

**Parent Volunteers Needed:**

We are glad your child will be joining us at Indian Run Preschool. Every year we have many families ask how they can get involved at Preschool. This year I am sending this letter to all of you in the summer to see if you would be willing to help at the preschool for the school year. Please consider volunteering at Indian Run Preschool. Read over the job descriptions and email any area that you would like to volunteer to help with during the school year.

**Book Order Parent:** Take care of separating the order forms and deliver books to the classes.

**Campbell's Soup Labels:** Organize and send away the soup labels.

**Cover Library Books:** Cover new books with contact paper. This job can be done at home.

**HALL MONITOR:** We need one hall monitor everyday to help do the drop off service. All you need to do it come to school about 10 minutes early and make sure all the children make it down the hallway safely. The job only takes about 20 minutes each day. I need a total of 13 parents to help with this task.

**Library Aid:** File the books after they have been used in the classrooms. Only takes a few minutes each week.

**Parent Office Helper:** Volunteer one day a month to help in the office; making copies, passing out papers, mailing items and other fun jobs.

**Parent Shoppers:** Take a list of supplies to Wal-Mart or other stores nearby and gather items for the preschool. Usually parents just asked if we need anything when they are running around to local stores.

**Parent Workshops:** Organize a few workshops for the families of our preschoolers.

**Photographer helper:** Help the photographer during the spring and fall picture days.

**Speech and Hearing Screening Helpers:** Walk small groups of children to and from the screening all done on one session of school.

**Substitute Hall Monitor:** Be on the sub list for the regular hall monitors.

**Teacher Appreciation Luncheon:** Organize a lunch for the teachers in April.

**T-Shirt Sales:** Organize our annual t-shirt and sweatshirt sale.

I would greatly appreciate any job that you would like to volunteer to help with at the preschool! We love to have parents help here at school and the children love to have their parents come to school as well.

THANK YOU FOR VOLUNTEERING!