



**Riddle Brook School  
VOLUNTEER PROGRAM  
2011-2012**

*Please return the completed form to  
classroom teacher or school office by  
Sept. 2, 2011.*

***In order to volunteer within RBS, this form must be returned. One form per family.***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email (Primary form of communication): \_\_\_\_\_

RBS Child's Name: \_\_\_\_\_ Teacher/Grade: \_\_\_\_\_

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**Type of Volunteer work available: (Circle all areas of interest. See attached descriptions.)**

*Room Parent	Main Office Helper	Gift Wrap (Sep.)
*Classroom Helper	Sewing Helper (simple stitch - 1 project)	Ski & Skate Sale (Nov.)
*It's A G.A.S. (once a month)	Popcorn day helper (once a quarter)	Book Fair (spring)
*Math Superstars	Lost & Found	Family Fun Night (spring)
*Room photographer (pictures for yr. book)	B.E.S.T./M&SIC Helper (M&SIC will train)	Grandparents'/Senior Citizens' Day (May)
*Reading Helper	Library Helper	Special Projects/Events
*Math Helper	Gift Cards	On call Lunch/recess Helper
*Help from Home	Sports Outings	School-Wide Year Book Photographer
Membership Committee	Barnes & Noble Days (Feb)	

Opportunities/volunteer denoted with an \* will be selected by the teacher. Please note that you may only be assigned in one room to maximize volunteering opportunities.

**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 \_\_\_\_\_



## Riddle Brook School VOLUNTEER DESCRIPTIONS 2011-2012 (*listed alphabetically*)

**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.

**B.E.S.T./M&SIC:** The B.E.S.T. program delivers three specific science lessons, (mass, volume and temperature), in all the second grade classrooms in the district. The Math and Science Idea Center office is located at McKelvie and provides kitted math games and science experiments to all the schools in the district. Volunteers are needed to help assemble, re-assemble and create new kits every year. This program also delivers math games in any elementary grade level classroom based upon teacher request. This is based upon teacher request only. You will be trained by the M&SIC staff.

**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 setup and staff the event before, during and after school.

**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' Day/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. We need volunteers to help in setting up, re-stocking food items as needed and clean up.

**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. Selected by the teacher, you will be asked to visit the room once a 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. No experience necessary. You will be trained and materials will be supplied.

**Library Helper:** If you enjoy children and books, this is the place for you! The RBS library is looking for parent volunteers to help them out. 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.

**Math Superstars:** Math Superstars is an extracurricular math enrichment program, funded by the PTG, at each elementary school, which provides students with the opportunity to enhance their math skills. Selected by the teacher, you will be asked to come in once a week to pass out math papers, correct them and keeping track of participation. At the end of the year there is an award and a surprise to all children who participate.

**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.

**Room Parent Program:** Selected by the teacher, you will be asked to assist the teacher in party planning and special projects within the classroom. You will be a liaison to the parents, assisting in yearbook organization for the class and preparing the class Family Fun Night basket, as well as any miscellaneous class room related items that may arise. Please note you may only be a room parent in one class room for the year.

**Room Photographer (yearbook):** Teachers will select a photographer to take pictures of class room events and parties for the yearbook. If you have a camera, can take face shots, head shots and group shots and are available to attend events in the classroom please circle the appropriate line on the volunteer form.

**School-Wide Yearbook Volunteer:** Help with photography at school-wide events AND/OR logistics/support for the yearbook. School-wide event photographers should have a good camera, basic photography skills (including the ability to download photos, with help if needed) and availability to attend school-wide events. Past events include the fourth grade play, book fair, field day, and 100th day. Yearbook logistics/support volunteers may help at a variety of levels, depending on one's interest, to include yearbook publicity, sales, the cover artwork contest, 4th grade quote coordination, yearbook page layout and more.

**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.

**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.

#### CONFIDENTIALITY AGREEMENT (for your records)

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.

#### **Riddle Brook School Volunteer Coordinators:**

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