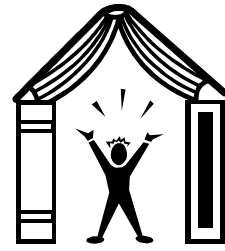


# Calling Library Volunteers !

Fall 2011



Dear Mount Prospect Parents and Guardians:

Welcome to a new school year. I hope that you will consider volunteering in Mount Prospect Library this year. Reading and research activities will generate library circulation of over 30,000 items this school year, and our operation depends on the help of reliable parent volunteers. Your assistance will benefit every single student and staff member at Mount Prospect School.

Our library promotes a lifelong love of reading and learning, and our mission supports the school curriculum at every level. By using library resources, students challenge themselves, improve their skills, expand their horizons and grow as individuals. This essential program can succeed with your help.

Library circulation helpers come for a regularly scheduled hour. You can sign up for a weekly or an alternate-week schedule. Your job involves checking books in or out using the library computer and shelving books in their precise spots on the shelves. No prior library experience is necessary, but consider the following: all aspects of this job require attention to detail. You should have a deep and abiding affection for alphabetical and numerical order with decimals.

Kindergarten classes have come to the library at the same time every week. First through fifth grade classes have fixed library times on alternate ("A" or "B") weeks. You can express a preference to volunteer at the time of your child's class, or you can sign up as a free agent to come in on a morning or afternoon of your preference.

Interested in participating? Please remember that the most appreciated trait of a good volunteer is reliability. We're counting on you throughout the school year. Mount Prospect requires that all *new* volunteers attend an introductory volunteer orientation, scheduled for Thursday, October 6<sup>th</sup> (your choice of 9:30 a.m. or 7:00 p.m.) Library questions? Leave a message at 470-1600 (ext. 123) or send an email to [bfrancis@bernardsboe.com](mailto:bfrancis@bernardsboe.com).

Thank you.

*Ms. Francis*

Beverly Francis, Mount Prospect Librarian



## Library Volunteer Reply

Please reply no later than Friday, September 30th. You can fill out this form, or you can summarize your preferences in an email message to [bfrancis@bernardsboe.com](mailto:bfrancis@bernardsboe.com).

**Parent's Name:** \_\_\_\_\_

**Name(s) of your child(ren) at Mount Prospect:**  
\_\_\_\_\_

**Telephone:** (home) \_\_\_\_\_ (cell) \_\_\_\_\_

**Email:** \_\_\_\_\_

Would you like to work in the library on alternate weeks when your child's class is scheduled? Please circle your preferences. (Kindergarten is weekly, if you wish.) The A and B week calendar is on the library website (<http://www.onsourcesystems.com/school/webpage.aspx?id=324520&xpage=>)

Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Kwityn (A and B) (Tues. 11:30 – 12:20)	Jakubowski (B) (Mon. 2:10 – 3:00)	Kizoulis (A) (Tues. 1:20 – 2:10)	Morrone (B) (Mon. 10:40 – 11:30)	Guggenheim (A) (Mon.. 9:50 – 10:40)	Saide (B) Mon. 9:00 – 9:50)
Noiset (A and B) (Tues. 11:30 – 12:20)	Greaney (B) (Tue. 2:10 – 3:00)	Lombardo (A) (Wed. 1:20 – 2:10)	Van Natta (B) (Tue. 10:40 – 11:30)	Pellicone (A) (Tue. 10:40 – 11:30)	Hughes (B) (Tue.. 9:00 – 9:50)
Milito (A and B) (Wed. 11:20 – 12:10)	Reynolds (B) (Wed. 2:10 – 3:00)	Casale (A) (Thur. 1:20 – 2:10)	Gullifer (B) (Wed. (10:30 - 11:20))	Richardson (A) (Wed., (9:50-10:40)	Scheckman (B) (Wed. 9:50 – 10:00)
Vena (A and B) (Wed. 12:10 – 1:00)	Hall (B) (Thur., 2:10 – 3:00)	Druce (A) (Thur. 2:10 – 3:00)	Murphy (A) (Thur. 12:30 -- 1:20)	Ganz (A) (Thur. 9:50 – 10:40)	Czeto (B) (Thur. 9:00 – 9:50)
	Greene (B) (Fri. 2:10 – 3:00)	Jain (A) (Fri. 1:20 – 2:10)	Pepitone (A) (Fri. 10:40 – 11:30)	Vreeland (A) (Fri. 9:50 – 10:40)	Linstra (B) (Fri. 9:00 – 9:50)

Would you like a more general schedule? Please list your preferences:

My first choice:

What day of the week? \_\_\_\_\_ Morning or afternoon? \_\_\_\_\_

My second choice:

What day of the week? \_\_\_\_\_ Morning or afternoon? \_\_\_\_\_

How often? \_\_\_\_\_ weekly \_\_\_\_\_ alternate weeks

\_\_\_\_ I have already received Mrs. Slutzky's volunteer training in a prior year.

\_\_\_\_ I will attend Mrs. Slutzky's volunteer training on October 6th (9:30 a.m. or 7:00 p.m.)

\_\_\_\_ I am willing to make phone calls/send emails and assist with coordinating the volunteer schedule.