

**\*\*\*RJG JUNIOR HIGH VOLUNTEER OPPORTUNITIES FOR 2009/10\*\*\***

**Volunteers are needed throughout the year. A description of each activity is listed below.  
Please check each activity that you're able to offer support.**

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 snacks (you will be reimbursed). Schedule at least 2-3 parent volunteers (list provided) to set-up and serve refreshments. Two socials are from 2:30 pm-4:30 pm on Friday afternoons: **10/23 (Social) and 2/26/10 (Movie Night - time TBD)**. Final 7<sup>th</sup> grade social will be from 6:30-8:30pm on **5/7/10**. You will be assisted and provided with all the information to carry out this task, which should only require a few hours of your time for each social.
- 8<sup>th</sup> Grade Social Refreshment coordinator:** Purchase paper goods and snacks (you will be reimbursed). Schedule at least 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: **10/9/09 & 6/11/10 (Socials), 1/15/10 (Winter Ball)**. You will be assisted and provided with all the information to carry out this task, which should only require 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. Set up and clean up crew will also be necessary (list provided). Most of the work can be done at home on the computer or over the phone. Dates TBD with you and RJG office.
- Shades of Grey Mailing Coordinator:** Oversees the distribution of R.J. Grey's monthly newsletter, *Shades of Grey*. Includes scheduling volunteers (list will be provided) to assist in duplication, folding, labeling, etc. Most of the work can be done at home on the computer or over the phone.
- Hospitality Coordinator:** Oversees the coordination of volunteers providing baked goods or other food items throughout the school year. A list of volunteers will be provided and most of the work can be done at home on the computer or over the phone.

**\*\*\*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. **Date: Thursday, 10/24/09 6:50 p.m.**

**\*\*\*On-Going Activities at RJG\*\*\***

- Library support:** Many jobs are available, some with limited time commitments, others that require weekly commitment, training is provided where needed. **Coordinator: 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. **Coordinator: RJG Nurse, Erin Livi**
- Office support:** Help is needed each school day from 12:30-1:00 p.m. in the counseling office to answer the phone. We would prefer a commitment to a regular schedule, one or two days a week throughout the school year.  
**If interested, please circle preferred day(s) M T W Th F**
- 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 will contact you with dates and times.
- 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 with the exception of the last one of the school year which is from 6:30-8:30 p.m.: Please circle desired date(s): **10/23/09                      2/26/10                      5/7/10**
- 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): **10/9/09                      1/15/10                      6/11/10**
- R.J. Grey Social Chaperones:** Parent volunteers will assist RJG staff in the gym to supervise the students. We would like to have 8<sup>th</sup> grade parents for the 7<sup>th</sup> Grade socials and for the 8<sup>th</sup> Grade Socials, 7<sup>th</sup> Grade parents only. Chaperones must arrive 15 minutes prior to start time of each event and can leave at the conclusion. If you would like to be considered for this activity, please be aware that for consistency, we would like for you to be available for all three grade specific socials. 7<sup>th</sup> grade parents need to be available for all 3 dates: **10/23/09, 2/26/10, and 5/7/10**  
8<sup>th</sup> grade parents must commit to the dates of: **10/9/09, 1/15/10, and 6/11/10**  
**You must also be CORI approved.**
- Bakers/Food Volunteer:** Throughout the year baked goods and/or salads and other food items 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 amount of functions and volunteers. Please indicate if you could provide either baked goods or salads/other food items. A list of all volunteers will be supplied.

**Bake:** \_\_\_\_ **Salad/other food:** \_\_\_\_

**Your willingness to help is greatly appreciated! If you have any questions, please contact the Volunteer Coordinator, Laura Wordsworth at 978 263-4284 or email [thewordsworths@comcast.net](mailto:thewordsworths@comcast.net)**