



Dear Parents,

2019-2020

When the school bell rings, children anticipate meeting new classmates and experiencing new activities, while we in the Media Center prepare to offer a variety of exciting services and programs. During the school year, your children will visit the Media Center on a weekly basis to select materials, enjoy different forms of media, interact with their classmates, perform research, use the MakerSpace, and read.

To provide these educational opportunities for students, adult volunteers play an important part. We invite you to be a part of your child's school day by volunteering in the Media Center. We offer a variety of shift times, lengths, and frequency. We will add you to the schedule based on your availability. Volunteers help with the following activities:

- Checkin and shelve books
- Checkout books to Kindergarten and 1<sup>st</sup> grade students
- Assist students with locating books
- Guide small groups with media, Maker, or STEAM activities
- Provide clerical support such as making copies, labeling, preparing signs and displays
- Keep the library organized and in tip-top shape



All of these tasks, big or small, are necessary to the success of our program in the Media Center!

Please fill out the form below and return it today or send it back to school with your student. You will be making a difference for your child and ALL the students at Cherry Tree.

Sincerely,  
Rachel Lima  
Media Specialist

### Media Center Volunteer

*\* Please print neatly below \**

Volunteer name \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

Circle all that apply:

Available volunteer days:    M    Tu    W    Th    F

Available volunteer times:    8:30-10:00    12:00-2:00    Flexible morning time    Flexible afternoon time

Volunteer frequency:    Weekly    Every other week    Monthly

Are you available to substitute for another volunteer who is unable to fill a shift?    Yes    No

Additional comments about availability \_\_\_\_\_

\_\_\_\_\_