



VOLUNTEER OPPORTUNITIES

To help defray expenses that would result in higher tuition, South Suburban Montessori School continues to depend on parents to perform many of the tasks necessary for the operation of the school. All families are asked to donate a minimum of 15 hours of volunteer time per year for one child, 25 hours for two children and 30 hours for 3 or more children. These volunteer hours are in addition to your participation in the various fund raising activities especially our annual auction. All volunteer hours must be filled by June 1st. **All unfulfilled volunteer hours will be billed at a rate of \$20/hr.**

We sincerely hope that you will continue to come forward and volunteer beyond the minimum requirements. Volunteering is a way to contribute to your child's education and to form a crucial link between school and home. We thank you in advance for your time, energy and support!

Below you will find a small sample of various volunteer opportunities offered at SSMS and the time you may credit for each one.

BOARD COMMITTEE MEMBER* Serve on a board committee and attend meetings.

PARENT PARTNER PROGRAM Earn one hour by being a mentor to a new family.

HOSPITALITY COMMITTEE Provide a plate of snacks and/or help set up and/or clean up for parent workshops, open houses and other school events. **Please provide a receipt for your expenses and your time spent to ensure proper volunteer hour credit.** You may also request a tax-deductible donation form from the office for tax purposes.

PARENT TEACHER ASSOCIATION* Join and attend meetings of our PTA and help in planning social and fund raising events throughout the year.

BUILDING AND GROUNDS* Clean, repair and maintain classrooms, grounds, building, and/or special projects.

CLASSROOM HELPER (3 Hrs.) Help in the classroom with special classroom projects, i.e. holiday crafts, cooking, special celebrations, etc, make or repair classroom materials (may include typing, cutting and pasting, laminating, sewing or carpentry among other things).

BOOK CLUB ORDERING (1 Hour each order) Distribute forms approximately 8 to 10 times per school year. Then collect, sort, place, and distribute order. This may be done at home for the most part.

ROOM PARENT (4 Hrs.) Organize special crafts, events, or field trips with your child's classroom director/ess.

CHILDREN'S HOUSE CLASSROOM DUTIES

SNACK (2 Hours each time) Purchase snack items from a list provided by your Director/ess on the weekend and deliver to the classroom on Monday morning.

LIBRARY (1 Hour each time) Select books from the public library from topics recommended by your Director/ess, deliver them to the classroom for the children's use and return them to library by the due date.

OVER

LAUNDRY (1 Hour each time) Launder classroom washable items over the weekend and return to the classroom on Monday morning.

SKI ADVISOR for Elementary Students - (3 Hours each time) Help introduce new skiers to procedures and proper use of ski equipment. Assist with supervision of students on and off the ski slopes. Some ski experience is a necessity!!! Skiing is scheduled from 1:00 to 3:30 pm for approximately 8 weeks beginning the first week in January.

FIELD TRIP DRIVER* You will drive and supervise students as they participate in a scheduled off campus field trip. **All field trip drivers need to have a fingerprint background check on file with the school per Ohio State laws.** You may obtain one in the beginning of the school year on a scheduled day and time here at SSMS at the school's expense.

DONATING BAKERY AND OTHER ITEMS Donations of bakery or classroom items such as pet supplies will be calculated by the cost and time spent. **Please provide a receipt for your expenses** and your time spent to ensure proper volunteer hour credit. You may also request a tax-deductible donation form from the office for tax purposes.

Watch emails and weekly folders throughout the year for
other volunteer opportunities!

HOW TO REPORT YOUR VOLUNTEER HOURS:

1. By filling out a Volunteer Slip which is located on the bulletin board outside the office.
 2. Online at our website (www.ssmsmontessori.net) by going to the Parent Community section and entering the following password: **ssmsparent**
- It is each families responsibility to record and report their volunteer hours to the office. If a family is unable to fulfill their volunteer commitment by June 1st, per your Student Enrollment Agreement, they will be billed for the unfulfilled hours at a rate of \$20.00 per hour.

FUND RAISING ACTIVITIES

*SSMS is a Non-Profit Organization; SSMS relies on a certain amount of fundraising to help defray expenses that would result in higher tuition costs. Although there are no prescribed monetary amounts, each family is asked to participate at the level they feel they can afford. Families are also welcome to help secure fundraising dollars and/or sponsorships through outside sources such as grandparents, friends, colleagues, **United Way, and company matching donations.** A tax-deductible donation form will be provided to the donor.

SSMS's major annual fundraiser is the "Hand in Hand" Auction. **All families are required to participate in this annual event.**

The following are on-going activities throughout the school year: The gift certificate program, the grocery receipt program offered by Giant Eagle and Heinen's, Campbell's Labels for Education, and General Mills Box Tops for Education.

* You may credit actual time spent on these projects.

Thank you for your participation in these SSMS Community efforts.