

Argyle Middle School PTSA
Volunteer Opportunities for 2007 -2008

The following positions are open. Please check PTSA positions or activities for which you would like to volunteer. Any question, please call Carol Boyd (301-871-2758) or email caboyd224@yahoo.com.

Your name: _____ **E-mail:** _____

Phone: _____

_____ **Argyle “Out of Consortium” Coordinator** - We are looking to facilitate communication with parents/ stakeholders whose children attend Argyle from outside the DCC Consortium. Volunteer to report to the PTSA Executive Committee and at general PTSA meetings on issues, concerns or feedback unique to “Out of Consortium” family involvement at Argyle.

_____ **Argyle PTSA Copy Team** – Make copies of PTSA materials for distribution, including event promotional materials.

_____ **Argyle PTSA List Serve Moderator** – Add and monitor membership, review messages sent to list serve and approve messages to be sent to members.

_____ **Argyle Outdoor Sign** - Update outdoor sign weekly with timely event information. One or two families working together can effectively handle this task.

_____ **Silent Auction** – This event is our major fundraiser of the school year. We are looking for volunteers to solicit local businesses for donations, as well as families who have items suitable for auction. Our first event planning meeting will be held at a date to be announced in early October.

_____ **Grocery Receipt Program Coordinator** – Handle sign ups and input of information for Giant Bonus Bucks and Safeway programs.

_____ **International Heritage Event Chairperson** – Coordinate this event to help celebrate the diversity of our student population at Argyle. Oversee talent and fashion show rehearsal of participants before the event.

_____ **MCCPTA Delegate(2)** – Represent PTSA membership at monthly meetings of the Montgomery County Council of PTAs and report back on issues of importance to the Executive Board and membership.

_____ **MCCPTA GT Liaison** – This Chairperson updates PTSA on issues like applications to programs for the highly gifted, accelerated and enriched instruction that should be available in every school, concerns about equity, and outreach to Hispanic parents.

_____ **MCCPTA Special Education Committee** – This Chairperson will represent Argyle Middle School in supporting students with special needs and their families. A Special Education Chairperson works to serve as a resource to parents and staff by helping parents to understand the special education process, by informing the school community of MCPS and community resources, by helping to ensure consideration of special needs to school and PTA policies, activities, and plans, and by facilitating parent-school communication.

_____**School Beautification Chairperson** - Head a committee to evaluate projects to give our school a needed facelift. Projects could include painting, landscaping, art projects and installation.

_____**Spanish Translation Assistance** – Help translate PTSA materials, such as The Talon, meeting announcements and event promotional fliers. The need to fill this position with at least one volunteer is critical to help us achieve our goal of communicating with all stakeholders of Argyle Middle School.

_____**Volunteer Coordinator** - This person helps track volunteer hours, works with school & PTSA to recruit volunteers for specific needs and reports the volunteer hours to MCPS. Training sessions are available in September and October to update coordinators on the on-line volunteer reporting/tracking system, resources for volunteers in school & “Best Practices”.

_____**Winter Dance Chairperson** - This Chairperson will coordinate promotion of the Winter Dance with a committee. Responsibilities of the committee include decoration of the cafeteria, arrangement of drinks for the price of admission, signing up parent/ staff chaperones, and overseeing the event as it is in progress. It is tentatively scheduled for December 14 from 3-5pm at Argyle.