



## Welcome Back!!

Yes, it is already that time again!!!! I hope you all enjoyed your Summer and are ready to get back in gear with school and our outstanding volunteer program. I am happy to welcome aboard two new coordinators this year, and look forward to working with them to make sure all of our school's volunteer needs are met throughout the year.

Please take a look at this newsletter and keep checking the school's website for more information and updates regarding volunteering. Feel free to contact me at any time with questions or suggestions.

Thanks to all of you for all you do, best wishes for a great year!!!

*Cherina Cohen*  
*Volunteer Coordinator*  
*Clark and Wilkins Schools*

### • Volunteer Coordinators

***Cherina Cohen***  
*Clark and Wilkins Volunteer Coordinator*  
*stampincherina@aol.com*  
*882-8996 345-2715*

***Karin Pariselli***  
*In-Classroom Volunteer Coordinator*  
*Wilkins School*  
*kpariselli@comcast.net*  
*249-9330*

***Cheryl Forster***  
*Wilkins Specials Coordinator*  
*Cheryl.forster82@comcast.net*  
*424-6512*

***Irene Raissis Alton***  
*Junior Achievement Coordinator*  
*ialton125@aol.com*  
*673-2811*

### Specials Coordinator

#### for Clark School Wanted

We are looking for a person to assist Clark staff in the scheduling of volunteers for the lunch program, Fitness Stars and other volunteer opportunities at Clark School. This position is busy at the start of the school year, and requires a small amount of maintenance during the year. If you are interested in helping out with the coordinating of volunteers at Clark School, please contact Cherina Cohen.

## Volunteer Sign-ups

In an effort to "Go Green", we are continuing our efforts to shift away from paper sign-up sheets for our volunteer program. With very few exceptions, all non-classroom volunteer requests are sent to parents of students at Clark and Wilkins Schools via email from the school office. These emails will contain the information you need and how to reply and sign up for the specified volunteer opportunities.

There will be sign-up forms available for some of the non-classroom volunteer opportunities listed in this newsletter at Kick-Off Day on Monday.

Room Parent sign-up information is located at the end of this newsletter.

*"We make a living by what we do, but we make a life by what we give." — Winston Churchill*

## Volunteer Orientation

A Volunteer orientation will be held in mid September. It is important for both new and returning volunteers to attend.

During the orientation we will discuss the various programs needing volunteers, go over the policies of our program and answer any questions you may have.

Our Room Parent Orientation will be held immediately following the Volunteer orientation.

## Our Volunteer Program and Our PTA

In the past, it has been hard at times for parents to differentiate between our Volunteer Program and our PTA. They are not one in the same, and it can be confusing, especially at the beginning of the year when both organizations are very visible in their pursuit of new volunteers. The goal of our Volunteer Program is to assist the teachers and staff at our schools by recruiting volunteers for their specific needs. These needs vary between schools, grades and teachers. Some of the volunteer opportunities for our Volunteer Program are outlined on the following pages. More information and updates for the Volunteer Program may be found at the *Volunteer Corner* at [sprise.com](http://sprise.com) and in the monthly Principal's Newsletter.

The PTA is a non-profit organization of interested parents and teachers working together to provide Amherst children with innovative programs and up-to-date equipment, facilities, and curriculum. The PTA uses volunteers for their various activities and programs. Check out the PTA's monthly newsletter, *The Bellringer*, for PTA based volunteer opportunities and contact information.

## Confidentiality Policy

As volunteers or as visitors in the Amherst Elementary Schools, we must display a willingness, commitment, and responsibility to respect the confidentiality of all students, staff, and families. We may see, hear or come across information that is confidential. If you have a concern about information you come across, you should discuss the matter **ONLY** with the staff member for whom you are working for that particular volunteer position, and/or a member of the administration, such as the Principal or Assistant Principal.

## Volunteer Email Communication

Email is our primary form of communication with volunteers. As volunteers are needed for specific programs, information and requests are sent via email by the school administration. We have asked you to provide your email address on the "Volunteer Enrollment" form so that we may communicate with you directly regarding schedules, requests, confirmations, etc. **Please provide your email address on the form only if you wish to receive emails directly from the volunteer coordinators.** You will still receive email announcements from the school office and administration. Due to the volume of responses from email requests, you will only receive an email reply from the volunteer coordinators if you are needed. If you have a question or are interested in a specific area of volunteering, you can contact Cherina Cohen at any time.

## In-Classroom Volunteering

Many of you are very excited to help out in your child's classroom. Volunteers are assigned on an individual classroom basis. The Grade Level Coordinator will be working closely with the teachers to determine their volunteer needs. Once the teacher's needs are determined, each parent in the classroom will receive a "Classroom Volunteer Request Form" and will have an opportunity to sign up for specified days, times and subject areas. **This information will be sent home with your child.** Please be patient — this process may not be completed until October or November. Also, please remember: the goal of the volunteer program is to provide assistance to the teachers. Some teachers use more volunteers than others, and every teacher uses them differently. We will place as many volunteers as we can, based on the teacher's needs.

## Classroom Directories

Within the first few weeks of school, parents may be contacted by a room parent from their class requesting permission for their family's contact information to be included in a classroom directory. Once information is collected, a directory would be distributed to each family in the class, and may include a telephone number, email address, and mailing address where appropriate. ***Class lists and student contact information should be distributed and used for reasons related to school business only, and should not be used for business or fundraising purposes.*** For information about a directory for your child's class, please contact your classroom parents directly.

