




HERITAGE ELEMENTARY SCHOOL **VOLUNTEER AVAILABILITY & CONTACT INFORMATION**

Welcome back to a new school year! There are many events and programs planned this year and we need your help. Please review the brief list of events and areas in school where we need volunteers and indicate where you would like to help out. Our Volunteer Coordinator, Michelle Gust, will be in contact with you.

Name	
Phone	
Alt Phone	
Email	
Days and Times of Availability	

AREA AND DESCRIPTION	to Volunteer
Art Dept – General volunteering help with projects, clean up, etc.	
Mini Auction – Held after school on Sept 25 th . Volunteers needed with obtaining items for auction and promotion of event.	
Book Fair – Volunteers needed to assist with set up, stocking shelves, assisting children with book selections and check out, and break down and clean up of event.	
Box Tops – General volunteers needed.	
Directory – Volunteers needed for distribution.	
Family Fun Nights – Assist with themed fun nights which will take place after the school day.	
Field Day – General volunteers. This activity takes place during the school day.	
Turkey Trot – Held Nov. 20 th . Volunteers needed to assist with counting laps, snacks and general needs for that day.	

AREA AND DESCRIPTION	 to Volunteer
Grounds – Maintenance of flower beds (weeding, watering, etc.) and clean-up of grounds.	
Hey Day – Held after school on Sept 25 th . Volunteers needed in the following areas: sponsorship/donations, concessions, entertainment/stage, games and prizes, flyers and signs, set up, tear down and clean up.	
Hospitality – General volunteers needed.	
Library – Volunteers needed during the school day with shelving books and helping children with selection and checkout of books.	
Music Dept – General volunteers needed.	
Partners in Education – General volunteers needed.	
Pancake Breakfast w/Santa – Held on Dec 12 th . Volunteers needed on Saturday morning to assist with serving.	
PIFs – Volunteers needed weekly on Tuesday mornings to get school-wide correspondence stuffed in folders to be sent home on that day.	
Picture Day – General volunteers needed during the school day.	
Spirit Items – General volunteers needed.	
Teacher Appreciation – Volunteers needed during appreciation days in the Spring.	
Yearbook – General volunteers needed.	

Please return your completed form to your child's teacher as soon as possible.

Thank you for your help in making Heritage Elementary the best!!!