



Brookwood High School PTSA
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Parent Volunteer Inventory
(Please print clearly)

Parent Volunteer \_\_\_\_\_
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_
E-mail Address \_\_\_\_\_
Student Name \_\_\_\_\_ Grade \_\_\_\_\_
Are you a Brookwood PTSA Member? Yes \_\_\_\_\_ Not yet \_\_\_\_\_

Volunteer Opportunities/PTSA Committees

(See reverse side for committee descriptions)

- Environmental \_\_\_\_\_
Hospitality \_\_\_\_\_
Job Fair \_\_\_\_\_
Membership \_\_\_\_\_
Miss Brookwood \_\_\_\_\_
Health & Wellness \_\_\_\_\_
Project Graduation \_\_\_\_\_
Senior Yard Signs \_\_\_\_\_
Senior Breakfast \_\_\_\_\_
Senior Picnic \_\_\_\_\_

Volunteers for:

- Check In/Check Out \_\_\_\_\_
-Clinic Cards (1st two weeks of school) \_\_\_\_\_
-Extended Lunch Monitor (Tue, Wed or Thu) \_\_\_\_\_
(could be inside or outside)
-General (to serve as needed) \_\_\_\_\_
-Lunch Bunch (11:00am – 1:00pm) \_\_\_\_\_
-Media Center \_\_\_\_\_
(only during Extended Lunch)
-Testing Monitors (March & May) \_\_\_\_\_
-Helping Hands and Hearts (HHH) \_\_\_\_\_

Another way I can help is: \_\_\_\_\_

Please visit the PTSA website at Brookwoodhsptsa.com and Like us on Facebook!

**Brookwood High School PTSA**  
**Volunteer Opportunities/PTSA Committee Descriptions**

**Environmental:** This committee will assist the teacher representative of the Environmental Club with the upkeep of the school garden and other projects as needed.

**Health & Wellness:** To assist S.A.D.D. with Red Ribbon Week and help Beta Club with the Blood Drive. To provide support for additional activities related to the overall health and well being of the students.

**Hospitality:** Volunteers can choose to send in baked goods and chocolate treats several times a year for faculty/staff. They may also elect to assist with the Teacher Appreciation lunch during pre-planning week (August) and again in May.

**Job Fair:** Assist in contacting and securing employers for the Job Fair and provide professionals to help students with their interview skills. Help with set-up and clean up that night.

**Membership:** Assist during Open House and other events to sign-up interested parties and distribute information explaining the many volunteer opportunities.

**Miss Brookwood:** Help is needed with applications, prizes, decorations, interview tea, ticket sales, backstage help, and publicity. The Miss Brookwood Pageant is the only fundraiser sponsored by the PTSA and takes place in February.

**Project Graduation:** PTSA sponsors this lock-in party for seniors on graduation night at Dave & Buster's @Sugarloaf Mills. Help is needed selling tickets in April and May. Chaperones are also needed the night of the lock-in.

**Senior Breakfast:** PTSA hosts a breakfast for seniors on the morning of graduation, just prior to graduation practice. Volunteers are needed to donate food. Help is needed with set-up, serving and clean-up.

**Senior Picnic:** BHS hosts a picnic for seniors and at this time the students sign yearbooks. Help is needed with pre-setup, set-up, serving food and clean-up. Dads are also needed to help with coolers. Grandparents welcome too!

**Senior Yard Signs:** The sale of the Senior Yard Signs supports our programs for seniors. Help is needed in March to sell the yard signs during lunches and again in April to distribute the signs.

**Volunteers – Check In/Check out:** (7:00–9:00am or 8:45-10:45am or 10:30am–12:30pm) Assist with students who check in or check out during peak school times, help with student notes and Certificate of Attendance forms.

**Volunteers – Clinic:** During the first 2 weeks of school (only) assist the clinic staff in setting up student records.

**Volunteers – Extended Lunch Monitor:** Assists staff/faculty in monitoring students during Extended Lunch. Duty may be outside or inside the school. Extended lunch is on Tuesday and Thursday, and some Wednesdays.

**Volunteers – General:** Called as needed by different PTSA committees and Brookwood High School faculty and staff. These are usually one time opportunities to assist.

**Volunteers – Lunch Bunch:** Assist in the Check-in/Check-out office and Maroon Gym Desk from 11:00am – 1:00pm so staff can go to lunch.

**Volunteers – Media Center:** Help in the Media Center during Extended Lunch. Must be organized and get along well with students. Also needed for inventory in April.

**Volunteers – Testing:** Assist as needed to monitor HS Graduation Test and AP Testing. Testing is held in March and May.

**Helping Hands and Hearts (HHH):** This teacher/student-run organization raises money for families in need throughout the Brookwood cluster. Volunteers are needed during the Homecoming Dance to work Coat Check and in November to count money.