



KMS VOLUNTEER INFORMATION



Find out where you can make a difference!

THANK YOU FOR VOLUNTEERING!! We appreciate *all* help from *everyone* and we have such a wonderful time! There is a place for everyone to make a difference and to contribute to the welfare of our great students as well as to help our hardworking teachers and staff. **EVERYONE** makes a difference! We welcome you!

VOLUNTEER #1	RELATIONSHIP TO STUDENT										
EMAIL	<input type="checkbox"/> OK to TEXT										
Days & times available:	PHONE (back-up contact)										
<table border="0" style="width: 100%; text-align: center;"> <tr> <td style="width: 20%;">Monday</td> <td style="width: 20%;">Tuesday</td> <td style="width: 20%;">Wednesday</td> <td style="width: 20%;">Thursday</td> <td style="width: 20%;">Friday</td> </tr> <tr> <td style="border: 1px solid black; height: 20px; width: 20%;"></td> <td style="border: 1px solid black; height: 20px; width: 20%;"></td> <td style="border: 1px solid black; height: 20px; width: 20%;"></td> <td style="border: 1px solid black; height: 20px; width: 20%;"></td> <td style="border: 1px solid black; height: 20px; width: 20%;"></td> </tr> </table>	Monday	Tuesday	Wednesday	Thursday	Friday						
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VOLUNTEER #2	RELATIONSHIP TO STUDENT										
EMAIL	<input type="checkbox"/> OK to TEXT										
Days & times available:	PHONE (back-up contact)										
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- Volunteer ANYWHERE NEEDED**
I am willing to volunteer wherever I am needed when available.
- Volunteer - SPECIFIC AREAS ONLY (as marked)**
- | | | |
|---|--|---|
| <input type="checkbox"/> Classroom Support - Copies/Help | <input type="checkbox"/> Community Programs | <input type="checkbox"/> Hospitality Donations - Send in food, drinks, purchased items, or prize donations. |
| <input type="checkbox"/> Office Help/Support** | <input type="checkbox"/> Make posters promoting events | <input type="checkbox"/> Hospitality Support - Set-up, Clean-up, Serve |
| <input type="checkbox"/> Coupon Book Sale | <input type="checkbox"/> Grounds/Facilities Work Days | <input type="checkbox"/> Contact Local Businesses for Donations |
| <input type="checkbox"/> Special Events | <input type="checkbox"/> Technology Support | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Career Fair | <input type="checkbox"/> After-school Activities -- Help | |
| <input type="checkbox"/> FALL and/or SPRING Fund-raisers (involves being on a committee, or helping in various ways/ NOT having to be in charge) | | |
- I will be willing to donate my talents if needed (ex. painting, construction, career fair etc.) _____
(please specify)
- I have a younger child at home and need "kid-friendly" opportunities. (Always feel free to ask if your child can accompany you.)
(This includes activities that can/need to be done at home.)

Volunteer Area Descriptions:

Classroom Support - Copies/Help: Help may include -- reading to student if needed, laminating, cutting out things, etc.

Office Help/Support: May include assisting students and staff, or greeting and assisting visitors as they enter the KMS building

****Office Volunteers are coordinated directly by the KMS Office Staff following approval and completion of office training.**

Coupon Book Sale: Help with processing order, distributing books and prizes during annual KCS Coupon Book Sale

Grandparents' Day: Help with serving light snacks, picture taking, set-up and clean up

Career Fair: Decorate, set up tables, help serve and solicit food donations for Career Fair

Solicit in food/prize donations: Help obtain food/goods donations from local businesses for events/contest rewards

Fundraisers: ANY help needed -- promotion, material copying/distribution, order collection, product/award distribution, set-up/clean-up, etc.

Community Programs: Promote events, encourage participation, help with judging if needed, work with committee chair

Make posters promoting events: Posters are needed to help promote and encourage various events throughout the year.

Grounds/Facilities Work days: Help maintain school grounds on designated work days (approx. 2-3 Saturdays/year)

Technology Support: Provide technical assistance on a project basis to support volunteers and KMS as needed

After School Activities: Help with set-up, decorations, clean-up, serve as needed, etc.

Hospitality Donations - Send in food, drinks, purchased items, prize donations:
Main food dishes often needed for luncheons; desserts and baked goods for breakfasts; other items or prizes as needed

Hospitality Support - Set-up, Clean-up, Serve: Assist with set-up, promotions, decorations and clean-up of events

Contact Local Businesses for Donations: Prior to events/programs, find ways to include community businesses as sponsors.

STUDENT'S NAME	CLASS / GRADE	STUDENT'S NAME	CLASS / GRADE
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Please bear in mind that the majority of communication is done via EMAIL. We ask for a phone number simply for follow-up as needed and possible last minute requests for help. To simplify things, we utilize an online scheduling system known as **VolunteerSpot.com**. You will receive emails from us via that website with the Subject line "**Please sign up**". We have used this for two years now and found it to be user-friendly with no SPAM. You will receive reminder emails as well from them when you sign up. Our volunteer coordinator will also send emails before an event describing in detail what is needed.