



# பிளைமத் மீட்டிங் தமிழ்ப்பள்ளி

எங்கள் வாழ்வும் எங்கள் வளமும் மங்காத தமிழென்று சங்கே முழங்கு!



## General guidelines for Monthly Volunteering:

Plymouth Meeting Tamil School is 100% volunteer organized and run. All of our teachers and Coordinators have dedicated their time to ensure that our classes run smoothly and in accordance with our school standards. Volunteers are the vital force and the backbone of our organization. A community organization can sustain its operations only through the help of many active volunteers.

PMTS families have agreed upon to contribute to our school by volunteering in all the possible ways. With all your help we are confident we will provide a successful environment to our students.

Please find the Monthly Volunteering guidelines listed below:

- Each PMTS family is expected to volunteer at least for a month on the days we have Tamil school in progress.
- Families will choose a month they would like to volunteer in the signup sheet while registering their kids online.

### Following are the 3 possible choices, in case if volunteers can't take up the volunteering activity for a month due to any reason:

- 1) If volunteers know in advance that they can't support for the whole of the month assigned to them, they are requested to inform PMTS committee member in advance. Committee should be able to move them to a different month.
- 2) If they end up in covering 1 or 2 weeks, but not all of the assigned weeks, they have one of the following choices,
  - a) Either they can check with any of their friends (coming to PMTS) and ask them to cover for the week they are going to miss.
  - b) In case, if they can't find any one to cover for the week they are missing, a particular amount will be deducted from their volunteering deposit.  
(Example, if it is a 3 weeks month and if they end up in missing 1 week - \$35 will be deducted. On the other hand, if it is a 2 weeks month and if they end up in missing 1 week - \$50 will be deducted).
- 3) School Committee requests volunteers to inform them about their absence.

PMTS committee will allot volunteers a classroom for volunteering based on the requirement and email the respective volunteering family a week before their volunteering month starts.

Volunteers are requested to stay inside the classroom and help the teachers in various activities.

**Monthly Volunteering activities (includes, but not limited to):**

- Helping teachers during interactive lesson time.
- Helping with Homework correction.
- Teaching the class incase of teacher's absence.
- Distribute library books and coordinate with the library team.
- Distribute snacks and juice to all kids/teachers in the class.
- Walking out young kids (in Mazhalai & Nilai 1 classroom) to restroom if they are in need of a bio-break.
- Help with picking up coffee for teachers and volunteers from near by wawa.
- For Mazhalai, Nilai 1 & Nilai 2 - ensure the parents are signing the sign in/sign out sheet before the kids leave for the day.
- Handover Sign in / sign out folder, the attendance folders and the activity sheet to monthly volunteer coordinator at the end of day
- Ensure the table/chairs are arranged before winding up the class at 5 PM
- Look for any things kids left behind - if any please hand it over to the school committee member

Monthly volunteering will be a great opportunity for parents to be a part in the classroom and help the students and teachers.

Thank you all in advance!