

## VOLUNTEER FORM

The Zelianople Nursery School is a non-profit organization. Like most non-profit organizations, our school depends on volunteers; interested, caring people who volunteer their time and effort to help our school in a variety of ways. Please read the following information and fill in the form below, checking the appropriate space if you would like to volunteer for any of the positions listed. If you are interested in your child's education and are willing to work, you ARE qualified! Fathers as well as mothers are welcome!

BOARD OF DIRECTORS – The school is administered by a Board of Directors. Several new members are chosen each year according to their willingness to serve and upon approval of two-thirds of the existing board. Each member is asked to serve 2 years and is required to attend monthly meetings. The Board is responsible for all areas of management of the school including registration drives, school policy, special event planning, collecting tuitions, and establishing a budget. Any interested and concerned parent is a welcome addition to the Board! If you have training and/or experience in the education field, secretarial work, bookkeeping or accounting, your help would be especially appreciated.

ROOM PARENTS – A room parent works with the parents within your class to coordinate efforts to provide food, favors, etc. for special events that are held throughout the school year. Also, they assist the teacher with picture day and can plan class outings. The Board will offer guidance and support for this position.

TEACHER SUBSTITUTES – We need volunteers who have their teaching certificate to substitute for our teacher in case of her absence. Substitute teachers will be paid and prior notice of substituting will be given as soon as possible.

TEACHER'S AIDE SUBSTITUTES – Parents of students are needed to fill in for our teacher's aide in case of her absence. Certification is not required for this position, and generally you will only be asked to fill in for your child's class. Prior notice of substituting will be given as soon as possible.

*The Zelianople Nursery School Board of Directors would like to take this opportunity to express our appreciation to all the parents who volunteer their help in so many ways.*

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Name & Phone

# \_\_\_\_\_ Child \_\_\_\_\_ Class \_\_\_\_\_

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I would like to volunteer to be a:

\_\_\_\_\_ Member of the Board of Directors. Special qualifications, if any

\_\_\_\_\_ Room Parent for my child's class.

\_\_\_\_\_ Substitute for the teacher. I have my teaching certificate.

\_\_\_\_\_ Substitute for the teacher's aide.

\_\_\_\_\_ I would not like to volunteer for any position at this time.