



VOLUNTEERS WANTED

Peter Woodbury School

2011 – 2012

The Bedford School District's highly successful volunteer program is starting its 40th year! Parents and family members (including grandparents) help in many different ways to enrich the learning community for our children. We encourage you to become involved in one of our many different programs.

Volunteers dedicate their time and talents to assist throughout the school and on field trips. Trained volunteers facilitate lessons such as BEST second grade science lessons, DIG environmental education, and the Great Artist Series. Volunteers also help with math enrichment (Math Superstars), publishing the school newsletter and yearbook, fundraising, and assembling decodable books for the first grade students. Room parents help teachers with special projects, celebrations, and crafts.

Whether you plan to help regularly or only occasionally, please fill out the attached volunteer program form and return to the school office or your child's teacher by Friday, September 2, 2011. This form gives you the opportunity to provide your contact information and to specify the type of volunteer activity of interest to you. Duplicate forms may be found on the Bedford PTG website (<http://bedfordptg.org/the-forms/>) if you have multiple family members interested in volunteering.

Brief descriptions of the volunteer programs are also attached. ***In order for you to be notified of these volunteer opportunities, we must receive your completed form.*** If you have any questions, please feel free to contact us.

Sincerely,

PWS Volunteer Coordinators

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**Bedford Parent Teacher Group (PTG)
Volunteer Descriptions
Peter Woodbury School 2011-2012**

VOLUNTEER PROGRAM: School volunteers are matched to teacher requested jobs throughout the school year. No experience is needed and training is provided when necessary. There are opportunities for everyone. Sign up TODAY and help make our schools the best they can be.

Art Room Helper: Help the art teacher with matting and hanging artwork in the halls throughout the year. Often an extra set of hands is needed during specific classroom lessons. On occasion helpers may be needed to assist with an Artist in Residence Program.

Bake 'r Buy: Responsibilities include baking or buying refreshments (and/or paper products) for PTG and school events throughout the year, such as Ski and Skate sale and Teacher Appreciation Week.

Barnes & Noble Book Days: Help coordinate student events/performances, advertise event throughout school, schedule volunteer shifts, and assist event coordinator as needed. The PTG receives a percentage of all purchases made by Bedford residents that present a Bedford PTG voucher.

Book Fair: The Scholastic book fair is held in April at each school. During this weeklong event, families and classes visit the book fair and have the opportunity to view books, create wish lists, and make purchases. This is one of the PTG's major fundraising events, earning both cash and books along with bonus points for additional materials. No experience necessary, flexible time commitment. Before, during and after school hours available.

Book Assembly for 1st Grade: Volunteers meet once a week to assemble Open Court decodable books. This is a low key and social meeting that is considered "drop in". You do not need to have a 1st grader to participate. This is also a great "do it from home" activity. Sept-Dec.

D.I.G. Environmental Education (Discover. Investigate. Grow.): With teacher support, volunteers facilitate environmentally based science experiences based on nationally acclaimed programs, Project Wild and Project Learning Tree. This biweekly program is offered to 1st and 2nd grade classes and will be piloted this year in several 3rd grade classrooms. All materials and training are provided.

****Criminal background check required****

Field Day: Volunteers assist during field day in June. Activities for grades 3 & 4 are held in the morning, while grades 1 & 2 are in the afternoon.

Fitness Testing: Volunteers are needed in February to help administer fitness tests to all 3rd and 4th grade students. Fitness tests take place in the morning from 8:15am-10:45am.

Gift Cards/Gift Wrap: Assist coordinators with collecting and processing orders/forms, distributing items and advertising these PTG fundraising events held in the fall.

Grandparents'/Senior Citizens' Day (May): Grandparents and seniors of the community are invited to a student led tour of the school, lunch, and entertainment. Volunteers are needed to greet, sign-in and provide information to our guests. This event is funded by the PTG.

It's a G.A.S. (Great Artist Series): Each month, volunteers meet with a classroom to discuss the life and times of a well-known artist and will lead an art project that relates to the artist's style or medium. Volunteers do not have to be art literate. All of the research is done for you and all materials are supplied by the PTG.

