



McKelvie Intermediate School Volunteer Program 2011-2012

The McKelvie Intermediate School Volunteer Program is gearing up for a fantastic year for students, teachers and parents. School volunteers are matched up to teacher-requested jobs throughout the school year. Fill out the following information and we will do our best to place you in a rewarding volunteer position. All volunteers contribute to our successive Blue Ribbon Awards throughout all of the Bedford schools. **Please print clearly.**

Name: _____

Telephone: _____ (home) _____ (cell)

Email Address: _____

Email addresses will be used only for event & volunteer opportunities

Child(ren)'s Homeroom Teacher: _____

CONFIDENTIALITY AGREEMENT

I acknowledge the confidential nature of my role as a 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.

_____ (signature) _____ (date)

I would like to help with the following activities:

- | | |
|--------------------------------------|-------------------------------|
| _____ Move-a-thon (Oct. 27) | _____ Membership Committee |
| _____ Ski & Skate Sale (November) | _____ Math & Science Center |
| _____ Barnes & Noble Days (February) | _____ Online Calendar Updates |
| _____ Book Fair (April) | _____ Nurse Helper |
| _____ Grandparent's Day (May) | _____ Clerical Helper |
| _____ Staff Appreciation | _____ Bake 'r Buy Committee |
| _____ Lost & Found | _____ Gift Cards |
| _____ Music I-Movie Helper | |

I can volunteer: _____ once a week _____ for special projects
_____ once a month _____ on call
_____ send me all volunteer opportunities

For more info contact: Heidi Murray, Volunteer Coordinator 472-8220 (h) 714-9131 (c)
mpmurray01@comcast.net

Please return completed form to your child's teacher or office by Sept. 2, 2011.



McKelvie Intermediate School Volunteer Program 2010-2011

Bake 'r Buy Committee: The Bake 'r Buy committee is responsible for baking or buying refreshments (and/or paper products) for various PTG events, such as the Ski & Skate sale, Staff Appreciation, and other special events throughout the year. Because we will be assembling a team of people, you will not be expected to provide for every event.

Barnes & Noble Days: For this fundraiser, the PTG will organize student events and performances to take place in February at the Barnes & Noble bookstore on South Willow Street in Manchester. During the selected days, the PTG will earn a portion of the sales and the money earned will support all of our schools. Volunteers are needed from each school to help coordinate student events/performances, advertise the event throughout the school, schedule volunteers shifts, work the event and assist the event coordinator(s) as needed.

Book Fair: The Book Fair fundraiser is held in April at the school. During this week-long event, classes and families visit the Book Fair and have the opportunity to view and purchase books. This is a major fundraising event earning both cash and books for our school. Volunteers are needed to staff the event before, during and after school.

Clerical Helper: Help is needed throughout the school year with photocopying, answering phones and various other clerical duties.

Gift Cards: The Gift Card fundraiser is a program offered by Great Lakes Scrip Center to non-profit organizations to purchase gift cards from restaurants, grocery stores, department stores and many other retailers. The PTG earns a percentage (varies by gift card) of each sale. Volunteers are needed to assist with promoting the event, distributing materials, and collecting and delivering orders.

Grandparents'/Senior Citizens' Day: Funded by the PTG, grandparents and senior citizens of the community are invited to have lunch at our school. They are also treated to a tour and entertainment at each of the schools. Volunteers assist with set-up, running the event and clean-up.

Lost & Found: Clothing, jackets, shoes, etc. have a way of becoming lost at school! The lost and found committee is responsible for sorting and returning name labeled items to student homerooms. With notice and at various times of the year, unclaimed items will be donated to a local charity or organization.

Math & Science Center: The Math & Science Center for the district is located at McKelvie. The center provides math games and science experiments for all the Bedford schools. Volunteers are needed to help assemble, re-assemble and create new kits at various times during the year. Occasional help with testing is also needed.

Membership Committee: The PTG is always striving to promote membership within the community in order to increase communication, fund programs and establish a volunteer base for the district. Membership information tables will be set up at various events throughout the year to help educate families about what the PTG offers. Volunteers are needed to assist the school membership coordinator, help organize and distribute membership materials. All display material will be provided.

Move-a-thon: The Move-a-thon is McKelvie's primary fundraiser. It is held in the fall and requires hundreds of volunteers to make it successful. Volunteers are needed to work on various phases from planning, organization and set up, helping on the day of the event, and/or collecting and counting money after the event.

Ski & Skate Sale: The Ski & Skate Sale fundraiser is a consignment sale of new and used ski equipment, skates and clothing. The PTG keeps 20% of the sale price. The sale is always held the Saturday before Thanksgiving. Volunteers are needed from 5-8pm on Friday night before the sale and from 8am-3pm on the day of the sale. Many volunteers are needed to make this a success.

Staff Appreciation: At various times throughout the school year, the PTG provides breakfast, lunch and occasional snacks to the teachers and staff to show appreciation of their hard work. Volunteers are needed to bake/buy as well as set up, serve and clean up after these events.

Nurse Helper: Throughout the school year, the school nurse needs occasional help in the health office with lice checks, hearing screenings, and alphabetical filing. Any person working within the health office must adhere to strict confidentiality of students and staff.

Music Teacher/I Movie Helper: Help and answer questions when students are working on I-Movies. Assist in uploading projects to digital portfolios. Help back up projects on external hard drive. Training will be available.

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McKelvie Volunteer Coordinator:

Heidi Murray 472-8220 (home) 714-9131 (cell) mpmurray01@comcast.net