

**RJG JUNIOR HIGH VOLUNTEER OPPORTNITIES FOR 2007-2008**

**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 the 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. If you have not already submitted an application, please go to the RJG front office for assistance.**

**\*\*\*RJG Activity Coordinators Needed \*\*\***

- 7<sup>th</sup> 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: 10/26, 12/7 & 3/14. Final 7<sup>th</sup> grade social will be from 6:30-8:30pm, May 2. You will be assisted and provided with all the information to carry out this task, which should only consume a few hours of your time for each social.
- 8<sup>th</sup> 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: 9/28, 11/16 and 1/25. You will be assisted and provided with all the information to carry out this task, which should only consume a few hours of your time for each social.
- Staff Appreciation Days Coordinator:** Opportunity for 1-2 parent coordinators. Schedule parent volunteer baker/salad makers (list provided) to provide goodies for the RJG staff to. Set up and clean up crew will also be necessary (list provided). Dates TBD with you and RJG office.

### One-Time Activity 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: September 27<sup>th</sup>, 6:45pm

### 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: Pam Rogers
- 7<sup>th</sup> 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): 10/26 12/7 3/14 5/2  
Coordinator will contact you.
- 8<sup>th</sup> 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): 9/28 11/16 1/25.  
Coordinator will contact you.
- Bakers:** Throughout the year baked goods and/or salads are needed for a variety of events such as: Back-to-school night, Staff Appreciation Days and End of Year Teacher Luncheon. You may be called only once or twice, depending on the list. Please indicate if you could provide either baked goods or salads, and/or if you would be willing to coordinate the volunteers. A list of all volunteers will be supplied.

**Bake/Salads only:** \_\_\_\_\_ **Coordinator: Yes** \_\_\_\_ **No** \_\_\_\_

Your willingness to help is greatly appreciated! If you have any questions, please contact the Volunteer Coordinator, Elaina Kourepenos, 978-263-8324 or ekourepenos@comcast.net.