

RANDALL CARTER ELEMENTARY SCHOOL

Education Media Center
Ms. Marissa Halat, Library Media Specialist

Dear Parents,

Our Media Center is ready to welcome our students and now is the time to sign up as a Media Center Helper. The Media Center is a vital part of the overall learning experience for the children and becoming active with the Media Center volunteer group is very rewarding.

You do not need to have prior experience and we welcome parents, Moms and Dads, who are available one day per week, bi-weekly or once per month. We also need folks to serve as Substitutes on an as needed basis.

Work Shifts are:

Mornings from 9:00 a.m. – 11:35 a.m.

Afternoons from 1:00 p.m. – 3:15 p.m.

If you are able to spare a few hours, please complete and return the lower portion of this form as quickly as possible as we are actively assembling our group. The monthly schedule begins in October.

Please know that your help is greatly appreciated by the staff and students at Randall Carter! **Please feel free to contact me if you have any questions.**

Sincerely,
Deb Califf, Media Volunteers Coordinator
973-686-1950 or deb.califf@yahoo.com

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Return in an envelope marked "MEDIA VOLUNTEER" by as soon as possible.

NAME: _____

Phone: _____ Cell: _____

Email: _____

Child's Name: _____ Grade/Teacher: _____

Child's Name: _____ Grade/Teacher: _____

I am available to **work** in the Media Center on:

	MON	TUES	WED	THUR	FRI
A.M	_____	_____	_____	<u>n/a</u>	_____
P.M.	_____	<u>n/a</u>	_____	_____	_____

I am available to **substitute** in the Media Center on (list days/time):

Frequency (i.e. wkly, every other wk, 1x mo) _____

office use only

Paid PTO member

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