



On behalf of the MCDS Parent Guild Executive Committee, I would like to welcome you to a new school year. I am thrilled to be president of our parent group which boasts very high volunteer numbers, engaged parents and an open and friendly atmosphere. The Parent Guild Executive Committee is proud and excited to play a supporting role in our wonderful school. We invite every member of the MCDS community to join us by getting involved in any way they can.

The MCDS Parent Guild is a volunteer organization whose mission is to build community spirit and support our children, the MCDS faculty, staff and administration, and the broader school community. The Guild is here to serve our growing community of families and staff. Every parent or guardian of an MCDS student is automatically a member of the Parent Guild.

Parent Guild members are actively engaged in many ways. Volunteers serve Guild-provided treats at school concerts, run many Guild sponsored family events such as the Back to School Picnic, the Winter Celebration and the Spring Carnival, assist teachers with classroom needs, and raise important revenue for off-budget purchases through participation in our fundraising efforts. Additionally, the Guild shows its appreciation for faculty and staff by organizing monthly teacher luncheons, (provided by the families of a different grade each month and chaired by parents within that grade,) providing a holiday gift and party, an end of the year staff event, "teacher appreciation week" gifts, and occasional, additional meals and treats.

The Parent Guild Executive Committee will hold an open meeting every other month during this school year. Meetings are held in the Lower School lobby and begin at 8:00 a.m. I hope you will join us for the first meeting of the year which will be held on September 15. Prior to that date, please join us for a Welcome Coffee after drop off on August 31. This is a fun, social time to greet old friends and meet new ones. Be advised that on both August 31 and September 1, we will also be hosting a quieter get together just for our Early Childhood parents (Pre-K and Kindergarten,) who might be feeling too emotional for a larger social event. They are, of course, also very welcome to attend the coffee.

Lastly, please complete a Parent Guild Volunteer Form and indicate how you would like to be involved. The form is included in this email and will also be available at the Parent Guild table during Registration & Orientation and at the each reception desk. Please contact the Parent Guild Volunteer Coordinator, Jodi Shehadi, me, or any other member of Parent Guild Executive Committee with questions or comments at any time.

We look forward to sharing a fun and exciting year at MCDS!

Yours truly,

Kayte Cunningham, President 239-0206 parentguild@madisoncountryday.org

Gwen Bosben, President Elect

Terri Reda, Secretary

Marmar Miar, Treasurer

Jodi Shehadi, Volunteer Coordinator



Parent Volunteer Opportunities

Volunteers are extremely important to us! MCDS is a small school which relies heavily on volunteers to sustain a vibrant School community. Volunteering is an excellent way to get to know other parents as well as to give back to our school community. Please fill out the form below and return it to the Volunteer Box on Orientation Night, August 27th, 2009, or email Jodi Shehadi, Volunteer Coordinator, at jodishehadi@yahoo.com.

Name _____ Date _____

E-Mail Address _____ Phone _____

Child(ren)'s last name _____ grade(s) _____

My Family is new to MCDS. Please call me to discuss volunteering opportunities. _____ (check)

- **Receptionist** Volunteers are trained and will staff the MS/HS reception desk as well as substitute at the LS reception desk at lunchtime and during Secretary absences. Duties include covering the phones, registering visitors, assisting students with minor medical needs, assisting teachers with various projects, providing evacuation assistance during drills and collecting attendance sheets during a.m. shift. Shifts will be **Every Other** week or approximately 2 shifts per month. Morning Shifts will be from 8:00 a.m. to 11:45 a.m. and Afternoon Shifts will be from 11:45 a.m. to 3:30 p.m. Please indicate below your first, second and third choices in terms of days and circle your preference for either an a.m. or p.m. shift time. Also indicate if you would like to work more than one shift.

1st Choice _____ a.m. / p.m. **2nd Choice** _____ a.m. / p.m. **3rd Choice** _____ a.m. / p.m.

