



9540 Holiday Manor Road
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www.gunpowderpta.org

August 30, 2010

A Letter to Those Volunteering at Gunpowder Elementary in the 2010-2011 School Year

Dear Gunpowder Volunteer,

Thank you so much for offering your time and talents to help make this year a successful one.

In order to volunteer at the school, or be a chaperone on any of the field trips, you must first complete a volunteer application. If you filled one out last year, you may be able to simply update it. Secondly, you must watch Baltimore County Public Schools' (BCPS) volunteer training video. This must be done every year. It is usually shown before each PTA meeting and on Back to School Night.

When your application is completed and you have seen the video, you are ready to volunteer!

BCPS and PTA policies require that we keep track of who is volunteering for the school and/or PTA, where and when. When you first come into the school and check-in at the office, you will find a notebook on the top of the secretary's desk for you to sign-in. There is a special section for volunteers. You also must sign out when you leave.

Across from the main desk is a table with plastic white drawers on it and a white notebook. The white notebook is how the PTA keeps track of volunteer hours. Please sign in and out of this notebook as well. Don't worry if you forget one day, you can always add hours later. Time spent at meetings, helping at events, and working on projects for the school or PTA at home all count toward your hours, so please add them in as well. If most of your volunteering is done away from school, I ask that you send me your volunteer hours in an e-mail every month or two. My e-mail address is **volunteer@gunpowderpta.org**. The PTA keeps track of the hours, and at the end of the year, the school recognizes volunteers for their service.

The white plastic table-top drawers contain nametags of all eligible volunteers. I try to keep on top of these, but it may take me a few weeks at the beginning of the year to set things up. After that, if you are missing a nametag, please leave me a note in the white notebook or send me an e-mail.

Thank you in advance for volunteering in the classroom, at home and for the PTA.

Sincerely,

Kathryne Snyder

Kathryne Snyder
PTA Volunteer Hours Coordinator

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