

Dear Horizon PTO Volunteers,

It's time again to start scheduling volunteers for the Subway booth at lunch. PAWS Booster Club coordinates volunteers to help the Subway guy. It's fun, goes quickly and earns various clubs some extra money for helping out. PAWS allows us, the PTO, as a parent group, to work one day per month to raise funds for the PTO (15% of the day's Subway receipts).

PTO needs one parent volunteer to help in the Subway Lunch Booth on the following date:

Friday, December 11th

Thursday, January 28th

The time is from 11:15 to 12:15. *It's important that you show up on the day you have signed up; the policy is, if we miss more than once, we lose all of our spots. Please let me know if something comes up and you are unable to come so that I can try to find someone to fill in.*

Requirements:

- 1. You will need to fill out a Volunteer Agreement for HHS (you can download it at http://www.horizonboosterclub.com/Involved/volunteer_handbook.pdf); and*
- 2. be a member of our parent group, **PAWS**. Every volunteer must have paid their 09-10 PAWS membership dues in order to be assigned to Subway lunch duty. If you have not done so already, you can join PAWS by filling out the application on the PAWS website http://www.horizonboosterclub.com/pawsmembership_2009_2010.pdf*

*On the day you work, please park in the visitor's spaces in front of the office (facing 56th Street) or the additional visitor spaces in the lot just south of the office. Sign in with the receptionist, pick up your Visitor badge and report to the Quad Food Court. It is recommended that you don't bring your purse with you; there's no completely safe place to stash it while you're working the booth. The Subway employee will let you know your duties. Typically, he takes the orders and handles the money. You simply hand him the sandwiches. It's recommended that you dress comfortably. **At the end of your shift the Subway employee will hand you a form. You add your name and "PTO" and turn in the form to the receptionist as you leave.***

If you are interested in participating in this program, please contact me: Molly

Mudick, PTO Volunteer Coordinator, at mollymudick@live.com. *I will email you back a confirmation of your Subway date.*

Thanks for all you do!

Molly Mudick

HHS PAWS PTO Volunteer Coordinator

Phone: 602-788-8788

Email: mollymudick@live.com

Web: <http://www.horizonboosterclub.com/PTO/pto.html>