

November 18, 2008

Dear Charter School Families,

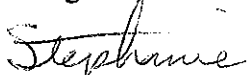
My name is Stephanie Affourtit. I am a parent of two students at the Charter School and the chairperson for the school's new Family Involvement Team. I am excited about the new family involvement structure we have put together giving families more opportunities to get involved. The mission and vision of the Family Involvement Team (FIT) supports the school's mission of strong parent involvement. FIT's vision is that "All families will participate in and enrich the educational experience at the Charter School of Morgan Hill."

We have designed the FIT program to encompass many different ways to support the school's needs and to support the educational experience of your child. These opportunities will evolve over time as the needs of our school community evolve. To oversee the program and make sure the needs of all are addressed, we have set up the program to include 2 volunteer coordinators, Lora Knol and Gary Luke. Lora and Gary are available to answer any questions you have about the program and to assist you in finding the right volunteer opportunity, should you need guidance. Their contact information is at the bottom of this letter.

Please take the time to read the descriptions of the volunteer opportunities currently available. Return the attached sign-up form to your child's teacher or to the office no later than Dec. 3rd. Keep in mind that these volunteer jobs do not replace or affect the in-class jobs you may already have been performing.

Before Christmas break, you will receive either a phone call or an email confirmation of your volunteer selections and will get more information as to when your team will get up and running. We look forward to having all committees in full force in January.

Best regards,



Stephanie Affourtit

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Lora Knol loraknol@gmail.com 281-7626

Gary Luke gluke@garlic.com 203-5731

FAMILY INVOLVEMENT

<i>Volunteer Job</i>	<i>Description</i>	<i>Vol. Hrs</i>
VOLUNTEER COORDINATION		
Classroom Rep. Coordinators (2)	Class Rep. Coordinator (K-3) & (4-6): Support Classroom Reps. by providing assistance, materials and/or training to complete their tasks and be a point of contact for all classroom reps. Provide new teachers with information on structuring classroom volunteer positions before Back-to-School Night.	2 hrs./mo.
Data Entry for Volunteer Program	Enter committee members into database. Manage data and generate reports as needed (who is on what committee, skills, interests etc.)	varies
ACADEMIC SUPPORT		
Library Support	<u>Librarian:</u> Oversee overall operation of school library including coordinating classroom visit schedule, managing and training of volunteers, cataloging books, promotion of library etc. <u>Volunteer Support:</u> Re-shelve returned books. Catalog new books into the computer system and make labels for books to be put on shelves.	1-2 hr /wk flexible 30 -60 min/wk flexible
Technology/Media	Support the school's technology. Maintain and repair school's technology equipment including computers, video and audio equipment.	
Music Program Support	The Music Department Committee will primarily be responsible for assisting the faculty effectively teach the music curriculum, volunteering and/or recruiting additional volunteers to work in or outside of classrooms and/or other duties as requested by the faculty. The Committee will also serve as the liaison between the parent volunteers and the Music Department faculty (and the school) regarding the parent volunteers' desires for the school in terms of Music curriculum, such as: opportunities to work together on various types of performances; helping to enhance the Music curriculum's relationship to PBL, etc.	
Reading Program Support	Work with individual students or small groups to improve their reading skills. Training and materials will be provided by teachers. Must be willing to commit to at least 1 hr. per week consistently.	1+ hr./ wk consistent.
Math Program Support	Work with individual students or small groups to improve their math skills. Training and materials will be provided by teachers. Must be willing to commit to at least 1 hr. per week consistently.	1+ hr./ wk consistent.
Middle School Support	Assist middle school staff and students with events such as DC fundraisers (jamba juice and Innsbrook sales) and assist student council with its needs including organizing middle school dances.	varies
FACILITIES		
Health/Safety	Implement school's health and safety plan.	varies
School Site Workdays	<u>Supervisor:</u> Work with Principal to generate "To Do List", gather needed supplies and manage volunteers for site workdays. <u>Volunteer:</u> Complete improvements on building/grounds on designated school site workdays (usually on one or two weekends).	
Facilities Maintenance	Ongoing maintenance of facilities and grounds.	
School Garden/Ag Support	<u>Supervisor:</u> Work with Ag. Dept. to generate "To Do List", gather needed supplies and manage volunteers. <u>Volunteer:</u> Help maintain educational garden, its products and its structures.	varies

