



Los Angeles Unified School District

**A California School To Watch**

*Oliver Wendell Holmes Middle School*

*Holmes International Humanities Magnet*

*9351 Paso Robles Avenue*

*Northridge, CA 91325*

*Phone: 818-678-4100 Fax: 818-886-3358*

*RAMON C. CORTINES  
Superintendent of Schools*

*JEAN BROWN  
Superintendent District 1*

*DR. GREGORY J. VALLONE  
Principal*

May 2010

Dear Parents/Guardians;

As you are aware, the school district is facing some challenging times ahead. We are going to need everyone's help. We are asking you to commit to one day a week for a two hour period. We are going to be compiling a parent volunteer list. If you would like to be put on the roster, please fill out the tear-off below and return it with your child. Any and all help that you can give would be greatly appreciated.

**Office** – Answering phones for a two hour period one day a week.

**Copying** – Help copy material for the teachers and staff. Two hour shifts are needed every school day. .

**Library** – Helping the students and librarian.

**Restaurant Nights** – Coordinate up to one restaurant night per month by calling the restaurants and getting information. Then coordinating the date between the school and the restaurant, and putting together the flyer (some restaurants will supply the flyer). This is done (hopefully) monthly.

**Family Fun Nights** – We need help with the planning of our “Movie Nights” in October & January.

**Open House** – Assist with events going on during Open House. Open House will be in May.

**Staff Appreciation Week** – Helping come up with the theme, decorating ideas, food ideas etc. Helping set up, serve, and clean up. Staff Appreciation is the first week in May.

**Newsletter** – Helping put together the monthly newsletter.

**Fundraising** – Help plan the event, help set up, run the event, and clean up. Helping to review orders, count money, and helping to hand out the orders to the students.

Thank you in advance for all of your support to ensure a welcoming, nurturing environment for your children and all that visit our beautiful campus. Please feel free to call me any time.

Erika Dodge  
Community Liaison/Parent Volunteer Coordinator

-----tear-off-----

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Child's Name \_\_\_\_\_ HR# \_\_\_\_\_ Grade \_\_\_\_\_

E-mail \_\_\_\_\_ I can help with \_\_\_\_\_

I am able to volunteer:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_  
AM \_\_\_\_\_ PM \_\_\_\_\_