



STUDENT VOLUNTEERS!

Rockcliffe Park Book Fair welcomes RPPS student volunteers from Grades 5 and 6. There are several different ways they can volunteer:

With you

Your children are **always** welcome to help when you are volunteering at Book Fair.

During Book Fair setup and sorting

Grade 5 and 6 students may sign to volunteer on the sheet posted in the school office **until Friday, Oct. 20 at 3pm**. No late signup requests will be accepted and students must submit the Letter of Consent (details below) by Oct. 23.

Grade 5 and 6 students may volunteer during recesses from Mon., Oct. 23 to Thurs., Nov. 2. Students simply put down their name and teacher's name, as indicated on the sheet in the office. A few conditions:

- student volunteer spaces are limited at each recess
- we cannot manage requests for students to be paired up
- students may not switch shifts

We will confirm volunteer shifts with your child and their teacher via lists posted at the school. We will also post a master volunteer schedule on the school door of the Big Gym. (Teachers and office staff will receive a copy.)

Students **must check in at the office prior** to their shift to receive their volunteer badge for the day. This helps us track absenteeism. Students not scheduled to volunteer may not enter the Big Gym during recess unless their parent or guardian is with them.

JK/SK Class Sort babysitting

Sun., Oct. 22 is our JK/SK class sort. We are looking for several volunteers – **Grade 6 only** – to help supervise the kindergarten kids in the small gym while their parents are volunteering in the big gym. (We also welcome high school volunteers aged 14+ – these students can email us at: info@rockcliffeparkpsbookfair.com.) We will confirm babysitting shifts via e-mail.



Book Fair weekend

Grades 5 and 6 students may also volunteer during a limited number of shifts during Book Fair weekend: Nov. 3–5. Duties include tidying up book sections, guarding doors, helping stock shelves and filling in wherever needed.

All RPPS students will be listed as “general volunteers” and will receive their assignments prior to their shifts. Students scheduled at 3pm on Fri., Nov. 3 should meet the volunteer coordinator in the school library to receive their shift assignment and name badge. Students scheduled for all later shifts on Friday or the rest of Book Fair weekend will check in at the Information Desk in the Big Gym.

If your child would like to volunteer for any of the above mentioned opportunities, please review the Book Fair Student Volunteer Policies and Expectations (following page) with your child, **sign the consent form and return it to your child’s teacher by Fri., Oct. 20.**



Book Fair RPPS Student Volunteer Policies & Expectations

As this may be a new volunteer experience for both your child and you, we want to provide some information to help everyone understand the guidelines.

- 1) The completed Parent/Guardian Letter of Consent must be returned on or before Oct. 20.
- 2) The student must fulfill all the duties of their assignment and must give notice if they cannot make their shift: **info@rockcliffeparkpsbookfair.com**
- 3) The student must conduct themselves appropriately at all times – they must arrive on time, follow the supervisor’s instructions and refrain from using harsh language.
- 4) Students who do not adhere to the rules and procedures of Book Fair, or who fail to satisfactorily perform their assignment are subject to dismissal. Possible grounds for dismissal may include, but are not limited to: gross misconduct or insubordination; theft of property; abuse or mistreatment of customers, students, staff or other volunteers; failure to abide by Book Fair policies and procedures; and failure to satisfactorily perform assigned duties.
- 5) The RPPS Principal and the student’s teacher have authority to override parental approval and cancel Book Fair shift(s) during school hours.

If you have questions or concerns about these student volunteer opportunities please do not hesitate to contact us:

Book Fair RPPS Student Volunteer Coordination Team
info@rockcliffeparkpsbookfair.com



PARENT OR GUARDIAN LETTER OF CONSENT

My child _____, wishes to volunteer for:

[Check all that apply]

- Book Fair setup and sorting
- JK/SK Sort Night babysitting (Sun., Oct. 22)
- Book Fair weekend (see date and time preferences below)

Fri., Nov. 3 after school _____ evening _____

Sat., Nov. 4 morning _____ afternoon _____

Sun., Nov. 5 morning _____ afternoon _____

You will be informed of your child’s shift times by Wed., Nov. 2.

We have read Book Fair’s Student Volunteer Policies and Expectations and we agree to follow them.

_____ (Student name – please PRINT)

_____ (Student signature)

_____ (Date)

_____ (Parent or guardian name – please PRINT)

_____ (Parent or guardian signature)

_____ (Date)

Parent or guardian contact information

Email: _____

Preferred phone number: _____

Alternate phone number: _____