



Dear Parents/Guardians:

An important factor in any child's success in school is for parents/guardians to remain actively involved in their educational journey. There are many ways to be involved, such as making sure they do their homework, reading with them at night, and attending family events at school. Another way is to volunteer in your child's school. I am pleased to share with you information regarding how to become a volunteer in our school if that is of interest to you. Attached please find the following:

- Family Volunteer Policy
- Family Volunteer Application
- Required Pre-Authorization Information and Record Form
- Confidentiality Policy for Family Volunteers

If you or a member of your family (18 years or age or older) would like to volunteer in our school, for any reason, the following must be completed and returned to the school office:

- Completed application
- Background Criminal Investigation (BCI) Report completed within the last year
- Proof of Immunizations: MMR and TB Test (completed within the last year)
- Signed Confidentiality Policy

Once these documents are received, we will schedule a Family Volunteer Orientation, which is also mandated prior to beginning your volunteer work.

It is important to note that on the application we have listed specific areas for which we are looking for volunteers, but you may also have an idea of your own, which you can write in under "other." Also, once a family member has been cleared to volunteer, we will keep all documents on file and you will only need to go through this process once. You will not need to repeat this process each year.

I hope that many of you or members of your family will consider volunteering in our school. If you have any questions, please feel free to contact Kathy Coulombe at 533-9247 or [kcoulombe@meetingstreet.org](mailto:kcoulombe@meetingstreet.org).

Sincerely,

Margaret Knowlton  
Head of School