

2019-2020

Providence High School PTSO Volunteer Form

All Volunteers must be registered with CMS. If you are a current volunteer and there are no changes to your information from last year, you do NOT need to re-register. If there are changes (including adding Providence High School as a school, if you are new to PHS), or if you are a new volunteer to CMS, go to www.CMSvolunteers.com, follow the online prompts and submit. All volunteer applications must be cleared by CMS before the PTSO may contact you.

Please print contact information clearly, Thanks!

Name _____

E-Mail _____

Phone _____ Cell _____

Please check all areas that interest you:

___ **Technology** - Assist PHS staff to implement new technology into classroom/curriculum as-needed.

___ **All-Call** - Assist on an as-needed basis as different opportunities arise during the school year.

___ **Beautification** - Assist with beautification workdays and any additional campus projects coordinated by the committee.

___ **Health Room** - No special skills required. Hours: 10:20 a.m. – 12:40 p.m.

Mon Tues Wed Thurs Fri (Circle preferred day)

Weekly or Bi-weekly (Circle One)

___ **Hospitality** - Please check all areas that interest you:

___ I am willing to send in bought/baked items for monthly staff events.

___ I am willing to send in monetary donations or gift cards for Staff Appreciation Week.

___ **Media Center** - Duties include checking inventory, processing new books, grading papers, changing bulletin boards, and monitoring the Media Center during student lunch periods. Hours: 10:30 a.m. – 12:30 pm, mostly on Tuesdays or Thursday, but sometimes days can vary.

Tues or Thurs (Circle preferred day)

Weekly Bi-weekly Monthly (Circle one)

___ **Proctors** - Proctoring exams: Oct-PSAT; Dec-Pre ACT; Mar-ACT; Jan & May/June-EOCs and Aps

___ **School Tours** - Provide tours for new students and parents. Substitutes called on an as-needed basis.

Once a month at 10:00 a.m. (Circle one)

First Mon of month Second Mon of month Third Mon of month Fourth Mon of month

First Wed of month Second Wed of month Third Wed of month Fourth Mon of month

First Fri of month Second Fri of month Third Fri of month Fourth Fri of month

Monthly Substitute only

___ **Teacher Copies** - Make copies during a 2 – 3 hour shift. Substitutes called on an as-needed basis.

Copying Mon Tues Wed Thurs Fri (Circle preferred day)

Weekly Bi-weekly Substitute only (Circle one)

Thank you for your willingness to help the students, staff and families of Providence High School.

If you have any questions, please contact Staci Rice at staci.rice92@gmail.com.