

Please return this form to Carnegie Vanguard High School or mail to: CVHS PTO Volunteer Coordinator, 10401 Scott St., Houston, TX 77051. *Thank you.*

VOLUNTEER OPPORTUNITIES

There are many ways to get involved, whether you have a lot of time or just a little for a one-time project. Please review the attached list and accompanying descriptions and then mark all the areas you might be interested in helping. Please also indicate which parent has which interests. Our volunteer coordinator or the committee chair will be in touch!

Parent Names: _____ Student Name/Grade _____

Home Address: _____ Home Phone: _____

Wk Phone (1) _____ Wk Phone (2) _____

Parent E-mail (1) _____

Parent E-mail (2) _____

Please indicate which parent goes with which work number and email.

Committees

- Business Development Committee
- Communications Committee
- Facilities Development Committee
- Fall Social and Auction Committee
- Fundraising Committee
- Public Relations Committee
- Scholarship Committee
- Spring Celebration Banquet Committee

- Technological Support
- Student Directory
- Club Sponsorship—Club name: _____
- On-Campus food sales (ongoing)
- On-Campus clothing sales (periodic)
- Faculty/Staff Breakfasts - August, December, May
- Other: _____

Other Volunteer Opportunities

- New Parent Liaison
- Website Maintenance
- Office Volunteer

Recruiting Activities

- Recruiting Committee
- Magnet Awareness Week/Open House- November
- Prospective Student Welcome Coffee - March/April
- Ice Cream Social - June

COMMITTEES

Business Development Committee – This committee works closely with the Fund Raising Committee and focuses on long-term investments, grant writing and mentor programs. This committee also meets with faculty and staff to identify Vanguard needs.

Communications Committee – This committee informs parents of upcoming events, school information and PTO meetings via website, telephone, and e-mail. This committee is also responsible for student directory and t-shirt/promotional items.

Facilities Development Committee – This committee performs periodic courtyard landscaping and suggests general campus improvements; participating students earn community service hours.

PTO Social/Auction Committee – This Committee organizes this major fundraising event. Family, friends, faculty and businesses donate items that are sold in the live and silent auctions. Donations are sought and accepted year-round.

Fundraising Committee – This committee compiles teachers' wish lists, assesses priority of needs for materials, and makes recommendations for procurement to the board. Funds are raised through various programs and corporate gift matching programs. This committee oversees the Annual Giving Campaign (GATE campaign). The CVHS PTO is a non-profit entity with 501(c) (3) status. All donations are tax-exempt. Stock donations are also accepted.

Public Relations Committee – This committee helps the CVHS staff keep HISD and the Houston media aware of the Vanguard student and faculty achievements and activities.

Scholarship Committee – Each year the PTO awards either one or two \$500 scholarships(s) to a graduating senior who has attended the school for a minimum of two years and whose parent is a member of the PTO. The committee reviews the candidates and selects the recipient(s).

Spring Celebration Banquet Committee – A banquet is held at the end of the school year for all Vanguard students, teachers, staff and parents. Awards are passed out for all grade levels and the graduating seniors are honored. PTO parents organize this event.

ANNUAL PTO SPECIAL EVENTS SCHEDULE

Faculty/Staff Breakfasts (August/December/May) – These breakfasts are provided by the PTO parents to show special thanks to the entire faculty and staff. They occur on the first or second day back for teachers prior to the start of school; last day of work for the teachers before the December break; and the teachers' last day.

Fall Social and Auction (October/November) – This event is the PTO's primary fundraising event and the only all-parent social event of the school year.

Magnet Awareness Week and Open House (November) – HISD establishes a week in early November for students and parents to visit all high school magnet programs. PTO parents volunteer at the school to provide hospitality and answer questions for prospective students' parents. On Saturday of that week, the PTO hosts an Open House. Prospective students and their parents tour the school and visit with current parents and students. PTO parents provide refreshments.

Prospective Student Welcome Coffees (March/April) – This event, sometimes held at the school and sometimes in a few homes located across the city, allows prospective students and their parents to meet with current parents and students so they can make their final decision whether to attend Carnegie Vanguard.

Spring Celebration Banquet (April/May) – A banquet is held at the end of the school year for all Carnegie students, teachers, staff and parents. Awards are passed out for all grade levels and the graduating seniors are honored. PTO parents organize this event.

Ice Cream Social (June) – Early in the summer, new students and their parents gather with returning students and parents and are welcomed to Carnegie. It is a casual, enjoyable occasion for making new acquaintances and "breaking the ice" for the upcoming school year. The PTO sponsors this event.

OTHER VOLUNTEER OPPORTUNITIES

New Parent Liaisons help welcome new parents to Carnegie. Volunteers may assist by making welcoming phone calls, answering questions and encouraging participation in activities.

Club Sponsorship – Parents are given the opportunity to get involved with student organizations by helping the teacher sponsor organize events, by providing articles for the Vanguardian website, HISD website and outside media and by helping the students fundraise for needed supplies and trips.

Office and Library Volunteers are needed to help with copying, telephone-answering and general office needs.