Library Helpers: If you enjoy children and books this is the place for you! The PWS library is looking for parent volunteers to help in the library. Your primary task would be to help students find books and to shelve the hundreds of books circulated each day. Occasionally we may have other small projects such as stapling, filing or cutting laminated materials. We are flexible in our scheduling and sometimes have chocolate!!!

Lost & Found: Once every month, sort through lost and found items and return labeled clothing, etc., to students. Send notice home for parents and children to check for lost items. Deliver the remaining items to local charity (usually Families in Transition). Great job for multiple people with a flexible schedule.

Math and Science Center (B.E.S.T.): This program delivers three specific science lessons: mass, volume and temperature, in all 2nd grade classrooms in the district (December through May). Volunteers will assist student groups with these lessons and will also assist during assessments at the end of the year. This program also delivers math games, such as Australian Math Tasks, in any elementary grade level classroom based upon teacher request. Training is required and will be provided.

Math Superstars: This extracurricular math enrichment program funded by the PTG provides students with the opportunity to enhance their math skills. Each volunteer works with a classroom, passing out and correcting math papers, as well as keeping track of participation. At the end of the year, there are awards and surprises for participants!

Nurse helper: Help with hearing and eye testing, and with Field Day in the spring. Limited time requirement.

PWS Fundraising/Spirit Wear: Help is needed to collect and distribute spirit wear orders and/or for special fundraising events that occur throughout the year.

School Store: Volunteers are needed to help student council members run the school store on Wednesday mornings from 7:30-8:00am. Responsibilities include set-up as well as helping student council members with collecting money and counting change. This job can be shared if desired so that it would be an every other week commitment.

Ski and Skate Sale: The Ski and Skate Sale is a consignment sale of new and used ski equipment, skates and clothing. The PTG earns a percentage of all sales that take place. The sale is held the Saturday before Thanksgiving and is a big community event. Volunteers are needed from 5-8p.m. on Friday night before and from 8am- 3pm on the day of the sale. Many volunteers are needed to make this event a success.

Snowshoeing: The snowshoe club meets during all recess periods (10:30-12:30), weather permitting. Volunteers will teach students how to correctly put on and take off snowshoes. You may bring your own snowshoes and lead the children in a nature hike, winter scavenger hunt and other winter games OR just be available to supervise and help with gear. Time requirements are flexible starting at 30 minutes, once/week. No experience necessary.

“Discover why some of the richest people in the world are not millionaires, they are volunteers”

- THANK YOU FROM THE BEDFORD PTG -

In order to volunteer within PWS, this form must be completed.



**Peter Woodbury School
VOLUNTEER PROGRAM
2011-2112**

Please return to the front office or your child's teacher by Friday, Sept. 2nd.

Name: _____ Phone: _____

Email (please write neatly): _____

PWS Child's Name: _____ Teacher: _____

PWS Child's Name: _____ Teacher: _____

PWS Child's Name: _____ Teacher: _____

If you are interested in being a **ROOM PARENT**, please specify which classroom teacher(s):

Please note that room parents may only be assigned in one room to maximize volunteering opportunities.

VOLUNTEER WORK AVAILABLE: Check all areas of interest below. See attached descriptions.

_____ Art Room Helper

_____ Library Helper

_____ Bake 'r Buy

_____ Lost & Found

_____ Barnes & Noble Book Days

_____ Math and Science Center/BEST

_____ Book Fair

_____ Math Superstars

_____ Book Assembly for 1st Grade

_____ Nurse Helper

_____ DIG Environmental Education

_____ PWS Fundraising/Spirit Wear

_____ Field Day

_____ School Store

_____ Fitness Testing

_____ Ski & Skate sale

_____ Gift cards/Gift Wrap Fundraiser

_____ Snowshoeing

_____ Grandparents'/Senior Citizens' Day

_____ I'm not sure yet, please inform me of all opportunities

_____ It's A GAS (Great Artist Series)

CONFIDENTIALITY AGREEMENT

I acknowledge the confidential nature of my role as volunteer, and agree to refrain from discussing the performance or actions of any student, positive or negative, with any person except the student's teacher, counselor or principal. This agreement includes the misuse of email and other contact information for anything other than PTG specific purposes. I also understand that volunteer opportunities will be discontinued should any issue arise.

Volunteer's Signature

Date