

Welcome Desk Sign-up Sheet

Springville Parents and Guardians,

As many of you are aware, Springville has a Welcome Desk in the Main Lobby. The Welcome Desk is staffed by parent volunteers to greet visitors and help relieve the office of many daily interruptions such as forgotten homework, lunches, or instruments. Volunteers may also assist teachers and the PTO with upcoming projects by making copies, tracing, cutting, etc. We need volunteers from 9-11AM and 1-3PM daily.

The Welcome Desk is a great way to get to know the administration, faculty and other parents of Springville. While working at the desk, you will also get to see how the school operates on a daily basis and possibly see your child in the hallway with their classmates, friends and teachers.

If you know you would like to become involved at Springville, the Welcome Desk is the easiest and best way to begin! To volunteer for this program, please fill out and return the bottom of this form by Friday, September 18, 2015.

Thank you for any time and assistance you can offer.

Sincerely,
Candace Mankowski
PTO Secretary
215-353-3835 or candacedorworth@yahoo.com

Please print.

Volunteer Name: _____

Child's Name: _____ Teacher: _____

Phone# _____ E-mail address: _____

***Please note - I will be sending out an email with a sign-up genius link for the year, you will need to go in and sign up for the days you wish to be there.**

PTO Welcome Desk Form return to PTO Secretary