

Teacher Name	Room #	Volunteer Task Description	Best days per week for	Best Time of Day for
Ms. Callahan	Main Office	Reshelf & Organize Guided Reading Books	Monday, Tuesday, Friday	9:00 - 12:00, 2:00 - 3:00
Ms. Callahan	Main Office	Organizing Bilingual Folders	Any	Any
Mr. Patiño	Main Office	Organize closets, office space	Any	Any
Ms. Callahan	Cafeteria	Choir coordination	Monday	3:45 - 4:30
Mr. Patiño	Front of school	Parent Patrol	Any	8:30 - 8:45 / 3:45 - 4:00
Ms. Callahan	Main Office	Decorate bulletin boards	Any	Any
Ms. Callahan	Cafeteria	Lunchroom support	Any	11:05 - 1:19
Mrs Herrera	Room 101	organize library and toys in all centers		
Mrs. Sinclair	Room 213	Practice sight words with individual students	M, T, W, TH, F	9:30-10:15am
Mrs. Sinclair	Room 213	Paperwork - adding to student fluency folders	M, T, W, TH, F	10:30-11:00am
Mrs. Sinclair	Room 213	Paperwork- Cut and staple student Strategy	Friday	12:35-1:35pm
Ms. Regalado	Room 309	Help students who need remedial work	M, T, W, TH, F	9:30 - 10:15 am
Ms. Regalado	Rom 309	Small group support - Math	M, T, W, TH, F	2:00 - 2:30
Ms. Nelson	Room 201	Sight Word practice with individual students	Tuesday, Thursday	10:15 - 11:00
Ms. Tubon	Room 308	Practice skills with flashcards,listen to children	M, T, W, TH, F	9:00-9:45 and 2:40-3:30
Ms. Tubon	Room 308	Make photocopies, organize classroom,	M, T, TH, F	10:48-11:48

Frequency Needed						
Every two weeks						
Until completed (will likely take 3-5 hours)						
Until completed (will likely take 1-2 hours)						
weekly						
Daily or whenever possible						
Monthly						
Daily or whenever possible						
Every two weeks						
As needed basis (likely monthly)						
Weekly						
Daily						
Weekly						
Daily						
Every week						

