

# Volunteers in Public School (VIPS)

## Bellaire High School 2009-2010 PTO Volunteer Form



PLEASE PRINT CLEARLY

(adults only)

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

**Phone # (s) where you could be reached:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Student(s) Grades:** Freshman\_\_\_ Sophmore\_\_\_ Junior\_\_\_ Senior\_\_\_

**Please Check Preferred Volunteer Day, Time and Frequency:**

<b>ANSWERING PHONES FRONT OFFICE (Senior Parents ONLY)</b>					
Answer phones, direct calls and take messages <span style="float: right;"><b>12:15 to 1:30</b></span>					
	MON	TUES	WED	THU	FRI
WKLY					
EOW					

<b>ATTENDANCE OFFICE</b>
Assist with various duties once a week
<input style="width: 100%;" type="text"/>

<b>ANSWERING PHONES COUNSELOR'S OFFICE</b> <span style="float: right;"><b>12:15 to 1:30</b></span>					
Answer phones, direct calls and take messages					
	MON	TUES	WED	THU	FRI
WKLY					
EOW					

<b>ID BADGE</b> <span style="float: right;"><b>11:30 to 12:30</b></span>		
Make students' badges during lunch		
	TUES	THURS
WKLY		
EOW		

<b>COLLEGE INFORMATION CENTER</b> <span style="float: right;"><b>11:30 to 1:00</b></span>					
Organize college brochures, assist college counselor with various duties and help student/parents access college/scholarships information					
	MON	TUES	WED	THU	FRI
WKLY					
EOW					

<b>Field trips chaperones</b>
Assist on teachers' request
<input style="width: 100%;" type="text"/>

<b>PTO FOOD SALES</b> <span style="float: right;"><b>11:30 to 12:30</b></span>		
Volunteer during lunch on Tuesdays and Wednesdays selling food.		
	TUES	WED
WKLY		
EOW		

<b>TOURS</b>
Conduct tours for prospective students & parents
<input style="width: 100%;" type="text"/>

<b>LIBRARY</b>					
Help the librarian with a variety of duties					
	MON	TUES	WED	THU	FRI
WKLY					
ONCE A MONTH					

<b>BOOSTERS CLUBS (sports, choir, band, theater, etc)</b>
Assist coaches & directors with various duties
<input style="width: 100%;" type="text"/>

<b>AS NEEDED</b>
<input style="width: 100%;" type="text"/>

WKLY: WEEKLY EOW: EVERY OTHER WEEK

Please send this back to Bellaire High School PTO –VIPS

5100 Maple, Bellaire, TX 77401

Susy B Brown

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