

First Day Packets

Activity: First Day Packets include all the paperwork that comes home at the beginning of the year. It includes forms required by Montgomery County Public Schools, information specifically for Margaret Beeks and information from the Margaret Beeks PTO.

people needed: This activity can be done by one person but will take a lot less time with assistants. Children over 6 can help with this activity.

Job description (chair):

- Provide contact information with the MBE secretary so one can be contacted as soon as all the paperwork comes in.
- Check with the MBE Secretary approximately 2-3 weeks before school starts to find out date of Back- to-School Night and schedule a time to assemble the packets.
- Coordinate with Mr. Brown for an area to work.
- Coordinate with volunteers to get all packet assembled and distributed to the teachers before back to school night.

Job description (assistants):

- Help collate and staple pamphlets periodically during the summer.
- Help stuff the packets 1-2 days before Back- to-School Night.

Time commitment (chair+assistants): This is a short trigger job. Paperwork comes in sporadically during the summer and some of it will have to be collated and stapled. Packets can't be stuffed until all the paperwork is in, which will be 1-2 days before Back- to-School Night. It will take anywhere from 8-10 man hours to actually stuff the packets. It may take additional 8-10 man hours during the summer to collate and staple.