



# CALENDAR CREW

Mt. Carmel Elementary School

The Calendar Crew will focus on maintaining the calendar in the front entry way. Students will be responsible for posting daily events, birthdays and other activities. The students will have opportunities to apply their creative skills throughout the school year as helpers to the guidance counselor with the school calendar. We are excited to watch our students in action!

GRADES K-5

**Mt. Carmel Elementary School**  
**CALENDAR CREW INFORMATION**

Dear Parents/Guardians:

Mt. Carmel Elementary School is selecting five 5<sup>th</sup> grade students to be a part of the Calendar Crew for the remainder of the 2015-2016 school year. The Calendar Crew team will be responsible for the following:

- Posting daily activities on the monthly calendar.
- Post student and staff birthdays on Calendar.
- Checking work with accuracy.

Selected students must demonstrate a willingness to help others, have a desire to develop their leadership skills, maintain acceptable grades, and have appropriate conduct in the classroom and other areas of the school.

**If academic or behavioral problems arise during the school year, student privileges may be limited, including not participating in activities or being a member of the Calendar Crew.**

Students who are interested in becoming a part of the Calendar Crew must complete the entire application and attach a copy of their 2<sup>nd</sup> quarter report card. They should return the form to Ms. Warren or the Main Office.

**The completed application is due by Monday, February 8<sup>th</sup>. Late or incomplete applications will not be accepted after this date.** The selection process is competitive and spots are limited. The selections will happen during the various grade level team meetings. The selection committee will base their decisions on the following: grades, classroom/specials teacher' input, conduct, attendance, and student interviews.

If chosen, students will be notified the week of February 8<sup>th</sup> by the selection committee. If you have any questions, please contact us at [coletta.warren@douglas.k12.ga.us](mailto:coletta.warren@douglas.k12.ga.us)

Sincerely,

Coletta Warren  
Guidance Counselor/Calendar Crew Sponsor

***“Parent/Guardian(s) please help us prepare your student for the interview process.”***

**MCES CALENDAR CREW APPLICATION**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_

Please list any other clubs or activities you are involved in at Mt. Carmel or your previous school.

\_\_\_\_\_  
\_\_\_\_\_

**STUDENT COMMITMENT STATEMENT**

If selected, I, \_\_\_\_\_, will represent Mt. Carmel Elementary School as a **Calendar Crew** for the 2015-2016 school year. I understand that my service will include displaying model behavior, academic excellence, attending meetings, creating posters, greeting guests and other tasks as assigned.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT PERMISSION FORM**

My child \_\_\_\_\_ has permission to serve as a **Calendar Crew** if chosen by the Selection Committee. In addition, I authorize MCES and/or the organization to obtain, store, and/or use (without payment) any photographs, slides, electronic media, video, and/or likenesses of my child for public relations, promotion, instructional, informative, and marketing purposes, including being used on/in electronic media (i.e. school web site, power points, slideshows, newspaper stories, etc.). **I also understand that should my child be selected their continued participation is dependent on maintaining appropriate attendance, academic, and conduct expectations.**

Parent/Guardian(s) Signature \_\_\_\_\_ Date \_\_\_\_\_

**HOMEROOM TEACHER PERMISSION FORM**

My student \_\_\_\_\_ has permission to serve as a **Calendar Crew** if chosen by the Selection Committee. **I also understand that should my student be selected their continued participation is dependent on maintaining appropriate attendance, academic, and conduct expectations. I also understand that instructional time may be effected occasionally as well.**

Homeroom Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

***"Parent/Guardian(s) please help us prepare your student for the interview process."***