



Salah Tawfik Elementary and Middle School

(A subsidiary of Islamic Foundation of South Florida)

5455 NW 108th Ave., Sunrise, FL 33351

Phone: (954) 741-8130; Fax: (954) 999-0613

PTO APPLICATION FORM

Contact Information

Name: _____ Phone: ☐ Home ☐ Cell () -

Email: _____

Address: _____

City: _____ State, Zip: _____

Membership Fee

☐ \$10 Per family (**100% of all fees collected go back to your child's school to fund school events.**)

Date Paid: _____ (Make checks payable to **Salah Tawfik Elementary and Middle School** and **write PTO in the memo.**)

Preferences

What volunteer opportunities might you be interested in?

☐ Library Re-Organization

☐ Book Fair

☐ Book Reading for Pre-K Classes

☐ Sports Day

☐ Room Parent

☐ Earth Day

☐ Yearbook

☐ STAR Night

☐ St. Jude Children's Research Hospital Trike-A Thon

☐ Graduation

☐ Science Fair

☐ Honor Roll & Academic Breakfasts for Students

☐ Robotics

What days and times will you be available?			☐ Anytime! My schedule is flexible			
<u>Monday</u> ☐ Morning ☐ Afternoon ☐ Evening	<u>Tuesday</u> ☐ Morning ☐ Afternoon ☐ Evening	<u>Wednesday</u> ☐ Morning ☐ Afternoon ☐ Evening	<u>Thursday</u> ☐ Morning ☐ Afternoon ☐ Evening	<u>Friday</u> ☐ Morning ☐ Afternoon ☐ Evening	<u>Saturday</u> ☐ Morning ☐ Afternoon ☐ Evening	<u>Sunday</u> ☐ Morning ☐ Afternoon ☐ Evening



STEMS PARENT VOLUNTEER SKILLS AND INTERESTS INVENTORY

Parent Name: _____ Phone : _____ Student Name: _____ Grade: _____

ADMINISTRATIVE SUPPORT

- ☐ Board experience
- ☐ Financial analysis/strategic funding
- ☐ Grant development
- ☐ Legal expertise/legislative knowledge ☐
- ☐ Political action/lobbying
- ☐ Strategic thinking/long-range planning

FOOD SERVICE

- ☐ Baking for classroom/school events
- ☐ Cooking for classroom/school events

ARTS/CULTURE/CRAFTS

- ☐ Artist
- ☐ Craft Night Volunteer
- ☐ Year Book design/lay out/helper
- ☐ Knitting/crocheting
- ☐ Scrapbooking
- ☐ Sewing/embroidery/needle crafts
- ☐ Storyteller/performer
- ☐ Theatre direction/Backstage production

COMMUNICATIONS / MARKETING

- ☐ Desktop publishing/graphic design
- ☐ Photography
- ☐ Public relations/marketing
- ☐ Video production
- ☐ Website development
- ☐ Writing/editing

SPECIAL EVENTS SUPPORT

- ☐ Event coordination/planning
- ☐ Setup/cleanup
- ☐ Gear sales

RECREATION SUPPORT

- ☐ Coaching
- ☐ Craft projects
- ☐ Playground assistant (occasional or regular)
- ☐ After school clubs support

OUTREACH SUPPORT

- ☐ Childcare during school events
- ☐ Fundraising Team (planning/coordination)

LAWN/YARD

- ☐ Gardening/weeding/raking
- ☐ In class garden educator

CONSTRUCTION/MAINTENANCE

- ☐ Carpentry
- ☐ Cleaning
- ☐ Debris removal/recycling (truck owner) ☐
- ☐ Electrician
- ☐ Flooring/tiling
- ☐ Handy worker
- ☐ Painting
- ☐ Plumbing

FAMILY HEALTH/FITNESS

- ☐ Exercise/fitness leader
- ☐ First aid/CPR trainer
- ☐ Resource referral
- ☐ Legal referral/pro bono advice
- ☐ Wellness Fair resource (list your area)
- ☐ Mentoring/parent support

CLASSROOM SUPPORT

- ☐ Classroom assistant (occasional, on-call) ☐
- ☐ Field trip chaperone
- ☐ Materials making
- ☐ Math tutor
- ☐ Reading tutor
- ☐ Art or craft leader

OUTREACH ACTIVITIES

- ☐ Community service
- ☐ Craft Nights
- ☐ Men's Group
- ☐ Nature outings
- ☐ Parent-child Book Club
- ☐ Women's Book Club
- ☐ Women's Nights Out (dinner, Activity, etc.)

ON-SITE SUPPORT

- ☐ Bulletin board creation
- ☐ Library assistant
- ☐ Lost & Found/Sharing Corner
- ☐ maintenance ☐ Office help (phones, mailings etc.)

OTHER INTERESTS / SKILLS / IDEAS



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GUIDELINES FOR VOLUNTEERS

Your interest and dedication to service and education have motivated you to volunteer at STEMS and this is appreciated! It is a rewarding and challenging role and also an opportunity for you to earn Sadaqah Jariah!

For your experience to be beneficial for both you and the students, we ask that you adhere to the following guidelines:

- The acceptance and utilization of the services of any person on a voluntary, unpaid basis shall be at the discretion of the STEMS administration, and the utilization of such services may be discontinued by STEMS at any time.
- Volunteers shall not engage in political activities or activities for personal commercial gain while on STEMS premises and while performing volunteer duties.
- Your main concern as you are engaged in school activities should be for the safety and education of the students.
- We request that you complete a volunteer application form each school year, before starting any volunteer work.
- We request that you sign in and sign out at the administrative office any time you report to volunteer.
- We request that you wear a name badge identifying you as a volunteer any time you are working as a volunteer.
- We request that you are on time for any volunteer activities to which you have committed. If you are unable to attend a volunteer task that you have scheduled, please notify your supervising faculty/staff member so that we can make alternate arrangements.
- You are not to dispense any form of medication to students. Please alert a teacher if any student comes to you with medical needs.
- Student information including grades, abilities, records and any personal information such as phone and address are held as strictly confidential under Florida Statute 228.093. No such information is to be removed from STEMS property or discussed with anyone outside of STEMS staff, including other students or volunteers.
- A STEMS staff member must be present at all times when you are interacting with students. You must not be alone in a classroom either with individual students or supervising a group of students without having first completed a Level Two VECHS security clearance with the administrative office.
- Please alert a teacher if a student requires discipline. You must not discipline the student yourself.
- You will be assigned to one supervising faculty/staff member by the administrative office. If your work is complete or if another faculty member has requested your help, please notify the administrative office.

By signing this document, I certify that I have read, fully understand and the Guidelines for PTO. As a volunteer I agree to adhere to these Guidelines as well as any other policies of STEMS and I understand that my involvement with STEMS may be terminated, with or without cause, at any time at the discretion of the Principal.

Signature: _____ Date: _____

If applicant is under the age of 18:

Signature of
Parent/Guardian: _____ Date: _____