



# Green Elementary School

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1315 Comanche Drive, Allen Texas 75013 • 972-727-0370 Fax: 972-727-0373  
Barbara Barker, Principal

August, 2007

Dear Parents,

We hope you are ready for another great year at Green Elementary! Volunteers play a vital role in the success of a school and the achievement of its students. We are fortunate at Green to have a dedicated group of parents who are willing to devote much time and energy to our school. If you are a new volunteer, or one who is returning again, we are excited to have you. Involved parents help provide a rewarding learning environment for our children. We are looking forward to a fantastic year!

Attached, you will find the [Green PTA Volunteer Form](#). Please check off the areas that interest you. Only one form is needed per volunteer, even if more than one child is attending Green. Opportunities are available in the classroom, school-wide, and for special events and fundraisers. You need no special skills, just a willingness to contribute a little of your spare time. Please visit our website at [www.greenpta.org](http://www.greenpta.org) and click on "Volunteer." From there you can read descriptions of the responsibilities of each position. Extra copies of this form are available on the website as well.

This form should be filled out and returned to your child's teacher by **Friday, September 7**.

Room and Party Parents will be chosen by drawing all names out of a "hat." We will contact the Room and Party Parents by Friday, September 14. A Volunteer Orientation Meeting for Room and Party Parents is scheduled for **Friday, September 21 at 9:00 a.m.** Look for more information about the meeting in the Green Newsletter online. All other volunteers will be contacted by teachers or event coordinators near the date volunteers are needed.

**Please remember that ALL volunteers in Allen ISD are required to complete a background check each year.** The district pays for the background check and provides each school with a list of volunteers. To complete the form go online to [www.allenisd.org](http://www.allenisd.org) and click on "Volunteer Registration" listed under "Popular Links" in the "Hot Topics" selection box.. Or you can obtain a "bubble sheet" to fill out from the school office. Please complete this process as soon as possible. Once your form is submitted, you should receive notice from the district within 2-4 weeks. If you do not receive notice from the district, you may check its status with the school office.

Thank you for your willingness to share your time and talents with the students and staff at Green.

Sincerely,

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PTA Volunteer Coordinators