

McCarthy-Towne School

2014-15 Volunteer Sign-Up

If you would like to volunteer during the school year (2014-15), please return this form either to your child's classroom teacher or to the school office. Refer to the other side for more detailed descriptions of these positions. If you have any questions, please contact our Parent Involvement Coordinator, Tracey Smith at tsmith@mail.ab.mec.edu or 978-264-4700 ext. 3703. *All school volunteers must have an approved Acton / AB school system CORI.*

Parent Name(s) _____ Phone(s) _____

Parent e-mail address(es) _____

Student Name _____ Teacher _____

Student Name _____ Teacher _____

Student Name _____ Teacher _____

Day(s) and Time(s) Generally Available: _____

Please check areas that interest you:

General School Assistance:

- School Library: Day of the week _____ a.m./ p.m./all day? _____
- Sloyd: Day of the week _____ a.m./ p.m./all day? _____
- Reading Resource Room Day of the week _____ a.m./ p.m./all day? _____
- Office Volunteers:
- School Office Day of the week _____ a.m. only
- Lamination: Day of the week _____ a.m./ p.m./all day? _____
- Copying/Special Classroom Projects: Day of the week _____ a.m./ p.m./all day? _____

General School Assistance: Help as Needed

- Lost and Found
- Pinch Hitter

Classroom Assistance: Help as Needed in Your Child(ren)'s Classroom

- Classroom Parent Field Trip Chaperone
- PTSO Classroom Liaison Field Trip Driver
- Classroom Help

Special Programs Assistance: Help needed during specific times of the year

- Hearing/Vision Screening Sixth Grade Events
- School Tour Guide Portfolio Photography

McCarthy-Towne School Volunteer Descriptions:

General School Assistance:

School Library: Come in weekly or every other week to help students select and check out books. Assist McT's Librarian checking-in and re-shelving books.

Visual Arts: Assist our Visual Arts teacher, Heidi, on weekly basis for whole morning, afternoon or whole day. Tasks may include preparing materials, doing displays or assisting with students.

Reading Resource Room: Come in weekly or every other week to assist our Reading Specialist, Sandy Baron, with various projects for McT's reading program including preparing Word Wall Words, organizing materials for the Reading Resource Room, assisting on Read Across America Day.

Office Volunteers: Needed: jack-of-all-trades to help the office with various projects. Will train!!

School Office: Come in weekly or every other week to sort incoming mail from classrooms, process bus and dismissal passes, help with clerical jobs. Come in at the beginning of the school day (generally ½ hour to 1 hour time commitment).

Lamination: Come in weekly or every other week to laminate materials for staff.

Copying/Special Classroom Projects: Come in weekly, bi-weekly or monthly on a scheduled day to help make copies of classroom materials or work on special classroom projects (binding materials, etc.)

General School Assistance: Help as Needed

Lost and Found: Parent volunteers come in on scheduled basis to sort through found items and help get them back to students as well as organize Lost & Found Fairs for weeks before school vacations.

Pinch Hitter: Can't commit to anything? We'll email you for help when short-term projects come up.

Classroom Assistance: Help as Needed

Classroom Parent: Help classroom teachers as requested with such tasks as planning class parties and celebrations, sending out e-mails with class communications, processing book club orders. The PTSO may also call upon the class parent for help during the year.

Classroom Help: Teachers differ in the way they need, request and schedule in-class parent volunteer help. Examples of activities may involve cooking with students, listening to children read, working on a project with a small group or helping with clerical work.

PTSO Classroom Liaison: Share information via e-mail with other parents in the class about PTSO events and meetings and other school information. Attend monthly PTSO meetings as available (see McT PTSO website for all dates and times of meetings.)

Field Trip Chaperone and Drivers: Volunteer to chaperone, or volunteer to drive and chaperone. Drivers' cars need to comply with the A-B system policy of being up-to-date on registration, inspection, provide seat belts and possess \$250,000/500,000 optional bodily injury insurance coverage.

Special Programs:

Hearing and Vision Screening: Help Betty, our school nurse, with the hearing and vision testing in the fall. Betty provides all training. Volunteer a few hours to help screen the students.

School Tour Guide: Every January and February, prospective kindergarten parents begin touring the Acton schools in order to choose an elementary school. Volunteers are trained and assist on two or three tours.

Sixth Grade Events: Parents of sixth graders plan an end of year celebratory event for parents, students and staff. Parents also coordinate class gifts, yearbook production and other memorabilia.

Portfolio Photography: Use your digital camera to photograph student artwork for their portfolio. Pick up artwork at school to photograph in your home, copy files to CD-ROM and bring both back to school. We have the files printed for student portfolios. Usually done in the spring.