Volunteers are needed in many different capacities this year to help with activities organized both by the High School and by the PTSO. Please check activities with which you would like to help, and mail your completed form to: A-B Regional PTSO, H. S. Volunteer Coordinator, P.O. Box 912, Acton, MA 01720-0912.

Thank you 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.*
- **Computer lab assistance:** Provide assistance in the labs at the High School by supervising students. Training is provided.*
- **PTSO Newsletter:** The PTSO Newsletter is a monthly Junior/Senior High School publication, which requires many hands to help fold and label for an hour or two, on the last Thursday of each month, in the High School. No previous experience is required. Coordinator: Elaine Shirron

**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 of work by spending the day at work with a junior or senior student who has an interest in pursuing 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.*

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 on June 8. A coordinator is needed, primarily to make phone calls from list provided. Involvement is much more sporadic than at the elementary level. Please indicate if you are willing to coordinate.

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 2. Remember, your underclass son or daughter will be a senior before you know it!*

ABRHS Alumni Association: Currently the PTSO is looking for assistance with the following: administrative assistance, on-going or for specific short-term tasks, and webmaster for alumni website. Please specify interest ______________________________. Co-Chairs: Carol Jette and Suzanne Brozek

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. Co-Chairs: Damara Press and Subha Thiagarajan

New Family Support: Help families new to the school system or community feel “connected.” Be available to answer questions by phone or in person. May help with a get-together for new families. Chair: Sue Hart

Help Make Telephone Calls for PTSO or other school-related needs: As many hands make light work, parents/guardians are being sought to help make phone calls to contact volunteers to help out with various school-related issues and events. Calls may be made from school or home. A great job for those who need flexibility in scheduling!

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 will also be used to alert parents/guardians to other volunteer opportunities during the year. To join the PTSO email list, click the button on our website at http://abrptso.ab.mec.edu

Thank you for taking the time to complete this form. The time you spend volunteering is greatly appreciated. If you have any questions, please contact Volunteer Coordinator Susan Moncrieff at 978-635-8099.

*Requires CORI check.

Please note that most activities will require a completed CORI form (forms completed last year for the High School are still valid). Forms may be obtained from the High School office.