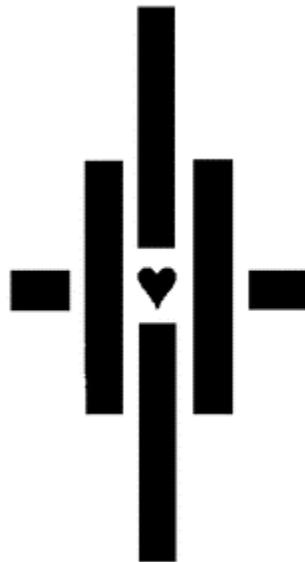


Home and School Association

**PARENT PARTICIPATION
PROGRAM HANDBOOK
2017 - 2018**



**ARCHBISHOP NEALE SCHOOL
LA PLATA, MARYLAND**

THE VOLUNTEERS POEM

Many will be shocked to find when the Day of Judgment nears...
That there's a special place in Heaven set aside for volunteers.

Furnished with big recliners, satin couches and footstools...
Where there's no committee Chairman, no group leaders, no car pools.

No eager team that needs a coach, no bazaar and no bake sale...
There will be nothing to staple, not one thing to fold, stuff or mail.

Telephone lists will be outlawed, but a finger snap will bring...
Cool drinks and gourmet dinners and, rare treats fit for a king.

You'll ask, "Who'll serve these privileged few, and work for all they're worth?"...
Why, all those who reaped the benefits and not once volunteered on earth!

Author unknown

Home and School Association PARENT PARTICIPATION PROGRAM

Rationale for Services

Archbishop Neale School (ANS) is an important part of the mission and ministry of eight Catholic Churches: Sacred Heart, La Plata; St. Joseph's, Pomfret; St. Catherine's, McConchie; St. Ignatius, Chapel Point; St. Mary's, Newport; Holy Ghost, Issue; and St. Ignatius, Hilltop; St. Mary, Star of the Sea, Indian Head. As a consolidated school, Archbishop Neale is supported by these parishes, with the goal of furthering the religious growth of children and adults who are involved with the school. ANS also welcomes Catholic families out of consolidation and non-Catholic families to share in this goal.

The mission and ministry of the Catholic Church includes proclaiming the gospel of God's love in Jesus, forming a community of believers that is faithful to that gospel, and service in the name of Jesus. Catholic parents should have a commitment to this mission and ministry. Participation in your home parish and Archbishop Neale School is part of this commitment.

To facilitate this commitment to participation, ANS has established the Home and School Association (HSA), which serves the following purposes: (1) to perform as a communication liaison between the home and school; (2) to assist the Consolidated School Board in promoting interest and support in and for the school; (3) to serve as a vehicle for parent participation in the ANS community; (4) to provide programs designed to meet parental interests and needs, and (5) to endorse and support all fundraising activities.

The most difficult and important functions of the HSA are supporting fundraising and providing volunteer services. The funds supported and services provided by the HSA comprise a substantial portion of the school's annual budget. If the HSA were not able to support additional funds and necessary services, the cost of sending a child to ANS would increase dramatically. As membership in a parish church provides you with many benefits and makes claims on you for participation and support, sending your child to ANS offers benefits and also makes claims on your further support.

The efforts of those parents who willingly and freely donate far more time than could ever be requested are recognized and appreciated. The HSA Parent Participation Program is not intended to curtail that enthusiasm. Those parents who exhibit the very spirit that the program is attempting to foster are vital to the success of the program.

The HSA Board Members for 2017-2018 are:

HSA President – Trina Colbert
HSA Vice President – Deanna Warnock
HSA Secretary - not yet determined
PPP Coordinator- Camilla Simms

IMPORTANT INFORMATION FOR ALL VOLUNTEERS

The Archdiocese of Washington has completed its revision of the Child Protection Policy, which was effective on June 1, 2003. In accordance with this policy, all volunteers who have contact with children must complete the Child Protection Policy Compliance Checklist for Volunteers.

