

Parent Volunteer Guide

Time commitment- About 6 to 8 hours total, August/September. This is a 1 person position, no other volunteers are needed.

To Do List:

- Beginning of August, update the Parent volunteer form. This is a word file which lists all of the committee members and contact information. Obtain the information from the school calendar and the PSO President.
- Make copies for the family orientation night in August. In 2011, needed 50 copies (per conversation with Mrs. Schultz)
- The week before school starts obtain a copy requisition for the parent volunteer form. Mrs. Schultz will know how many copies are needed to distribute the first week of school. This requisition is sent up to the high school. The turnaround time can be a week, so plan accordingly. Separate the copies by teacher, and put in their mailboxes the first week of school. Usually the first Friday that school is in session.
- Mrs. Schultz will collect the forms, so check with her frequently. Input the information into the excel sheet, which summarizes all of the volunteers.
- Send the list of volunteers to committee members.