



## BISHOP IRETON HIGH SCHOOL PARENT TEACHER ORGANIZATION MEMBERSHIP AND VOLUNTEER FORM – 2009/2010

The Bishop Ireton High School PTO welcomes parents/guardians in support of the BI community by encouraging the Development of the school and promoting the welfare of our students. We provide volunteers and funds for many activities that directly benefit the students and teachers. Volunteering your time in these efforts provides numerous opportunities to meet others in the school community and stay linked to the community where your child spends the majority of their waking hours.

**Join the PTO! Support our many community efforts and get your copy of the BI School Directory—the only source for the Directory.** Please fill out this form and write a check for \$30 dues payable to Bishop Ireton PTO. For additional directories, please add \$5 per each additional directory. Send your form and payment to the Bishop Ireton PTO c/o Lynn Frischkorn, 7108 Sussex Place, Alexandria, VA, 22307. If you have any questions about the PTO or our activities, feel free to call. We look forward to you being part of the Bishop Ireton family this year!

Lynn Frischkorn, Membership Chair | 703.717.0568 | Frisch999@aol.com

**ANNUAL DEADLINE FOR PTO MEMBERSHIP IS MARCH 15, 2010**

### DIRECTORY SIGN-UP

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

Student Name(s) and Grade(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Day): \_\_\_\_\_

(Evening): \_\_\_\_\_

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

Please distribute our directory to my child: \_\_\_\_\_

In grade: \_\_\_\_\_

Please make check payable to: **PTO Membership & Directory**

\$30.00

We would like \_\_\_\_\_ additional directories

\$5.00 each

Total amount included: \_\_\_\_\_

### VOLUNTEER SIGN-UP

#### BAKING/COOKING:

- Teacher Appreciation
- Parent/Teacher Conferences (Nov/Feb)
- Hospitality Events

#### SPECIAL EVENTS:

- Parent Mixer (Aug '09)
- Spring Clean-Up (Spring'10)
- Freshmen Mother's Tea Class of 2014 (Spring'10)
- All Night Graduation Party (June '10)
- Used Book Sale (May, June, Aug '10)

#### YEAR ROUND IN-SCHOOL NEEDS:

- Assist in School Office
- Library
- Bookstore
- Campus Ministry
- Dance Chaperone

#### GENERAL:

- I may be available to help with these or other needs throughout the school year - please call me.

### FUNDRAISING SIGN-UP

#### AUCTION & DINNER GALA (Fall '09):

- Soliciting gifts/advertising /sponsors
- Administrative/office tasks
- Prepare program
- "Day of" Activities
- Auction Committee (planning, preparing, baskets, reservations/seating, publicity, decorating)

#### GOLF TOURNAMENT (Spring '10):

- Player
- Soliciting gifts/sponsors
- "Day of" Activities

**See opposite side for activity descriptions.**

***"Advance Always in Christ through the Legacy of the Gentle Saint, Francis de Sales"***



## DESCRIPTION OF VOLUNTEER AND FUNDRAISING ACTIVITIES

### BAKING/COOKING

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**Teacher Appreciation:** Provide food for the monthly special lunch served by the PTO for the faculty and staff.

**Parent/Teacher Conferences:** Prepare and donate baked items, or fruit, vegetable, or cheese platters, for the November and/or February conference days.

**Hospitality Events:** Prepare/provide food for special events and receptions during the school year (Open House for Prospective Students, Junior Ring Mass, National Honor Society Induction, Freshman Registration).

### SPECIAL EVENTS

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**Parent Mixer:** Help arrange and conduct the back-to-school reception for parents.

**Spring Clean-Up:** Help organize and work with the Yard, Paint, Scrub or Food Crews.

**Freshmen Mother's Tea Class of 2012:** Arrange and conduct the tea for mothers of incoming Freshmen.

**All Night Graduation Party:** Plan, organize, decorate or staff the All Night Graduation Party for the Senior Class.

### YEAR ROUND IN-SCHOOL NEEDS

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**Assist in School Office:** Help the Development Office with mailings and other office tasks associated with events it sponsors throughout the school year.

**Library:** Work with librarians assisting students and organizing materials, usually a morning or afternoon one or two days a month.

**Bookstore:** Take a shift staffing the improved and expanded bookstore, or help at special events.

**Campus Ministry:** Help with special Masses and other services during the school year.

**Dance Chaperone:** Needed for school dances.

### GENERAL

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Let us know if you might be available to help with these or other needs during the school year. If you have any special interests or expertise, feel free to indicate them.

### USED BOOK SALE

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Collect and price used books and uniforms at the end of the school year, and sell them in August.

### AUCTION & DINNER GALA

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Support the Development Office in preparing and conducting the Dinner and Auction in one or more ways: soliciting donations; advertising and/or sponsorships; administrative/office support; designing and preparing the event Program; and helping with "Day of" Activities including transporting items, setup, security, and checkout. Or, join the planning committee in arranging theme baskets of items donated by Advisories or various contributors; taking reservations and preparing seating plans; publicizing the event; or preparing decorations and table centerpieces.

### GOLF TOURNAMENT

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Join in this fun event by playing, helping the Development Office solicit gifts and sponsors, and/or helping the "Day of" with registration, hole spotting, and conducting the silent auction.