- **Register for an account on VIRTUS at www.virtus.org.**
Attend a Protecting God's Children for Adults Workshop no later than 60 days following the assumption of duties. If access to the Internet is not available, please see the Child Protection Compliance Coordinator at the school for further assistance with the registration process. When you set up your account on VIRTUS, the system will allow you to register for the required workshop. Choose a date and location from the drop-down menu that fits your schedule.
- **Complete Volunteer Application Form.**
Return the completed application to the Child Protection Compliance Coordinator at the school. A copy will be retained at the school and the original will be sent to the Office of Child and Youth Protection at the Archdiocese of Washington.
- **Call the Child Protection Compliance Coordinator at the school to set up an appointment to initiate the electronic background check.**
The steps above must all be completed and recorded on VIRTUS before a background screening appointment is scheduled.
 - ✓ Bring the following documents to background check:
 - Check or money order payable to Archbishop Neale School (ANS) in the amount of \$18.50
 - Two forms of valid identification (state issued); one must be a photo ID; debit/credit cards are not valid forms of identification
- **Read the Child Protection Policy Booklet**
The Acknowledgement Form in the back of the booklet must be signed and returned no later than 30 days following the assumption of duties to the Child Protection Compliance Coordinator at the school. A copy will be retained at the school and the original will be sent to the Office of Child and Youth Protection at the Archdiocese of Washington.

The mandatory education programs on child protection are held at various locations in the Archdiocese throughout the year. You are required to attend one three-hour session. They are generally held in the evening or on weekends. The session locations and times are posted on the Archdiocese of Washington website www.adw.org.

HSA PARENT PARTICIPATION PROGRAM (PPP) GUIDELINES

1. Remember that ANS appreciates all your hard work and service to maintain our school and support our children. Volunteering is a vital part of the ANS spirit, and is necessary to the efficient functioning of the school. **Performance of these much-needed volunteer functions by paid personnel would cause tuition to increase substantially.**
2. Every family is required to accumulate 10 Parent Participation Program (PPP) points (5 for single-parent households) per year (May 1- April 30). Points are awarded for service either through participation in activities listed in this handbook, or through special activities with prior approval of the school administration **and** PPP Coordinator. Families who fail to accumulate their points will be assessed a Parent Participation Program fee of \$400 (\$200 for single-parent households).
3. Generally, 1 point is awarded for every 2 hours of volunteer service.
4. Volunteers are responsible for logging in their hours. There is a sign-in book located in the school lobby. Please make sure you record your volunteer service to ensure that your family receives proper credit. Be certain to record your arrival and departure time in the book for each activity so that the PPP Coordinator can properly credit your points.
5. Volunteers are responsible for making contact with the Activity Coordinator. For instance, if you sign up for Special Person's Day but are not contacted, please contact the Activity Coordinator.
6. When volunteering for an activity, please sign in with your Coordinator, if they are on-site. If there is a concern regarding volunteer efforts, the Activity Coordinator will be contacted for verification of hours. To ensure you get credit, you should still record your time in the PPP sign-in book. Coordinators are not responsible for logging in parent volunteer hours in the PPP sign-in book.
7. Parents who wish to earn their points through service not listed in the PPP Handbook must submit the PPP Credit Application Form located in the back of this handbook and obtain the signature of the Principal **and** the PPP Coordinator **prior to** volunteering. Points are not awarded after the fact for unapproved volunteer activities.
8. Notices are sent home during the school year to update you on your point status. There are plenty of opportunities to earn PPP points. Check the school calendars that come home monthly and attend HSA meetings to learn about more opportunities.
9. **NO PARTIAL CREDIT IS GIVEN FOR POINTS.** Families are required to earn 10 points (5 for single-parent households) to avoid the assessment fee. If you do not earn your total required points, you will be assessed the entire fee. The points and fees will not be prorated except for those families leaving the school during the year or registering later in the year. (Each situation will be handled independently.)
10. Points may **NOT** be carried over from the prior school year or donated to other families after they have been worked. Friends and family may volunteer in support of another family, but those hours must be logged in under that family page in the PPP sign-in book.
11. Points are not awarded for monetary or non-monetary donations to the school. ANS welcomes the generosity of our families, and will happily provide you with a donation receipt for your tax purposes.

