

# McCarthy-Towne School

## 2017-18 Volunteer Sign-Up

If you would like to volunteer during the school year (2017-18), please return this form to your child's classroom teacher. 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@abschools.org](mailto:tsmith@abschools.org) or call 978-264-4700 ext. 3703. *All school volunteers must have an approved Acton-Boxborough Regional School District CORI.*

Parent name \_\_\_\_\_ phone # \_\_\_\_\_ email \_\_\_\_\_

Parent name \_\_\_\_\_ phone # \_\_\_\_\_ email \_\_\_\_\_

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

Day(s) and Time(s) Generally Available \_\_\_\_\_

### **Please check all areas that interest you:**

#### **General School Assistance:**

School Library: Day of the week \_\_\_\_\_ a.m./ p.m./all day? \_\_\_\_\_

Visual Arts: Day of the week \_\_\_\_\_ a.m./ p.m./all day? \_\_\_\_\_

Music Room: Day of the week \_\_\_\_\_ a.m./ p.m./all day? \_\_\_\_\_

Office Volunteers:

Morning Office Help: Day of the week \_\_\_\_\_ a.m. only

Laminating: Day of the week \_\_\_\_\_ a.m./ p.m./all day? \_\_\_\_\_

Copying/Special Classroom Projects: Day of the week \_\_\_\_\_ a.m./ p.m./all day? \_\_\_\_\_

Lost and Found

Pinch Hitter

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

Classroom Parent

Special Projects

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

School Tour Guide

Sixth Grade Events

# 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 our Librarian, Donna, checking-in and re-shelving books.

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

**Music Room:** Assist our Music teacher, Jillian, in organizing performances. Jillian is also in need of an accompanist for our 4<sup>th</sup> grade chorus.

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

**Morning Office Help:** Come in weekly or every other week to sort incoming mail from classrooms, process bus and dismissal passes, and help with a variety of other office projects. Come in at the beginning of the school day (generally ½ hour to 1 hour each time)

**Lamination:** Come in weekly or every other week to laminate materials for staff. (generally ½ hour to 1 hour each time)

**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.)

**Lost and Found:** Come in on a scheduled basis to sort through found items and help get them back to students as well as help organize Lost & Found Fairs a few times a year.

**Pinch Hitter:** Can't commit to anything long-term? We'll email you for help when short-term projects come up. If you're available, great! If not, we'll catch you on the next project. Easy peasy.

## Classroom Assistance: Help as Needed

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

**Special Projects:** 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.

## Special Programs Assistance:

**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.