to assist in directing college representatives and students visiting our campus for a night time program on October 9, 2006. Volunteers also needed to assist with refreshments.

Food and Baked Goods-Provide food/baked goods on a periodic basis for staff appreciation events, prospective parent coffees, and other events. Does not require you to be present-items may be dropped off or sent with your student.

Donations/Solicitations-Volunteers willing to help solicit area businesses for donations for fundraising purposes.

Book Room-Volunteers needed to help with the distribution of text books at the beginning of each semester and the collection and reshelving of books at the end of each semester. Schedule to be determined by Book Room Coordinators.

Landscaping-Volunteers needed on a twice yearly basis to assist in work days on the weekend at the school. Involves cleaning planters, flower beds, helping with athletic field maintenance, etc.

Teacher Appreciation Events-Volunteers needed to help plan and coordinate periodic teacher appreciation events throughout the school year. Events are held during school hours at the school.

Student Appreciation Events-Volunteers needed to help plan and coordinate student appreciation events, held at the school during the day. Each house holds a specific event once a year, dates TBA.

UIL Competition-Volunteers needed to act as greeters and sell concessions for UIL Competitions held at Westside, dates TBA.

Football Ticket Sales-Volunteers are needed during the lunch hour on Thursdays and Fridays during football season to sell tickets to students in the Commons.

Senior Prom/After Prom Event-Volunteers needed to help plan and coordinate Senior Week and Senior Prom Activities. Senior prom will be held on April 28, 2007 at an offsite location.

Library-Volunteers needed daily/weekly to help shelf and catalog books and assist students during school hours (or immediately before and after school). Schedule will be coordinated by the library staff.

Attendance Office-Volunteers needed daily/weekly to help answer telephones, take picture ID's, and provide filing assistance to staff and students in the attendance office during school hours. Schedule will be coordinated by the attendance office staff.

AP Test Monitor-Volunteers needed during AP testing dates to ensure that testing areas remain secure. AP Test dates are May 7-18, 2007 from 7:30 a.m.-3:30 p.m. at the school.

Deans Office-Volunteers needed on a periodic basis to help with filing, answering phones, and distributing tardy slips to students. Schedule will be coordinated by the specific dean's office.

Field Trip Chaperone—Volunteers needed to help chaperone field trips throughout the year.

Tutoring-Periodic tutors are needed to assist ESL students and other students having trouble with a particular subject. Schedule will be set by specific teachers.

Special Olympics—Volunteers needed to assist special education students at both the Area and Regional Special Olympics Games, times and dates TBA.

Teacher Assistance-Administrative—Several teachers have requested volunteers to help with administrative duties such as filing and organizing supplies. Volunteers will be assigned to a specific teacher and schedule will be determined at your convenience and according to the particular teacher's needs.