

## Library Volunteer Program

Would you like to help out in the Alcott Library?

Parent volunteers are needed for many tasks to help keep the library running smoothly. It's a wonderful opportunity to work with students and to contribute to school life in a meaningful way.

This year, the library volunteer program will consist of the following:

- Grades K - 3 will have TWO VOLUNTEERS per class.
- Grades 4 & 5 will have ONLY 1 VOLUNTEER per class.
- Volunteers will need to be available WEEKLY.
- There will also be a small roster of people, who will be SUBS for any class in their child's grade level, when needed and as their schedule permits.

The selection process will be carried out by LOTTERY during the first few days of the school year. Library sign up forms, CORI forms and the library class schedule are available for download online on the Alcott Library Web page:

<http://mail.colonial.net/%7Ejpeachey/library/volunteers.html>

or you can obtain paper copies of these volunteer materials at the Alcott Office over the summer months.

Please note, the library class schedule will use classroom codes rather than a teacher's last name. The class code will consist of your child's teacher's last initial followed by their grade level. For example, Mrs. Eckel's 1st grade class code would be E1.

SO, IF YOU'RE INTERESTED IN VOLUNTEERING, HERE IS WHAT YOU'LL NEED TO DO:

- Fill out: 1) the entire library volunteer form AND ...  
2) the CORI application form
- Return the library volunteer form to the Alcott school office by Tuesday, September 12<sup>th</sup>.
- If you do not have a current CORI approval, return the completed CORI form to Polly Attwood.
- You'll be notified the week of September 18<sup>th</sup> by email or phone, should you get a slot.
- Reserve September 20<sup>th</sup> on your calendar to attend a mandatory volunteer training session, should you get a slot. The training will be held at the Alcott library on Wednesday morning, September 20<sup>th</sup> from 9:30 to 11:00.
- Library duties begin the week of September 25<sup>th</sup>.

Reminder: CORI applications must be resubmitted every 3<sup>rd</sup> year. Check with Polly Attwood at [pattwood@colonial.net](mailto:pattwood@colonial.net) to see if your CORI approval has expired.

There will be a box for completed forms in the Alcott Office. All forms must be completed and returned to the Alcott office by Tuesday, September 12, 2006.

Thank you for supporting the Alcott Library. If you have any questions please feel free to email or call.

Sincerely,  
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978 287-0231