





## Fall Events

- Family Cookout** 😊  
**Event** Social event, barbecue dinner at school on an evening in September; teachers do the cooking (Sept 18)  
**Volunteer Needs** Shop for food, set up, cash collection, clean up
- Horace Mann Clothing Sales** 😊 🏠  
**Event** Sale of Horace Mann logo clothing in the fall  
**Volunteer Needs** Take orders (at school and at the pumpkin festival), place order; distribute clothing
- Ladies Shopping Night** 🏠  
**Event** A PTO fundraising and social event for the ladies of Horace Mann at a local venue (Dec)  
**Volunteer Needs** Reserve venue, find vendors, set up and clean up
- Pumpkin Festival** 😊 🏠  
**Event** A Saturday event which includes games, food, crafts, and pumpkin sales (Oct 18)  
**Volunteer Needs** Set up, food and pumpkin sales, game organization, clean up; A large number of volunteers are needed for this to run smoothly; volunteering is done in shifts




## Ongoing Programs and Activities

- Bank Day** 😊  
**Program** Student banking at school with Melrose Cooperative Bank  
**Volunteer Needs** One Friday per month (or less), collect deposits from students from 7:45-8:15 am in teams of two people
- Beautification** 😊  
**Program** Beautify the outside area around the school building  
**Volunteer Needs** Fall and Spring clean up days occur on two Saturday mornings, volunteers plant and rake and clean up the school area
- Box Tops** 😊 🏠  
**Program** PTO fundraiser which redeems box tops to General Mills for cash  
**Volunteer Need** Collect box tops from classrooms, count, and send them to General Mills
- Enrichment** 🏠  
**Program** Provides enrichment programs for the Horace Mann School  
**Volunteer Needs** Work with the principal to select and schedule programs to enrich our students via talented local performers and educational groups
- Grant Writing Team** 🏠  
**Program** Writes grants to acquire funding for Horace Mann programs  
**Volunteer Needs** Work with principal to search for and write grants for the school
- Hospitality** 😊 🏠  
**Program** Provides refreshments for various school functions.  
**Volunteer Needs** Supply refreshments and help for back to school meetings and help with teacher appreciation week, which includes a luncheon for the entire staff

- Library Committee** 😊 
  - Program** Keeps library up and running
  - Volunteer Needs** Work on a committee which is responsible for buying and processing new books, planning book fairs, and making plans for future library operation
  
- Library Class Helpers**
  - Program** Each class visits the library once per week to be read to, to learn library skills, and or to do research; also students may check out one book per week
  - Volunteer Needs** General help while students are in the library or at various other times to reshelv books and neaten library, time commitment may be 30 minutes or more and does not have to be every week
  
- Lunch Helpers** 😊
  - Program** Lunch service in the cafeteria
  - Volunteer Needs** Serve lunch to two lunch periods, time commitment is about 11am-1pm, any day(s), this is sometimes a paid position
  
- Office Help**
  - Program** Volunteers cover for office staff during lunchtime
  - Volunteer Needs** Spend one or more hours per week answering phones and opening the door to visitors while office staff has a lunch break
  
- Painting Help**
  - Program** The PTO organizes the painting of classrooms two to three times per year
  - Volunteer Needs** Help with the school's interior painting projects, as little or as much time as you can offer, generally happens on a Saturday, based upon teacher requests
  
- Playground**
  - Program** Maintains the school's playground
  - Volunteer Needs** Help repair existing structures, work with PTO to determine the school's needs
  
- Raffle Committee** 😊 
  - Program** This group provides all the raffle items needed for Horace Mann fundraising
  - Volunteer Needs** Help solicit raffle items from businesses for scheduled events throughout the year
  
- Regarding Art**
  - Program** Educational program that brings classic works of art to our classrooms
  - Volunteer Needs** Lead a monthly class lesson to one class on specified works of art

## Winter/Spring Events

- Horace Mann Art Show**
  - Program** Student art displayed in the halls of Horace Mann during this evening event (TBA, May)
  - Volunteer Needs** Assist art teacher in setting up the displays
  
- Field Day**
  - Program** Held in June, a fun filled day of games for Horace Mann students
  - Volunteer Needs** Run Games and serve refreshments in the morning, supervise lunch on the lawn, enjoy an enrichment performance in the afternoon, stay as long as you can
  
- Curriculum Night/Ice Cream Social**
  - Program** Classrooms display spring projects, PTO serves ice cream (May)
  - Volunteer Needs** Ice cream scoopers, volunteer in two shifts to allow all to visit classrooms
  
- Hearing/Vision Screening**
  - Program** Each student has his/her vision and hearing screened each year
  - Volunteer Needs** The screeners for this activity are recruited and trained through the Bridge. In addition, the school also needs two people for each day of screening to control the flow of students to and from the screening location. Check here if you are interested in doing this.

- Junior Achievement Program**  
**Volunteer Needs** Educational program teaching community awareness (May)  
 Lead a class through provided lesson plans, organize the schedule with teachers, program runs for 4-5 weeks, one hour per week
- Math a thon**   
**Program** PTO fundraiser where students collect sponsors to pay them for each math problem they get correct (Feb)  
**Volunteer Needs** Correct math packets using a key
- Memorial Day Parade**    
**Program** Horace Mann is represented at the Melrose Memorial Day parade (May)  
**Volunteer Needs** Help needed to plan our participation and organize parade marchers
- Roller World Program**  
**Volunteer Needs** Fun filled evening of skating and socializing at Rollerworld in Saugus (Feb)  
 Help at the event, collecting money and handling details of the event

## Contact Me!

- I am interested in volunteering (even if at home) but don't know what I would like to do. Please call me!
- Just contact me when you need extra help on a program or event.



## Interests/Talents/Skills/Background /Languages to Share:

- Please contact me about a special interest that I'd be willing to share with my child's class
- Please contact me about a special interest that I'd be willing to share with my child's class, as well as others at Horace Mann
- Please contact me about a special interest that I'd be willing to share with students at another school in addition to students at Horace Mann

This can be anything you think might be of use to the education of Melrose students. If you are willing to present in any classroom city wide, this information will be shared in the Human Resource Directory put together by the Bridge and you may be contacted by people other than Horace Mann staff.

Need more information? Please call or e-mail:

Johanna Cohan  
 johannacohan@comcast.net  
 781-620-1634

-  Much of this activity can be done at home
-  Younger (patient) siblings may be welcome at this activity