

**Berkeley Public Education Foundation
BPEF School Volunteers**

1835 Allston Way □ Berkeley, CA 94703

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VOLUNTEER ASSIGNMENT

Date: November 15, 2011

To: VOLUNTEER NAME

From: Ariana Cohen, Program Assistant

Jill Coffey, Director, BPEF School Volunteers

You have been placed at the volunteer assignment below. Please contact the teacher or staff person as soon as possible to introduce yourself, set a schedule and get started volunteering. If you have any trouble getting in touch, or if you have any questions or concerns, please contact the BPEF School Volunteers office and we'll be happy to help!

Likewise, if you at any point feel that the assignment is not the right fit for you, please let us know so we can reassign you to another classroom.

Thank you for volunteering in our schools! I hope your volunteering experience is enjoyable and rewarding.

TEACHER/ STAFF NAME: LaChelle McDaniels

SCHOOL: Malcolm X Elementary

GRADE: K-5

AREAS OF NEED: After School Program, Tutoring

PROGRAM: Afterschool Program

CONTACT INFORMATION:

School Phone: 510-883-6149

Home Phone:

Email: lachellemcdaniels@berkeley.net