

School Duty Volunteer Positions

Scholastic Book Order	Be responsible for coordinating orders from Scholastic and distributing the books.
Class Photo	Take a class photo, as well as some candid shots of the class.
Cutting	Cut out shapes in preparation for crafts; materials provided.
Handy Person	Perform minor repairs as required.
Laundry	Wash aprons, wipe-up cloths, etc. as required.
Mending	Make small repairs to aprons or costumes, as required.
Monthly Calendar	Maintain the monthly calendar in the hallway with birthday notices, special events, fundraising dates and dates of executive meetings.
Telephone Tree Captain	In bad weather or an emergency, the parent representative will call you and ask you to call the parents on your telephone tree.
Book Mender	Repair books in need of TLC.
Short Notice Parent Helper	Fill in on short notice for a parent who can't make their duty day. The snack will be provided by the absent parent.
Photo Album	Maintain the nursery school photo album.
Certificates	Prepare graduation certificates for each child.