



Roberta Tipps Elementary School  
3001 North Walnut Creek Drive  
Mansfield, TX 76063  
817-299-6920

9/01/2009

Dear Parents:

We are beginning our first annual volunteer drive. We acknowledge that we have many parents ready and willing to volunteer some of their time but just don't know what to do or to who to ask.

Attached you will find a sign up sheet for available jobs along with a document that gives a great description of each available job. You'll find that these jobs don't require large amounts of time, allow you the opportunity to interact with the students and staff at Roberta Tipps, and give you a chance to be part of the great things that go on here. You can sign up to volunteer as much or as little as you'd like.

Please take a few moments to look over the job descriptions and decide which job is right for you. Once you have decided which activities you'd like to be involved in, fill out the form we've provided by indicating your name, child's name, phone number, and a good e-mail address. Mark which job(s) you'd like to fill and be sure to indicate how long you'd like to be involved by choosing a six weeks period. You can choose as many or as few as you'd like. Return this form to your child's teacher as soon as you can and we'll build an e-mail list and contact you concerning your availability. As jobs come up we'll e-mail the group of people that indicated they were interested in that job to work out a schedule.

We know that your involvement will help Roberta Tipps Elementary continue to provide the extra curricular activities that extend our students knowledge and skills.

Thank-you for your time!

A handwritten signature in cursive script that reads "Elna Davis".

Elna Davis  
Principal

A handwritten signature in cursive script that reads "Michael Skinner".

Michael Skinner  
Assistant Principal

# Roberta Tipps Elementary Volunteer Job Descriptions

Aquarium Keeper(s)- Ensures RO Water jugs are full and ready to be poured into the aquarium when necessary. Water is purchased on a school account at Tranquilscapes Aquariums on Cooper. Jugs will need to be checked on every other week. Required skills/resources: Larger vehicle; ability to lift 5 gallons of water at a time; ability to drive between home, campus, and Aquarium store.

Catalog Editor(s)- Responsible for the upkeep of the Jr. Jag Catalog. The responsible parties will be given an electronic copy of the catalog (power point) and will add and delete items as necessary. These individuals may also occasionally be asked to help sort and take pictures of new deliveries. The editor(s) will have the opportunity to meet two to three times a year with students to choose items for the catalog. Required skills/resources: Knowledge of Power Point; ability to download pictures; use of e-mail; occasionally, time at campus may be necessary.

Button Creator(s)- Will meet once a six weeks at Roberta Tipps to make buttons for the Jazzy Jags- 32 students receiving a special award from their teacher. Required skills/resources: Ability to come in once a six weeks; time to attend a brief training with Mr. Skinner

Secretary(ies) of the Treasury- These individuals make Jr. Jag Bucks. They are responsible for copying, cutting, and returning Jag Bucks to Mr. Skinner. Required skills/resources: Ability to use copy machine; ability to cut, all materials and a paper cutter are supplied by the school.

Bank Auditor(s)- People filling this position will work closely with our student bankers. As students move in and away from Tipps, they must be added/deleted from the bank. This will need to be checked bi-weekly. Some weeks may not require any time. This person will occasionally locate missing deposits or information. Required skills/resources: Ability to type; time to attend a brief training with Mr. Skinner; time to work on the computer at school.

Marquee Update(rs)- These people will serve as an extra set of hands to assist Mr. Skinner with mid-week changes to the marquee. This is an on-call position that may not be utilized every week. Messages will be pre-written and advance notice will be given. Updates will typically occur on Wednesday. Required skills/resources: none.

Gardener(s)- These individuals will assist with weekly watering of plants. Occasionally, they may be asked to help with re-planting, or picking up necessary supplies. Required skills/resources: Ability to lift heavy potted plants; occasional use of vehicle; weekly Friday visit to campus for watering.

Popcorn Popper(s)- These individuals will pop and deliver popcorn on Friday's and special occasions. Required skills/resources: Time to attend a brief training with Mr. Skinner; ability to work at campus with advance notice.

