



PTA Volunteer Form

The Fukuoka International School PTA is managed by a small executive team. All parents and teachers are members and we welcome you to be a part of the executive. The PTA supports school events throughout the year. In the 2016-2017 year the PTA contributed ¥3,504,801.00 to school events, class trips, school reading resources and sports opportunities. If you are interested in helping please sign up for any of the following positions and fill out your information at the bottom (#1-4). Please return this form to the school's business office with all other enrolment forms.

The key PTA executive roles are:

Position	Members	Responsibilities
Chair	1	Arrange meetings, plan events, support the PTA Executive members, liaison with teachers, contact person for anything related to the PTA
Vice Chair	1	Support the PTA Chair in all of the above and Chair meetings when required
Secretary	1	Take minutes at each of the meetings and support events
Treasurer	1	Maintain the PTA bank account, follow up unpaid fees and support events
Social	2 to 5	Organize PTA events and support school social events
Health & Education	1	Follow up any health & education concerns of parents and support events
Lunch Program	2	Coordinate the lunch menu and parent support where needed, support events
Head of Spring Festival	1	Work with teachers and a committee of parents to plan and coordinate the Spring Festival held in April
Homeroom Parent	1 per class	Assists the teacher where required. Facilitates communication with PTA



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1) I would like to be on the PTA executive in the position of _____.

2) I would like to volunteer as a Homeroom parent for my child in Grade _____.

Events that need PTA volunteers

Halloween	Japan Day	Talent show supper
Christmas party	Charity Walk	Senior graduation refreshments

3) I would like to volunteer to help at _____ [event name].

4) We ask everyone to help at the annual Spring Festival so please indicate what you would like to assist

With: _____.

PARENT NAME: _____ **GRADE:** _____

DATE _____

Email address: _____



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