Thanks to all of you for the hours of service you provide to the Archbishop Neale School community. Most special thanks to those who go above and beyond ten points a year!

Please select your Parent Participation activities from the listing on the following pages of this handbook. Each description provides a summary of the duties that would be performed and states the number of Credits that can be earned for that activity. The positions that require fingerprinting are clearly noted. You **WILL NOT** be able to perform those volunteer activities

until you have completed the fingerprinting and child protection education requirements. Any volunteer time that you can give over and above your required Credits will be willingly accepted and greatly appreciated.

Every effort will be made to accommodate all needs, special circumstances, and special talents. If you would like to perform an activity that is NOT listed in this handbook, you must submit the PPP Credit Application Form located in the back of this handbook and obtain the signature of the Principal **and** the PPP Coordinator **prior to** volunteering.

The last page of this booklet includes a Volunteer Sign-Up Sheet on which you can indicate your desired positions. Please fill out this form and return to the school with your tuition contract. Please indicate several positions with your priorities noted. Your activity requests will be compiled and the information will be provided to the PPP Coordinator and the individual activity coordinators. The individual activity coordinators will contact you to discuss your participation in the selected activity. If you do not receive a call within the first month of the school year, please make the effort to contact the activity coordinators or PPP Coordinator to check on the status of which activity you have been assigned. Some of the activities are filled quickly, so you may not get your first or second choice.

Please note: \$ means money is involved which is never allowed to leave school;  means activity requires child protection compliance.

ID#1-A



ATHLETIC COACHES & ASSISTANTS (EXTRA CURRICULAR)

Volunteer will coach students at practices and games. Assumes full responsibility for students; stays at practices until all students are gone; makes sure equipment is returned to proper place and school is locked. Encourages sportsmanship at all practices and games for the various sports teams of the school.

REQUIREMENTS: Attends all practices and games.

Field Hockey (August-October)

Volleyball (Sept/Oct)

Boys Basketball (Nov- Mar)

Girls Basketball (Nov-Mar)

Cheerleading (Nov-Mar)

Developmental Basketball (Nov-Feb)

Track (Mar/Apr)

Lacrosse (Apr/May)

Softball (May)

Soccer (1 Day in the Fall and Spring)

CREDIT AWARDED: Volleyball, Lacrosse or Basketball - Full Credit,

Track, Soccer or Softball – One point per two hours worked

POSITIONS VARY: Please indicate sport and months available.

ID#1-B



ATHLETIC EVENT WORKERS

Volunteers are needed to serve as timekeepers, statistics-keepers, scorekeepers, officials, announcers, hall and cafeteria monitors during home sporting events. May assist with field/court set-up and takedown. **REQUIREMENTS:** Workers are required for approximately 7 home games during the basketball season (Nov.-Mar.). Games are on Sunday afternoons from 12pm-5pm. Workers are also needed for volleyball events in the Fall and track events in the spring.

CREDIT AWARDED: 1 point for every 2 hours worked

ID #2-A

BOX TOP COORDINATOR

Counts, cuts, wraps all box tops for mailing. Attends all coordinator meetings.

CREDIT AWARDED: Full Credit

ID#3-A



COMPUTER CLASS AIDE

Assists computer teacher during computer lab. No experience necessary – training provided.

CREDIT AWARDED: 1 point for every 2 hours worked

ID#4-A



CONCESSION STAND COORDINATOR

Responsible for shopping and set up of concession stand for sporting events at the school (basketball and track). Schedules concession stand workers. Responsible for storage of concession stand items.

