

**Orchard Hill Christian Preschool and Child Care Center
Family Volunteer Sign-up Sheet**

In conjunction with our newly formed Parent/Teacher Group we have come up with the following volunteer positions for the coming school year. Please read each description over carefully and sign up for as many as you wish and turn your sheet into the office. Volunteers are not restricted to just parents. We would love to have any member of your family help wherever they would feel most comfortable. If you or anyone in your family has a special skill or gift that they would like to share with the children please add that to the last section. We also understand that many families have limited time to volunteer during the work day hours. If you would like to volunteer to help with an activity at home or after hours please indicate that near the bottom as well. We hope you will help us to make this a great school year for the children and Center. Thank you in advance for your help!

Room Chairperson - Plans and implements class parties and picnics. Organizes and assigns room parents party responsibilities including food, games and decorations. (2 needed)

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|-------|------------|
| _____ | _____ |
| Name | Class Room |

Room Person - Assist during the class parties and picnics. Duties may include games, decorating and food. Takes direction from the Room Chairperson. See the Dates to Remember calendar for party dates. (4 needed)

| | |
|-------|------------|
| _____ | _____ |
| Name | Class Room |

Story Readers - Come in once a month and read stories at circle time to the children. For bi-lingual parents – it would be a great experience for our children to hear a well known story in another language.
(2 needed)

| | |
|-------|------------|
| _____ | _____ |
| Name | Class Room |

Field Trip Chaperones - Go along on monthly field trips as a chaperone. Chaperone may be assigned a small group of children to supervise. (4 needed)

| | |
|-------|------------|
| _____ | _____ |
| Name | Class Room |

Field Day Helpers - Assist with the end of the year preschool field day. Duties may include supervising an event, watching children or serving snacks and prizes. (4 needed)

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|-------|------------|
| _____ | _____ |
| Name | Class Room |

Picture Day Helpers - Assist with getting preschool children ready and down to the auditorium for their pictures on November 1 and 2. (2 needed)

Name

Class Room

Hearing/Vision Screening Helpers - Assist getting children ready and escorted to have their hearing and/or vision screened. This normally happens in March or April. (2 needed)

Name

Class Room

Teacher Appreciation Lunches - Coordinate volunteer parents to supervise children while the teachers are at their appreciation lunch. These are normally in April and December each year for one hour each. (4 needed)

Name

Class Room

Fund Raiser Chair Person - Assist with distribution of fund raiser items on delivery day. This is normally in October and March. (2 needed)

Name

Class Room

Refreshments at Special Programs - Following the Christmas and End of Year program assist with the setting up, serving and clean up of refreshments. (2 needed)

Name

Class Room

Help wherever needed - Are you willing to help out wherever there is the most needed? Could you help at home with an activity or project?

Name

Class Room

Do you or a family member have a special skill or gift to share with the children?

Name

Skill/Gift

Parent Group Participant – Are you interested in being a part of our parent/teacher group? We meet quarterly and discuss issues concerning the center and our families.

Name

Class Room