# Non-Classroom Volunteer Opportunities

Listed below are some of the volunteer opportunities at Clark and Wilkins Schools, along with a brief description of what is involved in each. Volunteer requests for non-classroom volunteering will be sent to parents of students at Clark and Wilkins Schools via email from the school office. We will also try to post updates on the schools' website at [sprise.com](http://sprise.com). Please note: If you wish to volunteer for a specific program, classroom or event, and do not use email, please contact the appropriate volunteer coordinator.

## Computer Lab

Volunteers will work with the children in the computer lab. After the daily lesson, volunteers will assist the students with their work. Computer experience is not necessary.

Contact: Cheryl Forster

## Clark Lunch

Look for details coming soon in regards to volunteers being needed for our first grade lunch program at Clark School.

Contact: Cherina Cohen

## Fitness Stars

Fitness Star volunteers assist Clark first graders with the 'fitness star' program. Volunteers visit first graders during their lunch, and help students record their fitness hours with stickers on their 'fitness star'.

Contact: Cherina Cohen

## Library Assistants

Library volunteers at Clark and Wilkins help Mrs. McIntyre and Mrs. Martina with administrative duties such as shelving books, etc. Information about days and times will go out in September.

Contact: Cheryl Forster

## Wilkins Cafeteria

Volunteers in the Wilkins cafeteria assist during the daily lunch period (11:45a.m.-1p.m.) This involves handing out milk, silverware and food. If you have a preschooler they are welcome to help — they love handing out utensils and they also get a free lunch so they can sit and eat with their big brother or sister. You can sign up to volunteer on a weekly, bi-weekly or monthly basis.

Contact: Cheryl Forster

## Reading Specialist

The Reading Specialists at Wilkins are in need of a few volunteers to help organize and label guided reading materials. As materials are received, help is needed to organize books, type lists, and label book bins. Typing can be done either at home or at school after 10:30 a.m. Volunteer times are flexible.

Contact: Cheryl Forster

## Wilkins Art Volunteers

Mrs. Prescott-Ninness, the art teacher at Wilkins, needs volunteers to start in the art room right away! Art Volunteers help in a variety of ways setting up materials and working with students. You can volunteer during your child's art class or fill another slot where a volunteer is needed. Classes are 40 minutes. You do not need any art ability to help out! The complete schedule of art class times will be sent via email during the first week of school.

Contact: Cheryl Forster

## Wilkins School Store

School Store is held at Wilkins on Wednesdays from noon until 1:30p.m. Each week three to four volunteers are needed to oversee the store (the kids do all the work!) You may sign up for alternating Wednesdays, or once a month — substitutes are usually available if you cannot make it on a particular day. Volunteers are also needed to help screen students for placement by testing money-handling skills.

Contact: Cheryl Forster



Denotes volunteer opportunities where siblings are welcome

# Room Parent Sign Ups

Each classroom will have two (2) Room Parents who are responsible for classroom parties, classroom directories and the class Emergency Calling Chain. Room parent sign-ups will be done via email. If you wish to be a Room Parent, please email stampincherina@aol.com with your name, child's classroom and your contact info. THE DEADLINE FOR ROOM PARENT SIGN-UPS IS Wednesday, September 7. Placing room parents can take sometime and can often be like a puzzle since we are coordinating nearly 80 parents! We try to place all volunteers who sign up, while making sure each classroom has two room parents. If after this process we have more than two parents for a class, we then choose by draw. Prior to notifying volunteers, the list is distributed to the administration and teaching staff. When all of this is completed and we've confirmed with those who signed up, we then notify room parents to be sure that we don't need to re-assign a volunteer to another classroom where they may be needed.

## Role of Room Parent:

- The Room Parents are the contacts for the Emergency Calling Chain.
- The Room Parents are the liaison between the teacher and parents for parties.
- Classroom Directories

## Emergency Calling Chain:

With the implementation of the **Global Connect Alert System**, the Room Parent Emergency Calling Chain is now used only as a back-up system for notification in the event of an early dismissal. Global Connect is a great tool and has had tremendous success in alerting parents wide scale in a short amount of time. In the event, however, the Global Connect System were to fail, the emergency call chain would be

activated. In order for the calling chain to be successful, each room parent **MUST** be able to be contacted at any time throughout the day. If you work, you must be able to make phone calls from work. You will need to keep the emergency-calling list with you at all times!

## Classroom Parties:

It is not necessary for the Room Parents to be in the class room during the parties. There are three parties throughout the year: Halloween, Winter Holiday and Valentine's Day. Each party usually consists of a snack, a drink and one or two simple games or crafts. Fourth grade Room Parents will be asked to help plan the 4th grade Fond Farewell picnic in June.


Communication with the teacher is an integral part of being a Room Parent. Initially you will need to see if the teacher has general guidelines for the parties and if so, incorporate them into your plans. You will be responsible for communicating information to parents regarding parties ahead of time either by class newsletter, emails, etc. A more detailed description of room parents' guidelines is provided with confirmation letters. You will also have an opportunity to ask questions at the Volunteer Orientation


## Classroom Directories:

Room parents are responsible for collecting information and producing a class list for the parents in the class. A standardized form will be used and parents should be asked to fill out and sign the form if they would like their information included on the class list. If a parent chooses not to sign the form, they cannot be included on the list. Once complete, these lists will be distributed to the parents in the class and can be used for classroom communication. These lists are not to be used for fundraising or business purposes.





 Add

 Edit Menu

- [CW Weekly News](#)
- [CW Angel](#)
- [Contacts](#)
- [CW Forms](#)
- [CW Calendar](#)

 Add

 [Edit Menu](#)

[CLARK-WILKINS](#) | [CONTACTS](#) | [SAU-39](#)

80 Boston Post Road - Amherst, NH - 03031 - (603) 672-4411 FAX (603)672-0968