Continued on other side

FAMILY INVOLVEMENT

FAMILY SUPPORT		
Family Welcoming Committee	Create and administer New Family Orientation: meeting to orient new families on school community, activities, etc.	varies
Family Support Outreach	Reach out to CSMH families in need. Reaching out could involve arrange meals to be made and delivered, arranging special in-class or carpool needs etc. Interface with family and teacher if appropriate and other volunteers.	varies
Carpool Support	Coordinator: Coordinate volunteers to assist staff with carpool drop-off and pick-up. Manage and distribute carpool map. Support: Volunteers needed to assist staff with carpool drop-off and pick-up.	30 min.
School Directory Coordinator	Process directory data and orders. Produce and distribute directory to school community.	
EXTRA-CURRICULAR ACTIVITIES		
Event Support	Participate in supporting one time school events such as School Portraits, Charter School Olympics, Teacher Appreciation Luncheon, Athletics Award Ceremony, After School Sports Programs, Yearbook and event sales of Cheetah Wear Merchandise etc.	varies per activity
Intramural Sports	Volunteers are needed to assist coach oversee the games Games are held during lunchtime.	
Recess and lunch Committee	Provide supervision of students on playground, in the quiet room, garden area and lunchroom during recesses. Help distribute the school's hot lunches.	30-60 min
FUNDRAISING		
Clos La Chance Auction	Procure auction item donations, set up, clean up, decorate, work check-in booth, work check-out booth, work with classroom reps to procure class baskets and classroom auction items, organize and label auction items, marketing of event, etc.	
Family Fun Festival	Needed to set-up and organize the entire event including setting up and breaking down booths, organizing game and other booths, plan and organize food items to be sold, donations, ticket prices for food volunteers and needed equipment. Volunteers will be on a committee – <u>if you want to only work a shift for your classroom's booth on the day of the event, do not sign up for this committee. See your classroom teacher or class rep. to sign up to work at your class booth.</u>	1-5 hrs.
Community Commerce	Assist with processing the boxtops and escrip programs.	2 hr/mo.

C.S.M.H. Family Involvement

Due back to teacher by Dec. 3rd.

FAMILY LAST NAME(S): _____

VOLUNTEER OPPORTUNITIES

Put a check in the circle next to the committee(s) you would like to join. Next to the name of the committee, list the name of the family member who is volunteering for that committee. If you are already working on a committee, please list your name next to the committee title. This form is for signing up for school wide volunteer jobs only. This does not replace or affect the in-class jobs you may already have.

VOLUNTEER COORDINATION SUPPORT

- Data Entry Volunteer
- Classroom Rep. Coordinator (K-3)
- Classroom Rep. Coordinator (4-6)

Name

ACADEMIC SUPPORT

- Librarian
- Library Support
- Technology/Media
- Music Program Support
- Reading Program Support
- Math Program Support
- Middle School Support

FACILITIES

- Health/Safety Committee Leader
- Health/Safety Support
- School Site Workday Support
- School Maintenance
- School Garden/Ag. Leader
- School Garden/Ag. Support

FAMILY SUPPORT

- Family Welcoming Committee Leader
- Family Welcoming Committee Support
- Family Support/Outreach Leader
- Family Support/Outreach
- Carpool Coordinator Leader
- Carpool Support
- School Directory Support

EXTRA-CURRICULAR ACTIVITIES

- Event Support Leader
- Event Support
- Intramural Sports
- Recess and lunch Support Leader
- Recess and lunch Support

FUNDRAISING

- Clos La Chance Committee
- Family Fun Fest Committee
- Community Commerce Support

Want more opportunities to volunteer? Let us know what other skills or interests you have.

SPECIFIC SKILLS LISTING:

Name/Occupation _____

Name/Occupation _____

Hobbies, Collections, Passions, Interests, Pass-times

(You may be brilliant and enthusiastic in areas that are not your profession)

FAMILY CONTACT INFORMATION

Name _____

Email _____ Phone _____

Name _____

Email _____ Phone _____

Name of student(s):

1) _____ Grade this year _____

2) _____ Grade this year _____

3) _____ Grade this year _____

4) _____ Grade this year _____