

111 HANSOM ROAD  
BASKING RIDGE, NEW JERSEY 07920  
908-470-1600 Fax 908-470-1610

Judith R. Slutzky  
Principal

Joanne Hozeny  
Assistant Principal

September, 2010

Dear Mount Prospect Families,

Mount Prospect School is a unique place. We have a caring community of teachers and parents who are committed to the education of our children. In order to deliver the best possible education, we need your help. We have relied on volunteers to help us achieve and exceed our goals in the past, and continue to need your assistance.

Volunteers have been used in a variety of ways. They have been used in and out of the classrooms for activities such as Writing Workshop, Reading Workshop, field trips, Library volunteers, Math Explorations, etc. The list goes on and will vary from teacher to teacher. Some parents are available for activities during the day, while others can certainly help with projects which can be completed at home. All kinds of help is needed and equally appreciated.

Attached is a form which you can complete and return, if you are willing and able to assist us. We ask parents to **fill out a new form each year**. We will then develop a data base and give all the teachers this information. **A mandatory volunteer orientation will be given at Mount Prospect School on Thursday, September 30, 2010 at 9:30 a.m. and 7:00 p.m. in the cafeteria.** We will discuss the role of a volunteer, state mandates and health precautions. In order to volunteer, you **must** attend this orientation. **If you attended prior years' training, we have your name on file and it is not necessary for you to attend again.** Specific training sessions will also be conducted in such areas as the Writing Process at a later date. It is important for you to RSVP to Elaine Moorman, 470-1600, extension 100.

We are looking forward to having you become involved in our volunteer program. We are asking for volunteers who would be available to work for any Mount Prospect teacher and not just their child's teacher. This, of course, does not mean that you won't be working in your child's class. Often, some classes do not get sufficient volunteers to help, and we need to be able to call upon people who are willing to volunteer in any classroom. You will be kept on a master list and will be called when needed. The rewards of your commitment will benefit not only the children and the staff, but also the school community.

Sincerely,

Judith R. Slutzky  
Principal

Joanne Hozeny  
Assistant Principal

**MOUNT PROSPECT SCHOOL**  
**Volunteer Opportunities**

Parent/Guardian Name: Phone: \_\_\_\_\_

Child's Name: Teacher: \_\_\_\_\_

Directions: Below are paragraphs which briefly describe categories for which volunteers maybe needed. You will be contacted by a teacher. Check the category(ies) which include(s) activity(ies) which you could perform. Please indicate at the end of the form your availability and the best times for you to provide these services. A volunteer parent coordinator is needed to assist Mrs. Slutzky and Ms. Hozeny with this program.

**ASSISTING THE TEACHER WITH STUDENTS**

Parents volunteering for this category might be asked to work with one, or just a few students, or perhaps the entire class. Parents could be asked to help with Process Writing, special projects, guiding children through centers, assisting with a child who has been absent, or to be an extra pair of hands and ears during reading. Additional training in the Writing Process and Math Explorations is forthcoming. Other volunteers will be asked to assist in such areas as: preparing bulletin boards and cut, paste and glue materials needed for special projects and publishing children's writing.

**CLERICAL FOR TEACHERS**

Parents volunteering in this category may be asked to type, use a word processor, file, gather resource material, order or distribute recreational book orders (Troll, See Saw, etc).

**CLERICAL FOR OFFICE**

Parents volunteering in this category will use the copy machines, laminating machine, bind books and use the accu-cut.

**ASSISTANT TO ART TEACHER**

Volunteers are needed to work closely with the art teacher. Assist in matting pictures and displaying them throughout the school.

**SPECIAL INTEREST OR EXPERTISE**

Volunteers in this category would be asked to share knowledge in specific areas, e.g. baking, sewing, woodworking, storytelling, travel, or sharing professional skills, hobbies, or crafts.

Special Talent \_\_\_\_\_

\_\_\_\_ Parent Coordinator to assist Mrs. Slutzky and Ms. Hozeny with this program.

\_\_\_\_ Ability to input data.

**AVAILABILITY:**

\_\_\_\_ Not available during school hours, but can do activities at home.

\_\_\_\_ Flexible. You will be called to set up the time and day. Please write down day(s) and time(s) you are available.

**PLEASE RETURN THIS FORM BY FRIDAY, SEPTEMBER 24, 2010.**