

**CARMEL VALLEY MIDDLE SCHOOL
PTSA VOLUNTEER SIGN-UP/INFORMATION FORM
2009-2010**

On behalf of CVMS, the PTSA and the Volunteer Coordinators, thank you so much for taking time from your busy schedule to volunteer at your child's middle school. Many of these volunteer opportunities are necessary to help provide the programs and quality of education our students receive at CVMS. Volunteering can also help you to stay "connected" with your child and with your child's school. We welcome you and any volunteer time you can give us. ***You can sign up for more than one activity!*** If you have questions, contact: Sundari Baru (sundari_baru@yahoo.com), Volunteer Coordinator, 2009-2010

DATE SPECIFIC OPPORTUNITIES:

- Orientation Day: Wednesday, August 19 in the PAC (For 7th Graders and New Students)**
 - 8:00am – 9:30am Set up and work various stations
 - 9:30am – 12:00pm Work stations, sell gym clothes, attend cash tables, etc., and take down displays and stations
- First Day of School: Tuesday, September 1:** General assistance, hand out class schedules, help w/ directions to classrooms.
 - 7:40am – 8:30am (Performing Arts Center)** Could use 2-3 parents to call the homes of those students who did not pick up their schedules...maybe they have moved?
- PE Clothes Sales:** Assist in selling PE clothes after school. **2:00 pm - 3:30 pm (front of Performing Arts Center)**
 - Wednesday, Sept. 2** **Thursday, Sept. 3**
- Magazine Drive:** Assist ASB students with collecting and counting money for magazine subscription fundraiser. Also assist handing out prizes. ***Kickoff begins on Monday, September 14. Many parents needed for this event. Times TBA.***
- Career Faire:** *Monday, May 17, 2010 in the gym after lunch*

MAJOR EVENTS: (Each of the following events will require many volunteers to help prep and implement activity.)

- Reflections Program:** Assist Reflections chairperson. A nationally PTA sponsored Art, Literature, Music competition. *(September/October – exact Dates TBA)*
- Red Ribbon Week:** Assist chairperson with anti-drug, alcohol and cigarette education materials for students *Monday, October 19 – Friday, October 23 Help organize event!*
- Spirit Week:** A fun-filled week of various activities, working with teacher/ASB coordinator Holly Vermilyea. Fun activities and lots of school spirit! *March 15-19, 2010 **Need parents to assist with Carnival on Friday, March 19, 2010.*
- STAR Testing:** Help to distribute snacks for students during break: *Tuesday, May 4 – Friday, May 7, 2010*
- Staff Appreciation Week:** Assist w/ providing food, gifts and general support to staff and teachers. *May 10-14, 2010*
- Talent Show:** Assist chairperson in organizing acts and preparations for day of show: *June 3, 2010 (5:00 – 8:00 pm)*
- 8th Grade Promotion:** Assist w/ planning the *8th grade Promotion Day Ceremony: Friday, June 18, 2010, Time TBA.*

ON-GOING VOLUNTEER OPPORTUNITES

- Lunch Line Cart Volunteer:** Get a first hand look at what your kids and their friends really eat for lunch! These are critical positions and lots of fun. Man the pizza cart or work one of the 8 lunch lines. No experience necessary. Easy training. Commitment is for the entire school year – form your own group and rotate.
12:00pm – 1:00pm Circle Day or Days you are available Mondays Tuesdays Wednesdays Thursdays Fridays
- Lunch Time Assistance:** Be an adult presence on campus during lunch. We are not asked to discipline, but to be a presence on campus while the students are on their lunch break.
12:00pm – 1:00pm Circle Day or Days you are available Mondays Tuesdays Wednesdays Thursdays Fridays
- Front Office Assistance:** Assist Principal's Asst., and A.P. Secretaries, answer phones, file, xerox and other various clerical duties. Report to Sandra Madrigal, Principal's Asst. One day per week commitment for school year. Workloads may vary and may not need assistance on those days. Training will be provided by office staff.
11:30am – 3:05pm Circle day you are available Monday Tuesday Wednesday Thursday Friday

- Attendance:** Assist Attendance Secretary with filing, parent and student questions. May be responsible to cover nurse's office when needed. This is a one day per week position and the commitment is for school year. Training will be provided by office staff. Report to attendance secretary, Debbie Cornsweet.
12:00pm – 3:05pm Circle day you are available *Monday Tuesday Wednesday Thursday Friday*
- Academic Boosters/Science Olympiad:** Assist with the various academic teams, drive to events, and assist with trophies and end of event parties. Supervise Peer Tutoring Program.
- *Media Center:** *(1) Help library staff during the morning and lunch hours: circle one: *8:00-8:30 and/or 12:00-1:00pm*
Circle day or days that you are available *Monday Tuesday Wednesday Thursday Friday*
- *(2) Volunteers are also needed to help on on-going library specific projects like printing out overdue book notices, processing new books, etc. Circle day or days you are available *Monday Tuesday Wednesday Thursday Friday*

ADDITIONAL VOLUNTEER OPPORTUNITIES

- Dance Chaperones:** Help set up, pass out food and drinks during school dances. *(3 dances this year/Thursday evenings).*
- Student Directory:** Assist with labeling, bundling and classroom distribution. *Late September/Early October*
- Traffic Assistant:** Direct drivers on Mykonos Lane to ease traffic flow in the mornings.
(8:00 – 8:30 am) Circle day or days you are available *Monday Tuesday Wednesday Thursday Friday*

******SHORT NOTICE AND SUBSTITUTE HELP******

- This is perhaps the most critical of all volunteer positions. We need a long list of people who can be available to cover any number of school activities. These are one-shot, fill in as you can events. If you would like to be emailed with short notice or substitute help, please check this box! We need you!!!*

*****ALL DATES SUBJECT TO CHANGE*****

(Moms, Dads and Grandparents . . . there are so many ways you can help out at your child's school. Please stay involved and VOLUNTEER as much as you possibly can. Thank you so much for your support and consideration!)

PLEASE MARK YOUR AREAS OF INTEREST IN BEING A VOLUNTEER AND RETURN "ENTIRE" FORM TO:

SUNDARI BARU
3525 SANTORO WAY
SAN DIEGO, CA 92130

Email: sundari_baru@yahoo.com

Phone: 858-794-7868

Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

City: _____ Zip: _____ Email Address _____

Name of Student(s): _____ Grade: _____

_____ Grade: _____