



# Parent Involvement Form

The **Family Faculty Organization (FFO)** at Valley View Early Learning Center welcomes you and your family to our wonderful school! Over the course of the 2019-2020 school year, there will be many opportunities for you to get to know your children’s teachers, their classmates and parents, and to contribute toward Valley View’s continued success. Help make it a school year to remember for your children... We are in this together!

**PARENT’S NAME:** \_\_\_\_\_

**PHONE:** Text OK?

**EMAIL:** \_\_\_\_\_

**CHILD 1’S NAME:** \_\_\_\_\_

**TEACHER/ROOM#:** \_\_\_\_\_

**CHILD 2’S NAME:** \_\_\_\_\_

**TEACHER/ROOM#:** \_\_\_\_\_

**CHILD 3’S NAME:** \_\_\_\_\_

**TEACHER/ROOM#:** \_\_\_\_\_

**Please mark ALL that are of interest with an X. Dates may be subject to change.**

**ROOM PARENT** (All school year) Schedule play dates outside of school to help classroom families get to know each other. Facilitate volunteering between the FFO, classroom teachers and other parents. Promote school events. Communicate with classroom parents via Bloomz.  **VOLUNTEER**

**ART AUCTION** (April 2020) Our biggest fundraiser event of the year which features the artwork of Valley View’s students! Planning and organization begin in the fall with the event taking place in the spring.

**(Note:** Many volunteers are needed to make this event a success!)

- CHAIRPERSON** – Oversee organization and planning of the entire event
- PROJECT MANAGER** – Coordinate with team members in organizing projects for the Art Auction (e.g. Disney community service project, themed baskets, classroom art, Punch Bunch, etc.)
- MARKETING DIRECTOR** – Direct team members to manage all marketing and promotional material (e.g. fliers, letters, designs, thank you cards, signs, invitations, etc.)
- VENDOR COORDINATOR** – Manage team members in searching and establishing relationships with vendors (e.g. venue location, food, drinks, rentals, etc.)
- FUNDRAISING COORDINATOR** – Direct team members in implement fundraising strategies to secure donations and prizes for the event (e.g. track and collect donations, issue donation letters, send thank you cards, etc.)
- TEAM MEMBER** – volunteer your time on projects where needed

**STAFF APPRECIATION** (All school year) Work as a committee in recognizing staff birthdays, coordinating holiday and end of the year luncheons, planning teacher appreciation in May, and any teacher/administration recognition throughout the year.  **CHAIRPERSON**  **VOLUNTEER**

**BOOK FAIRS + PAJAMA NIGHTS** Help out during our Scholastic Book Fairs by signing up for shifts to work during fair hours to sell books, decorate the fair location based on chosen themes, or help with set up or clean up. Book fair hours are scheduled around regular drop off and pick up times throughout the book fair weeks, as well as during the two Pajama Nights in the spring.

- FALL BOOK FAIR** (September 16-20)
- SPRING BOOK FAIR + PAJAMA NIGHTS** (March 9-13)

**SCHOOL PICTURES** (October 22-23) Sign up for shifts to help the photographers coordinate with teachers and staff, and direct and organize students on school picture days.  **VOLUNTEER**

THANK YOU FOR YOUR WILLINGNESS TO HELP!

If you have any questions, please feel free to contact your FFO at any time: [vpffo@gmail.com](mailto:vpffo@gmail.com)

CO-PRESIDENTS | JENNY SIPE & HEATHER NORTHEY  
TREASURER | JESSICA CASTRILLO      SECRETARY | MEGAN WINTER