

# Substitute & Volunteer

There are endless opportunities to be involved in the life of the school and we love it when parents are willing and able to be a part of this exciting community. Volunteers are welcomed in classrooms, as coaches, for special events and fundraisers, and in many, many other areas. Below are some specific needs where your response now would be helpful. We will be providing you with a list of other options before school begins.

Please let us know if you would be interested in helping us with the following:

## **Substitute Teacher, Library or Office Worker**

Please consider allowing us to place you on a substitute list by filling out the information below and returning it to the office by August 17<sup>th</sup>. Those wishing to be a Substitute Teacher will be sent an application and a training session will be required.

You will also see below other volunteer opportunities.

I am willing to be called for the following:

- Substitute Teacher** (check those that apply)
  - Upper School
  - Lower School
  
- Library volunteer**  
Assist students in locating books  
Catalog and shelving books  
Reading with/to students
  
- Office Substitute**  
Answering of phones  
General office work



Days that you are available (Circle):    **Monday**    **Tuesday**    **Wednesday**    **Thursday**    **Friday**

Times that you are available (Check):

- Morning** (8:00 am to Noon)
- Afternoon** (Noon to 3:00 pm)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Please return this form to the office. Thank you.