

VOLUNTEER OPPORTUNITIES
2016 – 2017 School Year
Whitefish Bay High School Parent Association (PA)

The Parent Association looking for volunteers in the positions listed below. Please complete this form and return to either:

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Julie Anthony: julie-anthony@sbcglobal.net; 6148 N. Kent Ave; (414) 964-7868

Feel free to call with questions about specific positions. THANK YOU!

NAME: _____
PHONE: _____
E-MAIL: _____

BOARD POSITIONS:

_____ **President Elect:** 2 year term, first year this person will shadow current PA co-presents and take over in following year to run monthly PA meetings, work closely with committee chairs and principal.

_____ **Advisors:** Past Presidents, attend all PA meetings.

_____ **Treasurer:** Set budget, keep books, disburse funds, and attend all PA meetings.

_____ **Secretary:** Take minutes at monthly meetings & distribute.

COMMITTEES: Need Chairs (C) and Volunteers (V) for all positions.

C V

_____ _____ **Membership:** August – September; Collect membership forms & money, update membership lists in Excel for all HS Parent Organizations.

_____ _____ **Registration:** Help with in-person registration. August 16 (8:00 am-Noon) and August 23 (Noon – 4:00 pm). Please circle your preferred shift.

_____ _____ **Student Directory:** August – September; Update database with changes, printing and distribution.

_____ _____ **Calendar:** July – August. Coordinate HS calendar dates and Committee information for School District Calendar.

- _____ _____ **Student Relations:** Organize small activities to enhance student well-being and the overall student experience; Meet bi-monthly with elected class officers during ISHP to understand student wellbeing concerns; Relay substantive issues to Parent Forum committee for further action.

- _____ _____ **Parent Forums:** Plan one meeting each semester to solicit input from parents on issues of global concern to parents, faculty and students. Provide feedback at PA meetings.

- _____ _____ **Principal's Hot Chocolate:** December and February (dates TBD); Serve hot chocolate to students before school twice a year.

- _____ _____ **Freshman Testing Breakfast:** May; Organize grab-n-go breakfast items.

- _____ _____ **Sophomore Testing Breakfast:** April; Organize grab-n-go breakfast items.

- _____ _____ **Junior Testing Breakfast:** March; Organize grab-n-go breakfast items.

- _____ _____ **Donate/bake dessert bars/cookies:** Bake treats for school events throughout the school year.

- _____ _____ **Teacher-Staff Appreciation Luncheon:** May or June; Organize catered lunch for staff.

- _____ _____ **Awards Night Refreshments:** May; Organize refreshment for reception.

- _____ _____ **Post Prom:** May; Junior/Senior Parents: Plan and coordinate Post Prom event held in field house.

- _____ _____ **Grad Grams:** May-June; Senior Parents: Organize distribution and assembly of Grad Grams for graduating seniors

- _____ _____ **Senior Class/Faculty Lunch:** June; Senior Parents; Work with Activities Director to organize/serve lunch immediately prior to graduation rehearsal.