

# VOLUNTEERS NEEDED FOR NEXT YEAR!



## CIPRIANI 2011-2012 MORNING DROP OFF, YARD DUTY, OR FORMS COORDINATOR VOLUNTEER SIGN UP

All family contributions to our school are tremendously valued and make a huge difference. As you all know safety is one of our top priorities at Cipriani. Our goal is to have the positions listed below filled and ready to go on the first day of the new school year. If you have a limited amount of time but would like to help, these are some great ways to make a difference!

**Morning Drop Off** - 1 morning a week to assist parents and students with drop off at curbside or monitoring rear parking lot. **Mornings 8:10-8:25. 15 Minutes Per week!**

**Yard Duty** - 1 day a week (NOT Wednesdays) to supervise children during lunch period. **Lunch 12:30-1:10. 40 Minutes Per week!**

### Forms Coordinators:

#### 1.) Parent Volunteer forms/TB/Megan's Law Coordinator

Gather the volunteer forms/TB results and update the binder and database an Excel spreadsheet. This needs to be done within the first 3 weeks of school. The organization of the forms can be done at the office. Spreadsheet update will need to be done at home It's Excel, Office 2007 or 2010. **(approx 4-6 hours total)**

#### 2.) Back to School Forms Coordinator

Sort returned forms (milk, emergency cards, photo releases, tech, etc.) and organizes by teacher/classroom/office, and checks off that all have been returned. Needs to be completed the first week of school. Hopefully by that first Friday, or following Monday. **(approx. 4-5 hours total)**

#### 3.) Parent Email Distribution list Coordinator

Takes the email forms returned by parents for school communication, and updates current database. Uses Excel, Office 2007 or 2010. Turns these into a master email distribution list - sortable by grade or class. **(approx. 4-6 hours total)**

If you are interested and can commit to any of these positions for the 2011- 2012 school year please click on the link below to sign up.

<https://spreadsheets.google.com/spreadsheet/viewform?formkey=dGRkOFVhLUllSnJ3Q1kzbUIIdUdKYWc6MQ>

Please contact Maria Suissa at [marisuissa@gmail.com](mailto:marisuissa@gmail.com) or Franziska Bussiek at [franziska.bussiek@gmail.com](mailto:franziska.bussiek@gmail.com) with any questions.