- **Milio's Fridays** Volunteers sort orders and serve sandwiches during lunch two Fridays a month from 11:30 a.m. to 12:30 p.m.
I am interested in volunteering once a month _____ twice month _____

- **Pizza Fridays** Volunteers organize and serve pizza during lunch two Fridays a month from 11:30 a.m. to 12:30 p.m.
I am interested in volunteering once a month _____ twice month _____

- **Admissions Volunteer** Volunteers help Admissions & Marketing Director, **Jen Klug**, with Open Houses, mentoring of new families and performing occasional clerical duties.
I am interested in volunteering _____

- **Laminating Volunteer** Volunteers assist teachers with laminating projects for one hour per week. Training is provided.
I am interested in volunteering _____

- **Library Volunteer** Volunteers shelve books and help with other assorted tasks. Hours are flexible throughout the year.
I am interested in volunteering once a month _____ twice a month _____

- **Garden Volunteer** Volunteers will be contacted approximately 2 times per trimester for a variety of seasonal fun sprucing-up projects.
I am interested in volunteering _____

- **Photocopying Assistant** Each volunteer spend approximately one hour each week photocopying items for teachers. Please note that teachers may need to make "last minute" copies of their own in the first hour of the morning, and take precedence. Please indicate the day that works best for you.

M T W T H F

Parent Volunteer Opportunities Cont'd

- **Lost & Found** Volunteers monitor the LS and MS/HS Lost and Found areas to keep items contained and at a manageable level. Once each trimester items are displayed for and then donated.
I am interested in volunteering for LS _____ MS/HS _____
- **Box Tops for Education** Each trimester volunteers help collect and count BoxTops to support Parent Guild events.
I am interested in volunteering _____
- **Printer Cartridge and Cell Phone Recycling** Volunteers mail in the collected ink jet/laser cartridges and cell phones for recycling twice a year or as needed.
I am interested in volunteering _____
- **MCDS Coffee Sales** Place and pick up weekly orders at Just Coffee, Madison. Monday mornings brew and serve coffee in the LS lobby.
I am interested in volunteering _____

EVENTS & DATE SPECIFIC OPPORTUNITIES

- **Back to School Picnic** (Friday, September 11, 2009).
I am interested in volunteering for this event _____
- **Grandparents Day** (Friday, October 2, 2009).
I am interested in volunteering for this event _____
- **Hospitality Volunteers** Volunteers set-up and serve refreshments for evening concerts. Please indicate the event(s) in which you are interested.
All School Winter Concert DEC. 10 _____
LS Spring Concert MAY 20 _____
MS/HS Spring Concert MAY 27 _____
- **Auction Volunteer** (March 20, 2010). Volunteers support our Annual Fund Auction through auction item procurement, event planning, food preparation, and set-up.
I am interested in volunteering for this event _____
- **Books and Bagels** A morning community event in which parents and their child(ren) enjoy reading and breakfast before school starts. Volunteers are needed to help set-up and clean-up. Please sign up for the either the fall event, spring event, or both.
I am interested in volunteering for the following event(s): NOV. 18 _____ APR. 14 _____
- **Winter Celebration** (Friday, January 22, 2010)
I am interested in volunteering for this event _____
- **Spring Carnival** (Friday, May 21, 2010).
I am interested in volunteering for this event _____
- **Book Fair Volunteers** Volunteers organize, shelve and sell books during the Fair.
I am interested in volunteering for this event: DEC. 2-4 _____ APR. 28-30 _____
- **Picture Day/Retake Day** Volunteers direct students and keep the lines moving along.
I am interested in volunteering on: OCT. 13 _____ NOV. 17 _____ FEB. 17 _____
- **Used Uniform Sales** Volunteers are needed to assist sorting, displaying and selling used uniforms twice a year.
I am interested in volunteering for the following event(s): JAN. 2010 _____ AUG 2010 _____

“Act as if what you do makes a difference. It does.” ~ William James