


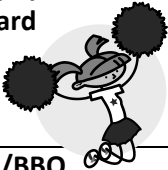
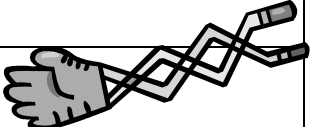



MCC Volunteer Positions 2009-2010

The Marshall Community Council (MCC) is our school's parent, teacher, student organization and we provide many programs and activities not covered by the OSD budget. The more volunteers we have, the more quality programs we can provide our students. Volunteering at Marshall, even on a small scale, is a very rewarding experience and a great way to meet other families and get to know your school. If you would like to help, please use the contact information provided to find out more.

JOB OPPORTUNITY	JOB DESCRIPTION
Communications – for more information about these jobs email soro@msn.com	
Communications Chair & MCC Board Member 	Acts as lead and/or contact for all Communications Committee activities. Help find volunteers for committee work. Regularly attend MCC monthly meetings to report on committee activities, get MCC feedback and help and contribute to overall MCC activities as MCC Board Member.
This week at Marshall Emails	Organize, compose and send weekly email to Marshall Parents and staff with information about what is happening each week.
Marshall Website Assistance	With MCC assistance maintains and makes improvements to the Marshall website.
"Mustang News" newsletter editor	Published 4 times per year, 1 pg/2 sided. Editor is the lead thru process of content collection, publishing, distribution.
Graphic Artist	Provide graphic art assistance for publishing school newsletter, publications, signs, website and/or other graphic needs.
MCC Bulletin Board Keeper	With MCC help, keep bulletin boards fresh and up-to-date.
MCC Photographer	Attend MCC functions to take digital photos for use on website and other publications.
Enrichment - for more information about these jobs email kmuehleisen@yahoo.com	
Enrichment Chair & MCC Board Member	Acts as lead and/or contact for all Enrichment Committee activities. Help find volunteers for committee work. Regularly attend MCC monthly meetings to report on committee activities, get MCC feedback and help and contribute to overall MCC activities as MCC Board Member.
Theater Volunteer Coordinator	Recruit and coordinate parent volunteers in the support of Marshall Middle School Theater.
Various theater support positions	Volunteer positions available range from Concession Stand coordinator/sales, Ticket and program creation, set design and execution, and much more.
Fundraising – for more information about these jobs email rdmchase@comcast.net	
Marshall CARES Leads 	Marshall CARES is a community service and fundraising program that involves our students in several events in which they give of themselves for their community. -Lead for each event...organizing and delegating: ordering of supplies, transportation if needed, event scheduling and volunteers. -Lead for organizing student incentives and increasing student involvement...event PR and cheerleading!
Smoothies Bar Lead	Order supplies, maintain equipment and organize volunteers for weekly Smoothie Bar operation. Lead may choose to delegate any of these tasks to members of committee.
Parking Spot Raffle	Organize raffle, advertise/PR, select and notify winners, have signs made and installed.

Lead	
Escrip Lead	Get people signed up for Escript throughout the year and lead Escript "Back to School" receipt drive Aug/Sept '10.
Education Box Top Lead	Collect and turn in box tops for free money for Marshall. Create incentives or classroom challenges and fun ways to collect box tops. 
Volunteer Coordination – for more information about these jobs email chape1@comcast.net	
Volunteer Recruitment & Coordination Assistant	Assist MCC Volunteer Coordination Chair with recruitment of volunteers for various activities through use of MCC volunteer database, emails, signage or by attending functions like student orientation (Sept 2010), Curriculum/BBQ night (Sept '09), etc. Provide instruction and act as contact for volunteers as needed.
Community Spirit – for more information about these jobs email kmuehleisen@yahoo.com	
Community Spirit Chair & MCC Board Member	Acts as lead and/or contact for all Community Spirit Committee activities. Helps find volunteers for committee work. Regularly attends MCC monthly meetings to report on committee activities, get MCC feedback and help and contribute to overall MCC activities as MCC Board Member. 
Curriculum/BBQ Night Lead	With MCC help organize food and instruct helpers for BBQ Night. This happens in late September so you must be ready to act.
Activity Nights Concessions Lead	Organizes concessions for activities nights (every other month??). Purchase food, assign volunteers, keeps track of money.
New Student Welcome	With MCC help, develop and implement some ideas for welcoming new students to Marshall who arrive mid-year. 
MCC Organization - for more information about these jobs email soro@msn.com	
MCC Secretary & MCC Board Member	Attend and record minutes at MCC monthly meetings. Maintain legal documents (by-laws, articles of incorporation), check into gift waiver and facility use insurance. Part of the MCC Board of Directors. This job could be divided into more than one job.
Yearlong Calendar Keeper	With MCC help, construct and maintain a yearlong calendar of events. 

Many other opportunities to get involved in your school arise throughout the year. We regularly need help with activities like our weekly Smoothie Bar, chaperones for Activity Nights and Marshall CARES events. Stay tuned for more information about these and other fun ways to get involved and be sure to sign-up to get onto our Parent database for regular communications about what's happening at Marshall.

Marshall Community Council – MCC

Parents, staff and students collaborating to build community