(Date)

Would you like to be an administrative volunteer?

Your school’s breakfast program is looking for an administrative volunteer.

Do you have an interest in administrative work?

Are you proficient in excel and word?

Are you available a few hours a month?

**If you answered yes, then we need your help!**

What an administrative volunteer does: (select the tasks for the administrative volunteer)

* Create and update the attendance list
* Log payments, make deposits at the bank and send reminders
* Fill out and submit the monthly online reports
* Other tasks (details)

If you are not available to help then spread the word and help us find a dedicated administrative volunteer to help feed our students.

**Please contact us if you are interested in volunteering!**

School contact info



(please fill out the section below and return to your school administration)

I want to be an administrative volunteer at the breakfast club!

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If applicable, relationship to a child who attends the breakfast program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_