



2021-2022 Parent Duty Assignments

#1: Event Type(A/B/C)___ Duty item: _____, Date: _____

#2: Event Type(A/B/C) if applicable___ Duty item: _____, Date: _____

Family ID: ____, Parent Signature: _____, Parent Duty Option (1/2/3):_____

Option1: Volunteer for duties and receive parental duty refund. 值日退押金

Option2: Volunteer for duties and donate refund to school. 值日 押金捐出

Option3: Unable to fulfill the duties and waive the parental duty refund. 無法值日 押金償付

PTA Confirmed (for PCLS office use only): _____

Duty Item	Category	Description	# People	Comment
Ring bell and monitor hallways	C	Walks hallways and ring bells at 2:30, 3:20, 3:25, 4:15.	31	
Room parent	A	(1) Class gift fund (from registration): \$20 to be given to each TA, before winter break and in June. The rest, half to be given to teacher before winter break and the other half in June. (2) Organize emergency call chain to notify other parents if PCLS must close. (3) Assist teachers with organizing class parties and Chinese New Year show, if needed.	21	Fulfil parent duty requirement
First Day Helper	B	Arrive at 2:10, assist new families (direct direction to register, classroom etc.)	2	
Fire Drill	C		4	
Picture Day Helper	B		4	
Drawing Contest Helper (2 times)	C	Arrive at 12:50, assist distribution/collection of drawing papers, monitor contestants	6	3 each time
Speech Contest Helper (2 times)	B	(1) Arrive at 12:30. (2) help set up stage, banner, judges tables and chairs, and take down (3) assist registration (4) timekeepers (5) pass out small gifts to students (6) Calculate score sheets	14	7 each time
Coupon Day Helper (2 times)	B	(1) Arrive at 2:00 (2) set up tables with gifts (3) monitor tables and collect coupons as students buy the gifts	20	10 each coupon day
Recognition Day (2 times)	B	1. Arrive at 1:45pm. 2. Help to set up tables and help during recognition.	4	2 each
Chinese New Year Helper	A	(1) Stage: assist with props and setting up stage for performances (2) Usher (3) Security (4) Rehearsal: assist with directing traffic during rehearsal time prior to performance (5) AV: Video - assist with projection of media, Audio - assist with musical numbers	21	Fulfil parent duty requirement
Dictionary Contest Helper	B	(1) Arrive at 12:30 (2) Need to read Chinese to judge the results (3) contestant sign in, grade & calculate score	6	
Handwriting Contest Helper	B	(1) Occurs during class (2) Need to read Chinese to judge the results	11	
Essay Contest Helper	B	(1) Runs from 1pm-4pm (2) assist registration (3) Fluent Chinese speaking and reading needed to judge the results, mark & calculate score	7	
Fun Day Helper (11:30-1:30)	B	(1) 11:30-1:30, Not at PDS (2) Set up food & serve food	5	
Fun Day Helper (2:00-4:00)	B	(1) 2pm-4pm, Not at PDS (2) Assist activities & clean up	5	