

VOLUNTEER SKILLS SURVEY (2015-16)

Dear Parents,

Montessori School is a not-for-profit organization dedicated to early childhood education. Maintaining and enhancing your child's educational environment depends on you as parents. Your time and skills are needed in the many areas listed below. We, the members of the Board, request each family to donate at least **TEN HOURS PER YEAR** to any project or projects you wish. These can be recorded on the back of this form. Please check the areas you could donate your time and skills to or add any additional skills you would like to share. Your support will help reduce our operating expenses and keep tuition reasonable. When completed, please return this form to the office and we will call you when your skills are needed.

Thank you from The Board of Directors

Child's Name _____

Parent's Name _____ Phone _____

A. BUILDING AND GROUND MAINTENANCE

- General Repairs – carpentry, painting, etc
- Utilities and Appliance Repairs - plumbing, electrical, HVAC
- Yard and Playground – trimming, landscaping, weeding, play area repair
- Janitorial – spring cleaning, vacuuming, washing walls, moving furniture

B. EDUCATIONAL SUPPORT

- Sewing and mending
- Artistic talents - musician, dancer, lettering, drawing, woodworking
- Materials repair – painting, refinishing, mechanical repair
- New Materials – inventory, acquisition
- Laminating classroom materials
- Room Parent – telephoning, errands, special projects, field trips
- Listen to children read (requires training prior to classroom involvement)
- Photography for newsletters

C. PUBLIC AFFAIRS

- Web pages – updating text, photos
- Publicity – posters, advertising, bulletin boards
- Social and Service Events – Open House, dinners, picnics, parent meetings
- Fund-raising – (playground equipment, classroom materials) – events, organization, publicity, etc.

D. OTHER

- Secretarial – typing, bulk mailing, filing, making copies
- Computer Skills – Word, Excel, Access or Power Point
- Accounting
- Legal
- Library – Shelving, repairing, labeling
- Veterinarian – Classroom animal care, aquariums
- Phone calling
- Special Event Cooking
- Special Event Babysitting
- Vehicles for Hauling (truck, van, station wagon) Type of vehicle(s) _____

E. Do you have any special interests or talents that you could share with the children? _____
