

RIDGE HIGH SCHOOL PTO WELCOME DESK



Volunteers are needed to staff the Ridge High School Welcome Desk. Volunteers sign in, direct visitors, and assist with items dropped off for students to pick up. We usually have more applicants than we need for the Welcome Desk so please apply only if you are available for a once-a-month commitment for the entire school year. There are two shifts per day, either 8–11 am or 11 am–2:10 pm.

The positions on the Welcome Desk will be assigned by a lottery system. So that everyone has an equal chance in the lottery, if two people are applying to work together, they must submit their forms stapled together and they will receive one number between them. Please check off below when you would be available to work. Check off as many days or times as you like or number them in order of your preference. Flexibility increases your chances of obtaining a position.

If you have further questions, please call Lisa Decker at 626-9340 or Kris Leopold at 766-9202, Welcome Desk Coordinators.

The deadline for returning the form is July 31, 2011.

RIDGE PTO WELCOME DESK VOLUNTEER FORM

Please complete and mail this form to Lisa Decker, 8 Cayuga Way, Basking Ridge, NJ 07920.

Please contact Lisa Decker at 626-9340 or Kris Leopold at 766-9202 with any questions.

Form must be received by July 31, 2011.

Name	
Address	
Home Phone	Cell Phone
Email	

Please indicate the days and times you would be available to work. Check off as many days or times you would like or number them in order of your preference.

	Morning Shift 8 am to 11 am	Afternoon Shift 11 am to 2:10 pm
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Have you worked the desk before? Yes No

Yes, I can substitute.

I only want to be a substitute.