

Return if Applicable

To: Families and Friends of Hartford University School for Urban Explorations

From: Paula Storniolo, Parent, Co-Chair of the Hartford Parent and Staff Organization (PSO)
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**Get Involved in Your Child's Education—
The Hartford Community Welcomes Your Contribution!**

Your PSO welcomes you to an exciting year at Hartford University School for Urban Explorations! There are many ways to contribute to your child's education--in and out of the classroom. The following is a list of events and activities that the PSO needs parent volunteers to assist with. Please complete the section below and check off the items you would like to help with or learn more about. **Please complete one form per volunteer (not one form for each child).**

Your Name _____ Day Ph# _____ Eve Ph# _____

E-Mail _____

Address _____ Zip _____

Please check one and sign below:

I authorize the PSO to share my contact information with other parents so that they can contact me with information about specific Hartford volunteer opportunities.

Please do not share my contact information with other Hartford parents.

Signature _____

Student Name(s)	Grade	Room #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please communicate the school's need for help by:

E-Mail (please make sure your e-mail address is listed in the section above)

Flyer sent home with my child

Phone call (please make sure your contact information is listed in the section above)

<Continued on reverse side>

During the school year, I'd like to help with one or more of the following activities:

Participate in the Back to School Family Picnic at Kern Park on Wednesday, **August 26** from 5:30-7:30. Help needed with shopping, set up, and clean up. Time commitment is 2-3 hours.

Lead the team that plans and organizes the Pasta Dinner for the Open House on **September 17**. If you are good at organizing an event, we need you! Detailed, written instructions are available. Time commitment is approximately 8-12 hours total and includes contacting parents who volunteer to participate on the team, shopping for groceries and supplies, and coordinating volunteers on the night of the event.

Participate on the Pasta Dinner team for the Open House on **September 17**. Time commitment is 1 to 4 hours on the night of the event and includes helping to cook, set up, serve and/or clean up.

Help staff the Book Fair. Time commitment is 2 hours or more. (You decide.) Volunteers will serve as cashiers under supervision of the staff. The Book Fair occurs Monday through Thursday one week in October (**October 12-15**) and one week in March (**March 8-11**). Volunteers are needed during the school day and on the evenings of parent conferences (**10/13, 10/14, 3/9 & 3/10**).

I can help (check all that apply):

- Fall/daytime Fall/evening Spring/daytime Spring/evening

Participate in the Hartford School Family Picnic in Lake Park on Thursday, **June 10** from 4:00-7:00. Help needed with shopping, set up, and clean up. Time commitment is 2-3 hours.

Plan and organize Staff Appreciation events. Typically, a brunch is provided for staff around mid-year and again in early May for Teacher Appreciation Week. Time commitment is approximately 6 hours for each event and includes sending home flyers (staff will assist with this), collecting parents' donations, shopping for food and supplies, contacting parents who volunteer to help set up and serve, and organizing volunteers at the actual event.

Help organize the "Staff Wishing Well". Time commitment varies. (You decide.) Volunteers will contact teachers to get their "wish list" of donated items and services, help decorate one or more bulletin boards with the list of requested items, help teachers receive and organize donated items, and help contact and provide information to parents who volunteer to help with requested items.

Provide occasional assistance to the art and/or music teacher for special projects like displaying artwork, transporting instruments, cleaning, etc. Time commitment varies. The teachers will contact you with specific requests.

Help run a targeted fundraiser, such as an ongoing coffee sale or Mr. Z's Fundraiser. We are looking for creative, fundraising types who can help plan and implement ways to earn money to fund specific initiatives (for example, the ACE music program, Riverside Urban Environmental Center, or the 8th grade trip). Time commitment varies but could be significant at first. Responsibilities would likely include collecting orders from parents on a regular basis and ensuring that they are filled. Grant writers would be great also!

Participate in Friends of Hartford, a fundraising group distinct from the PSO made up of parents, staff, and community supporters. Each year, Friends of Hartford puts on a fundraiser for the Arts and will be raising money for an arts endowment. This year the event is planned for **Saturday, November 21**. The November fundraiser needs people to solicit donations of silent and voice auction items, keep a data-base of donations, organize the event, and work at the event itself. For the endowment, we need people who can help us connect with major donors.

Your time and talents are appreciated! You may also want to contact your child's teacher to see how you can help out in the classroom. You are always welcome in your child's classroom and throughout the school!

PARENTS: PLEASE RETURN TO YOUR CHILD'S TEACHER
(Teachers: please return to the PSO mail-basket in the main office)
THANK YOU!