



**CENTENNIAL MIDDLE SCHOOL
PARENT SUPPORT ORGANIZATION
We Help Grow Kids**

Info Table Volunteer



Essential Duties

- Obtain box top collection box from CMS Office (under front left counter behind phone as you enter the office).
- Set up table:
 - Table cloth and runner
 - Sign
 - Business cards
 - Box top collection box
 - Donation bin
 - Volunteer sign-up sheets
 - Annual plan info sheets
 - Fliers
 - Sign-up sheets, clipboard, pens
- Establish eye contact with and greet event attendees.
 - This position requires someone who is friendly, talkative, and able to approach other parents.
- Answer parent and attendee questions.
 - Make note of any question that cannot be answered and the parent name and email address.
 - Forward to President for response.
- Pack up table after event.
- Make arrangements to forward new sign up information, donations, and box tops to Secretary.
- Place tabling box on top of CMS PSO lateral file cabinet in office workroom (or make arrangements to return to Secretary if office is not accessible).
- Return box top collection box to CMS Office.
- As parents complete the info sign up form ensure info is legible and complete.



Average Hours

- Each event at which a CMS PSO info table may be present lasts from 1-3 hours including set up and take down.



Time Span

- This role is established event by event with 2 volunteers per event as available.
- Each event will have a corresponding sign up.
- Volunteers may sign up for multiple info table slots.