



## 2015 – 2016 Willis Volunteer Committees

Parent volunteers are crucial to the success of Willis Elementary. Willis is proud of and grateful for all of our parent volunteers. Everyone is welcome to volunteer their time, services and/or talents. All of these committees rely on parent volunteers to help make them a success. Please check the committee(s) you are interested in volunteering or chairing in the 2015/2016 school year. Thank you in advance.

<b>Gecko Gala:</b>	Help plan and organize one of the biggest fundraisers at Willis. This is an adult only event that incorporates raffling community donations and class baskets. Spring.	
<b>Book Fair:</b>	Assist the media specialist with set up and break down of book fair, in addition to assisting students and managing cash registers during book fair. The Book Fair will be held in the Fall and Spring.	
<b>Box Tops:</b>	Promote, collect, and count box tops. Mail in Box Tops 2x year to receive money back to Willis. Organize popcorn/snow-cone party for winning classrooms. 4 times throughout the school year.	
<b>Partners in Education:</b>	Identify and work with businesses to donate cash, products, and/or services to the school in exchange for promoting their businesses through various Willis events and publications. Periodically throughout the school year.	
<b>Gingerbread House:</b>	<b>Chairperson</b>	Work to set up store for students to their Holiday shopping after Thanksgiving. Purchasing items, scheduling shopping hours and displaying products. November/December.
<b>Donuts with Dad and Muffins with Mom:</b>	Help with pickup of donuts/muffins/orange juice, setup/breakdown, serve, and arrange volunteers to take, process, and distribute pictures Fall and Spring, typically coincides with Book Fair.	
<b>Field Day Team:</b>	Help organize the setup/breakdown of fields, man game stations, serve popsicles, and assemble field day packets. May	
<b>Grant Writing</b>	Research grant opportunities and assist in filling out grant applications. Periodically throughout the school year.	
<b>Popcorn Wednesday</b>	Pop popcorn for the teachers and staff members of Willis. Typically, it takes approximately an hour on Wednesday morning.	

<b>Secret Santa Helpers</b>		Sponsor a Willis family or student(s) for the Christmas holiday by purchasing and wrapping clothing, food, and toys. December.
<b>Spirit Night</b>	<b>Chairperson</b>	Identify spirit night ideas, make arrangements, promote, and collect money, if needed. Monthly (1 day).
<b>Staff Appreciation</b>	<b>Chairperson</b>	Organize, setup/breakdown, decorate, pickup, etc. items to show appreciation to the staff at Willis. May.
<b>Student Directory</b>	<b>Chairperson</b>	Assemble directory by distributing and collecting Willis student/family information permission forms, identifying and securing business advertisements, proof reading and distributing the final product. Sept/Oct.
<b>Walk-A-Thon</b>		Assist in largest Willis fundraiser. Create and distribute WAT forms as well as distribute prizes post WAT. Setup/breakdown fields, man stations, mark laps, DJ, and count proceeds. October.
<b>Yearbook</b>	<b>Chairperson</b>	Assist in taking pictures throughout the year at school events like Walk-A-Thon, Spirit Nights, etc. Periodically throughout the year.
<b>Newsletter</b>		Request, edit, and lay out articles and photographs from teachers and staff as well as PTO periodically throughout the school year.
<b>5<sup>th</sup> Grade Committee:</b>		5 <sup>th</sup> grade parents who would like to assist in organizing and planning 5 <sup>th</sup> grade events such as end of year party, recognition ceremony, dress down days, and movie night.

Please make sure to fill out a Volunteer Application prior to volunteering. The Volunteer Application can be found on the Volunteer Tab at [williselementarypto.com](http://williselementarypto.com).

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_