



VOLUNTEERS WANTED

Memorial School

2011-2012

The Bedford School District's Volunteer Program is starting its 40th year! Our volunteers provide that extra pair of hands for the busy classroom teacher and enrich our children's learning through many special programs. Please consider donating some of your time for the children of Memorial School. No experience is needed and training is provided. It is very rewarding for both the children and parents.

If you are interested in volunteering, please fill out the attached form and return it to your child's teacher by **Friday, September 2, 2011**. Descriptions of each volunteer opportunity are attached. We will begin to match volunteers and teachers as soon as possible.

Thank you for your help.

Sincerely,

Shauna Beaudin, Volunteer Coordinator
shaunaptg@aol.com
603-488-5637

Karen McDonald, Volunteer Coordinator
karenptg@aol.com
471-1645

Kristen Wenzel, Volunteer Coordinator
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MEMORIAL SCHOOL

2011-2012

VOLUNTEER SIGN UP FORM

NAME _____ PHONE _____

EMAIL _____ CELL PHONE _____

CHILD's NAME _____ TEACHER/GRADE _____

CHILD's NAME _____ TEACHER/GRADE _____

CHILD's NAME _____ TEACHER/GRADE _____

Circle all areas of interest. See attached for descriptions.

Gift Wrap Fundraiser (Sep) Math Superstars (Monthly) Room Parent (will be chosen by teacher)

Membership Committee (Sep) It's a Gas (Monthly) Artist in Residence

Gift Cards (Oct) Bake 'r Buy Writing Projects

Book Fair (Nov & Apr) PE Helper B.E.S.T

Ski & Skate Sale (Nov) Library Helper Sports Outings

Barnes & Noble Days (Feb) Nurse Helper Playground Remodeling

Spring Fling (Feb-Mar) Lunch/Recess Lost & Found

Grandparents Day (May) Clerical Work Computer Helper

Any Other Skills or Interests to Offer _____

Thanks so much for giving your time to help our school. You really make a difference.

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



Bedford Parent Teacher Group (PTG) 2011-2012 Memorial School Volunteer Descriptions (listed alphabetically)

Artist in Residence – Each year an Artist in Residence joins our school to create a significant art contribution. Volunteers help work with the artist, students and faculty to complete this assignment. Past examples are the tile wall in the hallway and the fourth grade poetry café.

Bake ‘r Buy – The group will assist by baking (or buying) refreshments (and/or paper products) for PTG Events such as: Ski & Skate Sale, Teacher Appreciation Week and Grandparents’/Senior Citizens’ Day. You may also be called upon by the PTG or Volunteer Coordinators to provide support for other special events throughout the school year.

Barnes & Noble Book 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 Work – Faculty and teachers request assistance with clerical work such as binding, laminating, or copies.

Computer Helper – Throughout the year, special projects require the creation of CDs (both photo and audio), photo editing and the use of other various computer based tools.

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.

Gift Wrap Sale – The PTG sells high quality gift-wrap, food and accessories during the month of September. This is one of our major fundraisers and volunteer help is needed to promote the event, distribute materials, process and deliver orders.

Grandparents’/Senior Citizens Day – Grandparents and seniors of the community are invited to lunch, a special tour and entertainment at each school, funded by the PTG. Volunteers are needed to help set up food items for the luncheon and escort our seniors to the respective classrooms.

2011-2012 Memorial School Volunteer Descriptions

It's a G.A.S. (Great Artist Series) – The Great Artist Series is an innovative and unique way in which your children learn about the Great Artists of our time, funded by the PTG. Volunteers will visit a classroom each month and discuss the life and times of an artist and then sponsor an art project which relates to the artist's style or medium. Volunteers do not have to be art historians or even art literate. All the research is done for you and all the materials are supplied.

Library Helper – Assist the librarians by checking in books, shelving returned books or reorganizing the library's inventory. In addition, help setup events held in the library such as our themed poetry café.

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 are donated to a local charity or organization.

Lunch/Recess – Coverage is requested from volunteers during faculty related events such as faculty meetings, picture day and the staff appreciation luncheon.

B.E.S.T – The B.E.S.T. program delivers three specific science lessons, (mass, volume and temperature), in all the second grade classrooms in the district. This program also delivers math games in any elementary grade level classroom based upon teacher request. Volunteers are trained by the Math and Science Idea Center staff.

Math Superstars – Math Superstars is an extracurricular math enrichment program, funded by the PTG which provides students with the opportunity to enhance their math skills. Each volunteer works with a classroom passing out math papers, correcting and keeping track of participation.

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.

Nurse Helper - Help in the health office with lice checks, hearing and eye testing, and alphabetical filing.

PE Helper – Fitness testing for each grade is conducted. Volunteers assist the physical education teacher to record the results for the students. Volunteers assist on field day held at the end of the year by supervising activity centers.

Playground Remodeling – Our playground has seen many wonderful improvements. Volunteers help with projects to improve or maintain the playground.

Room Parent – Teachers request one or more room parents to assist with parties and special projects. The PTG uses room parents to help contact class parents for special events and support.

Ski and Skate Sale – The Ski and 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 5-8 pm on Friday night before and from 8am – 3pm on the day of the sale. Many volunteers are needed to make this a success.

2011-2012 Memorial School Volunteer Descriptions

Sports Outings – The PTG holds fundraisers with local sports teams, such as the Fisher Cats and the Manchester Monarchs. The PTG earns a percentage of ticket sales. Volunteers are needed to assist with coordinating and promoting the events, distributing materials, collecting ticket orders and distributing tickets.

Spring Fling – This is Memorial’s largest fundraiser. The spring fling committee needs help by asking for basket donations from local business, wrapping and numbering baskets, selling tickets and setting up for the Spring Fling event.

Writing Projects – Teachers will select one or more parents to help assist in the creation of writing journals in the classroom.

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