Volunteers are needed throughout the year. A description of each activity is listed below. Please check each activity with which you would like to help. A second volunteer form will be sent in January for events that occur only during that latter half of the school year.

When you have completed this form please MAIL it to:
AB Regional PTSO
R.J. Grey Jr. High Volunteer Coordinator
P.O. Box 912
Acton, MA 01720-0912

OR

You may drop off this form at the Junior High office c/o RJG Volunteer Coordinator

Name: ________________________________________________________
Telephone: ________________________________________________________
Email: ________________________________________________________
Child’s name: ________________________________________________________
Grade: ________________________________________________________

Please note that most activities will require CORI approval. Please go to the RJG main office to submit application.

***RJG Activity Coordinators Needed ***

☐ 7th Grade Social refreshment coordinator: Purchase paper goods and order snacks (you will be reimbursed). Schedule 2-3 parent volunteers (list provided) to set-up and serve refreshments. All socials are from 2:30pm-4:30pm on 3 Friday afternoons: 10/27, 12/8 & 3/23. Final 7th grade social will be from 6:30-8:30pm, May 4. Eighth grade social coordinator is available to answer any questions.

☐ 8th Grade Social refreshment coordinator: Purchase paper goods and order snacks (you will be reimbursed). Schedule 2-3 parent volunteers (list provided) to set-up and serve refreshments. All socials are from 6:30pm-8:30pm on the following Friday evenings: 9/29, 11/17 and 1/26. FILLED

☐ Staff Appreciation Days Coordinator: Opportunity for 1-2 parent coordinators. Schedule parent volunteer baker/salad makers (list provided) to provide goodies for the staff to show our appreciation. Set up and clean up crew will also be necessary (list provided). Dates TBD with you and RJG office.

☐ 8th Grade Parent-Teacher Conference Schedule Coordinator: Opportunity for one parent coordinator – You must be detailed oriented and familiar with excel. Grade level coordinator will work with four parent volunteers to process and schedule conference form requests. Scheduling will be done during a two week period in mid to late November, and can be completed in your home. Coordinator: Marcia Charter, RJG Administration
One-Time Activity needs at RJG

- **Back-to-School Night**: Parents of RJG students (without high school students) are needed to help at the HS Back-to-School Night, distributing volunteer forms, selling directories, and collecting PTSO membership forms and dues. Familiarity with the high school is not required. Date: Oct. 12th, 7pm

- **Conference Schedulers**: 4 parents will be needed to process conference request forms. You must be detail oriented, know how to use Excel and be able to e-mail the spreadsheets. Scheduling will occur during a 2 week period in mid to late November. All work can be done at home.

On-Going Activities at RJG

- **Library support**: Many jobs are available, some with limited time commitments, others that require a weekly commitment; training is provided where needed. Coordinated by RJG Librarian, Sandy Egnatz

- **Health office support**: Parents are needed in this busy office to assist with vision and hearing screening (tentatively November and March); computer data entry using a very simple program; filing; occasional one-time jobs. No medical experience necessary. Coordinated by RJG Nurse, Erin Livie

- **Shades of Grey**: The junior high newsletter is collated, stapled, and labeled once each month during school hours at RJG. Please come for just 1 or 2 hours and meet other parents. Come once, twice, or every month. Coordinator with contact you with dates and times. Coordinator: Mong-Yu Blancha

- **RJG Directory**: Volunteers are needed to edit and proofread information for the school directory. Some experience with MS excel is helpful. Work can be done at home and will occur during September and October. Coordinator: Patti Babcock

- **7th Grade Social refreshment volunteer**: Set-up and serve refreshments for socials. Socials are from 2:30pm-4:40pm on Friday afternoons. Please circle desired date(s): 10/27 12/8 3/23. Coordinator will contact you.

- **8th Grade Social refreshment volunteer**: Set-up and serve refreshments for socials. All socials are from 6:30pm-8:30pm on Friday evenings. Please circle desired date(s): 9/29 11/17 1/26. Coordinator will contact you.

- **Bakers**: Throughout the year people are needed to provide baked goods and/or salads for different events. You may be called only once or twice, depending on the list. Some events for baked goods and/or salads are: Back-to-school night, Staff Appreciation Days and End of Year Teacher Luncheon. Please indicate if you could coordinate these volunteers for an event:

  Bake/Salads only:_________ Coordinator: Yes_____ No_____

Your willingness to help is greatly appreciated! If you have any questions, please contact the Volunteer Coordinator, Debbie Clough at 978-266-0153.