

## **HES PTO Sign-up Forms**

**Purpose:** Allows parents/guardians to sign up for specific tasks or responsibilities that have a finite time frame and purpose. E.g.,

- Volunteer to bring a dessert for the staff appreciation lunch
- Sign-up to work at the popcorn station at the spring fair from 5:00-6:00

**Information:** Committee chairs and/or event coordinator provide email address(es) of contact person in order to receive notification when someone signs up, track open times and gather email addresses to communicate directly with volunteers.

Additionally, the web administrator can download the sign-up list in excel and forward to relevant committee chairs as needed.

**Creation:** Event coordinator should provide the following information to initiate a sign-up sheet to Molly Bogan at [communications@hillsidepto.org](mailto:communications@hillsidepto.org):

- Name of event
- Location
- Date(s)
- Time frame and number of spots to be filled (see book fair example below)
- For lunches, etc. - a list of requested items and number of items
- Contact email for the person to receive volunteer notifications
- Brief description of the event to be used for associated website/Highlights post (please enter this into the news submission section of the website for tracking purposes)

### **Traffic (Fun Run):**

- Views: 30
- Spots filled: 11 of 14

### **Current form:**

On this page, you can view and sign up for upcoming events for which the PTO needs volunteer help.

To sign up for any volunteer events, you must first register for an account or sign into your existing user account. Once registered and logged in, you will be able to view all of your sign-ups in one place below, and be eligible to sign up for any open volunteer opportunities.

### **Sample news/Highlights post with link:**

The Hillside Book Fair is back from December 9 - 12! Grandparents will have a chance to visit the fair and have lunch with their favorite Hillside students on Tuesday, December 10. Book Buddy Breakfasts will take place Wednesday, December 11 and Thursday, December 12.

The book fair is one of Hillside's most popular events. Please join in on the fun by visiting the fair to shop and to volunteer for the event by clicking [here](#).

Thank you for your support!

**Sample sign-up sheet:**

**DETAILS:**

Thank you for volunteering for the Hillside Book Fair! Available time slots are listed below.

Sign up below...

**December 6, 2019**

<b>TASK/ITEM</b>	<b>START TIME</b>	<b>END TIME</b>	<b>AVAILABLE SPOTS</b>
Book Fair Set-up	9:30 am	12:30 pm	#1: <a href="#">Sign up »</a>
			#2: <a href="#">Sign up »</a>
			#3: <a href="#">Sign up »</a>
			#4: <a href="#">Sign up »</a>
			#5: <a href="#">Sign up »</a>
			#6: <a href="#">Sign up »</a>

**December 9, 2019**

<b>TASK/ITEM</b>	<b>START TIME</b>	<b>END TIME</b>	<b>AVAILABLE SPOTS</b>
Wish List Day	9:15 am	11:30 am	#1: <a href="#">Sign up »</a>
			#2: <a href="#">Sign up »</a>
Wish List Day	11:30 am	1:30 pm	#1: <a href="#">Sign up »</a>
			#2: <a href="#">Sign up »</a>
Wish List Day	1:30 pm	3:30 pm	#1: <a href="#">Sign up »</a>
			#2: <a href="#">Sign up »</a>

**December 10, 2019**

<b>TASK/ITEM</b>	<b>START TIME</b>	<b>END TIME</b>	<b>AVAILABLE SPOTS</b>
Book Fair Sales	8:45 am	11:00 am	#1: <a href="#">Sign up »</a>
			#2: <a href="#">Sign up »</a>
Book Fair Sales/Grandparents Lunch	11:00 am	2:00 pm	#1: <a href="#">Sign up »</a>
			#2: <a href="#">Sign up »</a>
Book Fair Sales	2:00 pm	4:00 pm	#1: <a href="#">Sign up »</a>