**Welcome Desk Back-Up Bunch (BUB):** *One shift – 8:00 am to 9:30 am. The Welcome Desk is located outside the front office. BUB is for those with a flexible schedule. You will assist visitors as they enter the school & deliver items dropped-off by parents (i.e. lunch, homework). Each class will be assigned a week to help at the Welcome Desk, but should a class have trouble filling a shift, BUB will be contacted via email the week prior to see if any open shifts can be filled. Your help will be requested, not required.*

*Note: Additional help will also be requested from the Welcome Desk BUB on days where many visitors are expected (i.e. grade-level events).*

**Cafeteria Back-Up Bunch (BUB): \****New; BUB is for those with a flexible schedule. You will assist students in the cafeteria by opening containers, passing out utensils, napkins, & condiments when they raise their hand. Each class will be assigned a week to help in the cafeteria, but should a class have trouble filling a shift, you will be contacted via email the week prior to see if the upcoming shift can be filled by a member of the Cafeteria BUB. Your help will be requested, not required.*

**Morning Greeter:** *7:20am - 7:50am,* **\****New; Serve as a welcoming presence and help keep our school safe. As Morning Greeter, you will wear the Morning Greeter badge found in the white basket on the Welcome Desk, stand inside the front entrance to enthusiastically welcome students, instruct parents to sign in at the office if they wish to enter beyond the Hugs and Kisses Zone, promptly direct tardy students to the office, and instruct parents dropping off forgotten items to write the teacher & child’s name on a sticky note (found on the Welcome Desk) and the Welcome Desk Volunteer will deliver them once she/he arrives at 8:00 a.m..*

**Reflections:** *National PTA sponsored contest. Help with promotion, decorations, entry collection, reception planning, gallery reception, working with judges, etc.*

**Hospitality:** *Provide food and beverages for teacher luncheons and other PTA functions.*

**PTA Programs:** *Assist in planning and implementing monthly PTA meetings and programs following meetings (i.e. International Night).*

**Outdoor Classroom:** *Help with ongoing maintenance (weeding, watering, bird feeders). Assist with annual events (fall bulb planting, spring seed day, mulching day).*

**School Scholarship Fundraiser (Rock-a-thon):**

*Help with registration, t-shirt sales and distribution, advertising, and set-up/clean-up.*

**Class Pictures:** *Assist with getting students ready for their individual and group pictures on picture day (fall and spring).*

**Marquee:** *Help change the wording on the school marquee on Mondays. Please contact Ms. Askins to find out what the Marquee should read.*