CREDIT AWARDED: Full Credit

D #4-B



CONCESSION STAND WORKERS

Assists the coordinator during sporting events with concession stand shopping, set-up, sales, and clean up. **REQUIREMENTS:** Workers required for basketball season home games, approximately 7, between Nov. and Mar; Games are on Sunday afternoons from 12-5pm.

CREDIT AWARDED: 1 point for every 2 hours worked

ID #5-A

DEVELOPMENT COMMITTEE

Reports directly to the Development Director to maintain alumni database, type newsletter, affix labels and prepare newsletter for bulk mailing, other mailings and general clerical duties. Some of these responsibilities must be performed at the school.

CREDIT AWARDED: Full Credit

ID #6-A



FALL FESTIVAL COORDINATOR

Designs, plans, coordinates and organizes games/crafts/activities and events for the festival.

Manages pre and post-event; solicits volunteers to assist with preparation, games/activities and clean-up.

ID #7-A



FAMILY FUN NIGHT COORDINATOR

Coordinates, schedules and implements 1 to 2 “fun nights per school year”. (Bingo, movie night, pot luck) for the ANS community.

CREDIT AWARDED: 1 point for every 2 hours worked

ID #7-B



FAMILY FUN NIGHT COMMITTEE

Assist the coordinator in coordinating, scheduling and implementing fun nights. Will assist with set-up and takedown after events.

CREDIT AWARD: 1 point for every 2 hours worked

ID #8-A	<u>FINE ARTS COORDINATOR</u>
	Prepares and submits grant application for Charles County Arts Alliance grant and schedules performances for the next school year. Must be available to ensure payment is rendered to companies/individuals for performances, and to attend the performance if necessary. CREDIT AWARDED: Full Credit
ID #9-A	<u>GIFT CERTIFICATE PARTICIPATION</u>
	Purchases of gift certificates through the year (May – April) will be awarded Credits as follows: CREDIT AWARDED: 5 Credits for every \$4000 of certificates purchased. <u>NO PARTIAL CREDITS</u>
ID #10-A	<u>GRANDPARENTS’/SPECIAL PERSONS’ DAY COORDINATOR</u>
	Organizes luncheon for this day in the spring. Plans menu, purchases food and arranges seating times for all grades. Schedules workers as needed. Tallies all pre-orders. Attends all coordinator meetings. CREDIT AWARDED: Full Credit
ID # 10-B	<u>GRANDPARENTS’/SPECIAL PERSONS’ DAY ASSISTANT COORDINATOR</u>
	Assists coordinator as needed. CREDIT AWARDED: Full Credit
ID #10-C	<u>GRANDPARENTS’/SPECIAL PERSONS’ DAY COMMITTEE</u>
	Assists coordinator with preparation and distribution of luncheon, set-up and decoration. Approximately 5 hours per day; luncheon runs for 2 days. CREDIT AWARDED: 2 ½ Credits per day (5 Credits for both days)
ID #11-A	<u>HSA – PRESIDENT</u>
	Prepares the agenda and presides at all meetings of the HSA. Makes arrangements for speakers and supplemental activities. Serves as a member of the School Advisory Board, Fundraising Committee. Performs all other duties pertaining to the office. Serves a two-year term, elected by the HSA members. CREDIT AWARDED: Full Credit
ID #11-B	<u>HSA – VICE PRESIDENT</u>
	Assists the President and performs the duties of the President in their absence. Oversees Parent Participation Program (PPP) and maintains the list of volunteers. Serves a two-year term, elected by the HSA members. CREDIT AWARDED: Full Credit
ID #11-C	<u>HSA – SECRETARY</u>
	Keeps a record of all HSA meetings and performs such other duties as may be assigned by the President. Provides the meeting minutes to the Principal for approval and distribution. Responsible for updating and maintaining the PPP Handbook prior to contract distribution in April/May of each year. Serves a two-year term, elected by the HSA members. CREDIT AWARDED: Full Credit
ID #11-D	<u>HSA MEETING ATTENDANCE</u>
	Attend scheduled HSA Meetings during the school year. There will be <u>at least four</u> scheduled meetings. CREDIT AWARDED: 1 Credit earned per meeting attendance.

