

ABRHS Volunteer Opportunities for Parents/Guardians 2009–2010

Volunteers are needed for activities and events organized by the High School and the PTSO. Please circle those activities with which you would like to help and reply in one of the following manners: Return your form by dropping it off at the High School office or mail it to: **A-B Regional PTSO, H.S. Volunteer Coordinator, P.O. Box 912, Acton, MA 01720-0912** or email Elaina Kourepenos at **ekourepenos@comcast.net**. Remember to include all personal information and indicate which activity you are interested in. Thanks in advance for your help!

Your name(s): _____

Telephone (day): _____ (evening): _____

Email: _____

Your child's/children's name(s) and grade(s): _____

Days and times you are available to help: _____

If both parents/guardians are completing this form, please write the name of the volunteer in the margin next to the activity.

On-going Activities (Help on a Daily, Weekly, or Monthly Basis)

- Office support:** Help in one of the school's offices. No experience is necessary. Training is provided.*
- Library/computer assistance:** Provide assistance in the library at the High School. Training is provided.*

Activities at the High School That Occur on an Irregular or Infrequent Basis

- Career speakers:** Speak to groups of interested students about your career, including the education and training required and job prospects for the future. Presentations may be given in a classroom or the Counseling Center. Please indicate your career. _____
- Host a job shadowing student:** Provide valuable insight into your chosen field by spending the day at work with a junior or senior student who has an interest a career in your occupation. May also involve setting up or arranging an internship at your place of work, if this might be mutually beneficial.* Please indicate your occupation. _____
- Provide support to community service projects:** May involve providing ideas, contacting agency or program managers, picking up supplies, transporting students, assisting students with organizing projects, compiling student interest directories, updating student volunteer opportunity files, sending out memos, and helping with community service projects. *
- Translate school information:** Translate school information from a student's native language into English or communicate via sign language with hearing impaired students. Some work may be done at home. Please indicate the language(s) with which you are familiar. _____
- Help to proctor exams:** Supervise groups of students taking standardized exams. A commitment of 2 hours, 1 to 2 times a year*

PTSO Activities That Occur On An Irregular Or Infrequent Basis

- Back to School Night at the Jr. High:** Wednesday, September 30th 6:30–9:00 PM, several volunteers (who don't have children at RJGJHS) needed to stand at PTSO table and help with refreshments for the Junior High families.
- Hospitality/Teacher Appreciation Committee:** Provide refreshments and/or assist with various events (e.g., coffees), including the annual "thank you" breakfast for the teachers/staff in early June.
- Project Graduation Committee:** Help chaperone, decorate, or organize this popular all-night extravaganza held at the High School for graduating seniors, which relies heavily on parental support (not parents of seniors). This year's date is Friday, June 4th. Remember, your underclass son or daughter will be a senior before you know it! *

*Requires CORI check

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- ❑ **Gardening Committee:** Meet as needed several times a year to beautify the grounds of the school. Committee members needed for occasional workdays, and possibly to plan activities with the students. Green thumbs are not required.
- ❑ **New Family Support:** Help families new to the High School or community feel “connected.” Be available to answer questions by phone or in person.
- ❑ **PTSO Communications:** The new PTSO quarterly communication will be mailed to families four times a year. We are looking for several writers willing to interview designated staff members at the regional schools and write up a lead story for these quarterly publications. Interviewing and writing will need to take place in October, December, February, and April for publication the following months.
- ❑ **One-Time Miscellaneous Projects:** Help with clerical projects or social events that may come up throughout the year. If you can't decide where to help out, this may be the category for you!

E-mail is also used to alert parents/guardians to volunteer opportunities during the year.

To join the PTSO e-mail list, click the button on our website at <http://abrptso.ab.mec.edu>.

Thank you for taking the time to complete this form. Volunteers will be contacted as needed throughout the year. If you have any questions, need more information, or are especially anxious to volunteer, please contact Elaina Kourepenos at ekourepenos@comcast.net.

Please note that many activities require a completed CORI form. For more information about CORI checks, contact Deb Trentsch in the High School Office at 978-264-4700 ext. 3403 or DTrentsch@mail.ab.mec.edu.

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