Reading Coach(es)- Reading coaches come by the school, grab a card from the Reading Specialist, and read with kids one on one. What a great way to spend part of your day! Required skills/resources: Ability to come by school and read with students during regular school hours.

Name taker(s)- People filling this position write down names in the car rider pick-up lanes in the afternoon before the staff is available to come out. Required skills/resources: Ability to arrive early and receive a prime pick-up spot.

Recycler(s)- Recyclers assist the school by helping us maintain our recycling boxes. Sometimes they fill up before the green team can get to them. People signing up for this position will work closely with Mrs. Clark on our many recycling programs! Required skills/resources: Ability to drop in once a week and move recycling boxes.

Picture day assistant(s)- These individuals will be needed on two occasions, once in the fall and once in the spring for school pictures. These people will assist in picking up classes and organizing the students for their individual and group pictures. Required skills/resources: Ability to assist on October 7<sup>th</sup> and/or March 23<sup>rd</sup>.

Holiday Coverage- These individuals will be utilized in assisting Mr. Skinner cover rotation classes one day during the month of December. Required skills/resources: Ability to work for one to two hours in the middle of the day; ability to manage/supervise rotation classes.

Club assistant(s)- Club assistants names will be given to club sponsors. Club sponsors will e-mail various club information and then volunteers will be able to sign to work with a group students based on their individual interests. Required skills/resources: Ability to work a weekday afternoon after school.

Mini Mrs. Cupples- People who sign up for this position will get to learn all the ins and outs of the Tipps Library. These individuals will assist students in the library as well as help Mrs. Cupples keep the library running smoothly. Required skills/resources: Ability to learn and share new information with students

Picture Takers- These individuals will work closely with Mrs. Cupples to ensure pictures are taken and sent to the appropriate locations. These individuals will also serve as photographers for the Daddy/Daughter dance in the spring. Required skills/resources: Ability to focus and take pictures; ability to upload photos to e-mail; ability to be on campus during the school day with advance notice.

Life Savers- Life savers will come in and check periodically and help complete tasks that have not been completed. This may include copying, laminating, or assisting staff members with special events. Required skills/resources: Ability to check in once or twice a week at the school.

Program assistant(s): Program assistants work with the grade level and rotation teams to help with special programs. Some programs include concerts, Jr. Jag Jig, Field day, and the multi-cultural parade. These individuals will be contacted when other activities requiring assistance come up. Required skills/resources: ability to work at school during and after school on some occasions.

Special Occasion Photographers- These individuals will assist by serving as a school photographer on special occasions such as the Father/Son Campout, Special class projects, Literacy Night, Jr. Jag Jig, Grade Level Performances, Carnival, Open House, and Daddy Daughter Dance to name a few.

Special Projects Coordinator- These individuals will work closely with Mrs. Davis and Mr. Skinner to complete several project boxes. All supplies and directions will be available. Required skills/resources: Ability to complete quality craft type work, ability to follow specific written directions; ability to organize and see tasks through.

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

# We Need You!

E-Mail: \_\_\_\_\_

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

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

Six Week Period	Aug. 24 - Oct. 2	Oct. 5 - Nov. 13	Nov. 16 - Jan. 14	Jan. 19 - Feb. 26	March 1 - April 16	April 19 - June 3
Aquarium Keeper(s)						
Catalog Editor(s)						
Button Creator(s)						
Secretary(ies) of the Treasury						
Bank Auditor(s)						
Marquee Update(rs)						
Gardener(s)						
Popcorn Popper(s)						
Reading Coach(es)						
Name taker(s)						
Recycler(s)						
Picture day assistant(s)		7-Oct			23-Mar	
Holiday Coverage						
Club Assistant(s)						
Mini Mrs. Cupples						
Picture Taker(s)						
Life Saver(s)						
Program Assistant(s)						
Special Project Coordinator(s)						