ID #12-A

HOT LUNCH ORDER PROCESSORS



Open hot lunch envelopes; tally lunches ordered by classroom, every other Wednesday.
CREDIT AWARDED: Full Credit

ID #12-B

HOT LUNCH ORDER PROCESSORS

Inputs lunch orders onto classroom spreadsheets. Emails spreadsheets to school office. Work can be done at home.

CREDIT AWARDED: Full Credit

ID #13-A

ICE CREAM SALES COORDINATOR



Coordinates workers, places ice cream orders, keeps accounting of ice cream sales. All money must be counted at school. No funds may leave school grounds. Ice cream is available for sale to the students on Fridays. Attends all coordinator meetings.

CREDIT AWARDED: Full Credit

ID #13-B

ICE CREAM SELLERS



Sells ice cream during lunch every Friday of school year. At least 2 volunteers are needed each Friday.

REQUIREMENTS: Available during lunch every Friday of school year.

CREDIT AWARDED: Full Credit

ID #14-A

IMPROVEMENT VOLUNTEERS

Workers are needed in individual areas, such as snow removal, painting, electrical, carpentry, and plumbing. Please include what talents you have when completing the form in the back of the handbook.

CREDITS AWARDED: 1 point for every 2 hours worked

ID #15-A

LANDSCAPING AND BEAUTIFICATION WORKERS

Volunteers to participate in Beautification Days twice during the school year, once in fall and once in spring as scheduled by the Landscaping Coordinator. Duties may include duties such as weeding, planting, raking, trash pick-up, etc.

REQUIREMENTS: Willing to work at least 5 hours per day.

CREDIT AWARDED: 1 point for every 2 hours worked

ID #16-A

LIBRARY AIDE



Assists with book circulation and library skills work in library classes. May also prepare new books for circulation.

REQUIREMENTS: One day per week all year, Monday-Thursday. Please specify day desired.

CREDIT AWARDED: Full Credit

ID #17-A



MORNING CARPOOL COORDINATOR

Compiles and distributes a monthly schedule. The schedule must be distributed at least one week prior to the beginning of the new month. Meets with carpool volunteers to go over roles and responsibilities. Places "reminder" phone calls to scheduled volunteers before the start of each week. Assists volunteers in finding replacements.

CREDIT AWARDED: Full Credit

ID #17-B



MORNING CARPOOL WORKERS

Directs incoming car pool every morning from 7am to 7:40 am as assigned by coordinator. Three patrols are needed.

CREDIT AWARDED: 1 point for every 2 hours worked

ID #18-A



MORNING/AFTERNOON BUS MONITORS: McDONOUGH, LACKEY, LA PLATA & ST. CHARLES HIGH SCHOOLS

Monitors ANS students during bus change at McDonough, Lackey, and La Plata High Schools. At least one volunteer is needed at each site from 7:00-7:30 and 2:00-2:30 each day. Positions may be shared.

CREDIT AWARDED: Full Credit

ID #19-A



OFFICE WORKERS/PACKET COMPILATION WORKERS

Assist ANS office staff on an as-needed basis. Duties include copying, collating, stapling, labeling and other general office work. Also, assisting with information packets that are provided for each family at the beginning of the school year. Some projects may be done at home.

CREDIT AWARDED: 1 point for every 2 hours worked

ID #20-A

OPEN HOUSE TOUR GUIDES

Assist school staff by walking prospective families through the school during Open Houses, usually held several times a year. Provides information to parents and either answers questions or guides visitors to the appropriate staff member for more information.

