

PETER FITZPATRICK SCHOOL

September 2007

Dear Parents and Guardians,

Volunteers are an integral part of our school community. We depend on your commitment and applaud your combined creativity, talents, and enthusiasm as we strive together for excellence in teaching all children.

Below are listed the areas in which volunteers will be needed this year. If you or your family members are available to share some of your time, please fill out and return this form to the office by September 21st. Please be sure to include your e-mail address if applicable. District policy requires that all volunteers fill out a Criminal Offense Record Investigation form (CORI) and show a government photo ID to the office staff. When all forms are processed a member of the Volunteer Committee or a teacher will call you to arrange for specific days and times. For some volunteer jobs, such as work at home, you will be called when there is a need for help during the school year.

The PFS Volunteer Committee

Your Name: \_\_\_\_\_ Child's Teacher: \_\_\_\_\_

**Room Parent:** Each teacher may ask for one or two parents per class, preschool through grade 2. Please see the Volunteer Handbook for a list of responsibilities. **Please contact your child's teacher directly if you are interested in becoming a room parent.**

**Weekly/Biweekly Commitment**

\_\_\_\_\_ **Absent Line Volunteer** Weekly or biweekly commitment to assist in the office with the absent line.

\_\_\_\_\_ **Classroom Volunteer** Assist teachers in the classroom. Each teacher handles volunteers differently. Your child's teacher(s) will contact you directly to arrange day and time.

\_\_\_\_\_ **Library Volunteer** A weekly commitment to shelve books, help students locate materials, check books in and out, repair books, and process books. Assist with inventory at the end of the school year. Training will be provided.

Please circle time preference:        AM        PM

**Copy Room Volunteer** This will involve a few different jobs. Please indicate your availability by circling the AM or PM and weekly/biweekly. Training will be provided and younger children are allowed to be brought to most jobs.

Copy Room	_____	AM/PM	Weekly/Biweekly
Fitzpacket	_____		Weekly/Biweekly
Publishing Co.	_____		One time job in March/April

\_\_\_\_\_ **Lunchroom/Recess Volunteer** Weekly or biweekly commitment to assist in monitoring the lunchroom and recess procedures.

**Occasional Time Commitment**

\_\_\_\_\_ **Kindergarten and Preschool Registration Volunteer** This is a two time commitment to assist with registering new students into Kindergarten and Preschool in March/April.

\_\_\_\_\_ **School Nurse Volunteer** Includes assistance for checking heights and weights, hearing and vision, and assistance with Kindergarten and Preschool registration

\_\_\_\_\_ **Snow Chain Volunteer** These volunteers call parents in the event of an early release or related emergency. Volunteers must have telephone access and be available during the day.

\_\_\_\_\_ **Library Book Fair Volunteer** This is a one time commitment to assist students with purchasing books during the Book Fair.

**Work at Home Volunteer** Your name will be provided to staff members to be called if they need your assistance in completing a project that could be done at your home.

- Word Processing \_\_\_\_\_
- Baking \_\_\_\_\_
- Boxtops \_\_\_\_\_
- Campbell Labels \_\_\_\_\_

**PTO VOLUNTEERS**

\_\_\_\_\_ **General PTO Volunteers** Help with various projects that may come up during the year. This includes but not limited to fundraising, Teacher Appreciation Day or other committees.

\_\_\_\_\_ **Breakfast with Santa Volunteers** Involves coordinating this breakfast. This will include set up/clean up, getting supplies, getting food donations, arranging for pictures, serving food.

\_\_\_\_\_ **Last Blast Volunteers** Involves coordinating the planning, setup and cleanup of this year end party for the Second Grade. First Grade and Kindergarten parents only please. Second Grade parents will be attending the event with their child.

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Your Name \_\_\_\_\_

Telephone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Child's Name(s) \_\_\_\_\_

Child's Teacher(s) \_\_\_\_\_

Best time to contact you \_\_\_\_\_

Comments \_\_\_\_\_