CREDIT AWARDED: 1 point for every 2 hours worked

ID #21-A



PLAYGROUND COORDINATOR

Coordinates playground volunteers by compiling and distributing a monthly playground schedule, which must be distributed at least one week prior to the beginning of the new month. Meets with playground volunteers to go over roles and responsibilities on the playground. Notifies volunteers when lunch times are different due to special activities such as school Masses. Assists volunteers in finding replacements.

CREDIT AWARDED: Full Credit

ID #21-B



PLAYGROUND DUTY

Supervises children at play, rain or shine. If students are staying inside due to inclement weather, parents are required to assist in classrooms.

REQUIREMENTS: Playground time will be approximately 1½ hours per day. Exact times will be announced at the beginning of the school year. It is preferred that duties be fulfilled over the school year (a ten month period). However, duties may be fulfilled within a specified timeframe as long as this is discussed with the Playground Coordinator. Monthly schedules with assigned

times for playground duty will be provided by the Playground Coordinator.(Continued next page)
CREDIT AWARDED: Five (5) duties to receive 5 points. Ten (10) duties to receive 10 points.

ID #22-A

PPP DATABASE ADMINISTRATOR

Tracks and updates points earned by families by review of the volunteer sign-in book located at the school. Provides twice yearly updates for each family. Works with HSA Vice President to help accomplish this task. Work can be done at home.

CREDIT AWARDED: Full Credit

ID #23-A



ROOM PARENT COORDINATOR

Schedules homeroom parents. Makes all classroom lists for homeroom parents and exchange list for volunteers. Attends New Parent Meeting at beginning of school year.

CREDIT AWARDED: Half Credit

ID #23-B



ROOM PARENTS

Two parents per classroom are needed to help plan, prepare and attend class parties and various classroom functions throughout the school year. Must be available to assist with Halloween and Christmas parties and any other activities requiring assistance. Please include your child's name and grade they will be in.

CREDIT AWARDED: Full Credit

ID #24-A



SANTA'S WORKSHOP COORDINATOR

Organizes shop for children to buy Christmas presents for family members. Purchases and inventories stock, keeps running account of sales, schedule workers to help children shop. May obtain donations from businesses to stock the shop. Workshop will be open to students for approx. three (3) days in December.

CREDIT AWARDED: Full Credit

ID #24-B



SANTA'S WORKSHOP COMMITTEE

Label purchases, maintain stock in booths, and help children shop for gifts. May work as cashier to collect money for children's purchases. Workshop will be open to students for approx. three (3) days in December.

CREDIT AWARDED: 1 point per 2 hours worked

ID #25-A



SPECIAL EVENTS/FUNDRAISING COMMITTEE

Provides services for various school projects and/or fundraisers. Examples include (but are not limited to) Captain Billy's Fundraising Dinner, the Annual Jaycees event, Annual Fun Run/Walk, and Writing Grants/Procurements. *Some events may require fulfilling ADW Child Protection requirements.*

CREDIT AWARDED: Full Credit

ID #25-B



SPECIAL EVENT/FUNDRAISING WORKERS

Performs duties such as ticket sales, event set-up/clean-up, etc., as assigned by the Special Event/Fundraising Coordinator. *Some events may require fulfilling ADW Child Protection requirements.*

CREDIT AWARDED: 1 point for every 2 hours worked.

SPECIAL TALENTS

Parents with special talents not covered in any other category in this handbook, or someone with teaching talents who could provide tutoring or substitute teaching services, may apply those skills for PPP Credit.

ID #26-A



REQUIREMENTS: To receive Credit under this listing, volunteers must submit a PPP Credit Application Form (see back page), and have service approved PRIOR to performing volunteer work. Please specify talent and availability.

CREDIT AWARDED: Up to 10 Points as awarded by Principal and PPP Coordinator.

ID #27-A



UNIFORM EXCHANGE COORDINATOR

Organizes the distribution and exchange of all used uniforms, new gym shirts and sweat pants. Schedules volunteers to aide in these same duties. Attends all coordinator meetings.

CREDIT AWARDED: Full Credit

ID #27-B



UNIFORM EXCHANGE WORKERS

Works with coordinator for distribution and exchange of all used uniforms, new gym shirts and sweat pants. Some workers may perform minor sewing repairs on uniforms.

CREDIT AWARDED: 1 point for every 2 hours worked

ID #28-A

WINTER TEA COORDNIATOR

Organize and implement the Winter Tea (afternoon tea for ladies and girls at the school) with the committee. Organizes table sponsors, attendee list, vendors, auction items, and food preparation. Solicits entertainment, manages communication pre and post-event; tracks proceeds and expenses; works with the committee to innovate new and exciting ideas.

ID #29-A



YEARBOOK COORDINATOR

Plans and organizes preparation of the school yearbook with parent and student committee. Manages promotion and sales of yearbook. Coordinates with school staff for student pictures.

CREDIT AWARDED: Full Credit

ID #29-B



YEARBOOK COMMITTEE PARENTS

Assists the coordinator in yearbook sales management, picture taking during school hours and at special events, designing yearbook layout and working with the student yearbook staff.

REQUIREMENTS: Need to be available to attend yearbook meetings from start to finish of yearbook preparation (September – February). Need to have flexibility to attend special events during school hours and oversee several yearbook workshops after school.

CREDIT AWARDED: Full Credit

**PARENT PARTICIPATION PROGRAM (PPP)
PPP CREDIT REQUEST FORM 2017- 2018**

*******SPECIAL TALENTS FORM (to be used with ID #26-A)*******

To earn credit for your hours, this form **MUST** be returned to you with two signatures below before you perform your volunteer service.

(Please print)

STUDENT NAME: _____ HOMEROOM: _____

PARENT NAME: _____

PARENT ADDRESS: _____

PHONE NUMBERS

Daytime _____

Evening _____

DESCRIPTION OF PROPOSED VOLUNTEER SERVICE:

ESTIMATED NUMBER OF HOURS: _____

Parent Signature: _____ Date: _____

(Office Use Only)

DATE APPROVED: _____

PRINCIPAL SIGNATURE: _____

PPP COORDINATOR SIGNATURE: _____

****Please keep a copy of this for your records and remember to log in your service hours once completed. Thank you for your service to Archbishop Neale School!**

VOLUNTEER SIGN-UP SHEET 2017-2018
Do Not Cut This Sheet

Please provide as many choices as possible as some positions fill quickly. Please **PRINT CLEARLY** and fill in completely. E-mail addresses are extremely helpful. Please include as many phone numbers (home, work, or cell) as you feel necessary. List the preferred phone number for contact at the top of the list.

As a reminder, failure to participate at the expected level will result in a \$400 fee at the end of the school year (\$200 for single-parent families). No partial credit is given for points.

STUDENT(S) NAME: _____ HOMEROOM(S): _____

PARENTS' NAMES _____ PARISH: _____

E-MAIL ADDRESS (REQUIRED) _____

PHONE: (REQUIRED) _____

Preferred method of contact (REQUIRED): _____

First Choice

Position ID# Position Title _____

Day(s) (if applicable). Please circle. M Tu W Th F Sa Su

Times Available: _____

Second Choice

Position ID# Position Title _____

Day(s) (if applicable). Please circle. M Tu W Th F Sa Su

Times Available: _____

Third Choice

Position ID# Position Title _____

Day(s) (if applicable). Please circle. M Tu W Th F Sa Su

Times Available: _____

Fourth Choice

Position ID# Position Title _____

Day(s) (if applicable). Please circle. M Tu W Th F Sa Su

Times Available: _____

If you have indicated Room Parent, please indicate which Grade/Class is your preference:

If you have indicated Improvement Volunteer, please indicate your talents and/or skills:

Parent Signature: _____ Date: _____