

Varsity Football Crowd Supervision: 3 hours

Time/Location: 7:00 PM, Montgomery football field
 Duty/Description: Crowd Supervision
 Depart time: 10:00 PM (approximate)
 Numbers Needed: Seven persons per game.

Day	Date	Opponent		Supervisor		Supervisor
Friday	October 15*	Piner	(sg)		(mg)	
Friday	October 15*	Piner	(sb)		(wb)	
Friday	October 15*	Piner	(sb)		(hb)	
Friday	October 15*	Piner	(eb)		XXX	XXXXXXXXXXXXXXXXXX
Friday	October 22	Newman	(sg)		(mg)	
Friday	October 22	Newman	(sb)		(wb)	
Friday	October 22	Newman	(sb)		(hb)	
Friday	October 22	Newman	(eb)		XXX	XXXXXXXXXXXXXXXXXX
Friday	November 5	Carrillo	(sg)		(mg)	
Friday	November 5	Carrillo	(sb)		(wb)	
Friday	November 5	Carrillo	(sb)		(hb)	
Friday	November 5	Carrillo	(eb)		XXX	XXXXXXXXXXXXXXXXXX
Friday	November 12	Elsie Allen	(sg)		(mg)	
Friday	November 12	Elsie Allen	(sb)		(wb)	
Friday	November 12	Elsie Allen	(sb)		(hb)	
Friday	November 12	Elsie Allen	(eb)		XXX	XXXXXXXXXXXXXXXXXX

*Homecoming

Key to job codes:

- (sg) = stadium gate (player gate to stadium)
- (sb) = snack bar area
- (wb) = west bleachers, home side
- (hb) = MHS student section
- (eb) = east bleachers, home side
- (mg) = main gate to field (south of tennis courts)

Junior Varsity Football Supervision: 3 hours

Time/Location: 4:30 PM, Montgomery football field
 Duty/Description: Supervise the crowd
 Depart time: 7:00 PM (when replaced by varsity crew)
 Numbers Needed: Three persons per game

Day	Date	Opponent	Snack bar area supervisor	Main gate supervisor	Main gate supervisor
Friday	October 15*	Piner			
Friday	October 22	Newman			
Friday	November 5	Carrillo			
Friday	November 12	Elsie Allen			

*Homecoming

Girls' Volleyball: 3 hours

Time/Location: 4:30 PM, South Gym

Duty Description: Ticket sales and general crowd supervision

Depart time: 7:30 PM or end of varsity game, which ever comes first

Numbers needed: **ONE** person per night

Day	Date	Opponent	Supervise and sell tickets
Tuesday	September 7	Analy	
Thursday	September 9	El Molino	
Tuesday	September 21	Maria Carrillo	
Thursday	September 23	Elsie Allen	
Thursday	September 30	Piner	
Thursday	October 7	Santa Rosa	
Tuesday	October 12	Ursuline	
Thursday	October 21	Ukiah	
Thursday	October 28	Rancho Cotate	

Boys' Soccer: 3 hours

Time/Location: Check date of event for time, Viking stadium

Depart time: 7:30 PM, except for the games when the varsity game begins at 4 PM. For these two games the depart time is 6:30 PM.

Duty Description: Supervise Viking spectators

Numbers needed: 2 or 3 per match

Day	Date	Time	Ticket Seller	Ticket Seller	Supervisor
Tuesday	September 7	3:30			
Thursday	September 9	4:30			Athletic Director
Tuesday	September 14	4:30			Site Administrator
Tuesday	September 21	3:30			
Thursday	September 30	4:30			Athletic Director
Tuesday	October 12	3:30			
Tuesday	October 19	3:30			
Thursday	October 21	4:30			Site Administrator
Thursday	October 28	3:30			

Girls' Soccer: 3 hours

Time/Location: See time column; all games played in stadium

Depart time: 3 hours **after** your report time

Duty Description: Supervise Viking spectators; sell tickets

Numbers needed: 2 per match or 3 per match; check lines

Day	Date	Time	Ticket Sales	Ticket Sales	Supervisor
Fri.	August 20	4:30			Administrator
Tues.	August 24	4:30			Athletic Director
Thurs.	September 2*	3:30			
Wed.	September 15	3:30			
Wed.	September 22	4:30			Administrator
Fri.	September 24	3:30			
Wed.	October 6	4:30			Administrator
Wed.	October 13	3:30			
Fri.	October 22	3:30			
Wed.	October 27	4:30			Administrator

Varsity & JV Boys' Basketball: 3 hours

Time/Location: Supervisors are to be on duty at 6:30 PM and leave when the varsity crowd has dispersed, approximately 9:30 PM. Games are held in the South Gym.

Duty Description: Stand and supervise the crowd, watch doors to stop any people who try to enter without paying.

Numbers Needed: Two persons per game, unless indicated

Day	Date	Opponent	Supervisor	Supervisor
Wed.	Jan. 5	Elsie Allen		
Wed.	Jan. 12	Ukiah		
Friday	Jan. 14	Carrillo		
Thursday	Jan. 20	Santa Rosa		
Friday	Jan. 28	Piner		
Monday	Feb. 7	Newman		
Friday	Feb. 11	Rancho		

Freshman & JV Boys' Basketball: 3 hours

Time/Location: Supervisors are to be on duty at 4 PM and leave at 7 PM. Games are held in the South Gym.

Duty Description: Stand and supervise the crowd, watch doors to stop any people who try to enter without paying.

Numbers Needed: One person per game, unless indicated

Day	Date	Opponent	Supervisor
Wednesday	January 5	Elsie Allen	
Wednesday	January 12	Ukiah	
Friday	January 14	Carrillo	
Thursday	January 20	Santa Rosa	
Friday	January 28	Piner	
Monday	February 7	Newman	
Friday	February 11	Rancho	

Freshman and JV Girls' Basketball: 3 hours

Time/Location: Supervisors are to be on duty from 4 PM to 7 PM unless otherwise noted Games are held in the South Gym.

Duty Description: Enforce no-tobacco policy; supervise ticket taking and sales, general crowd control.

Numbers Needed: One person per game

Day	Date	Opponent	Supervise and sell tickets: ONE person only
Tuesday	November 30	El Molino	(3:30 PM)
Wednesday	December 22	Redwood	(10:30 AM)
Thursday	January 6	Piner	
Saturday	January 8	Petaluma	(3:30 PM)
Saturday	January 15	Ursuline	(1:30 PM)
Friday	January 21	Rancho	
Tuesday	January 25	Elsie Allen	
Monday	January 31	Ukiah	
Wednesday	February 2	Carrillo	
Tuesday	February 8	Santa Rosa	

Varsity and JV Girls' Basketball: 3 hours

Time/Location: Supervisors are to be on duty at 6:30 PM and leave when the varsity crowd has dispersed, approximately 9:30 PM, unless otherwise noted. Games are held in the South Gym.

Duty Description: Enforce no-tobacco policy; supervise ticket taking and sales, general crowd control.

Numbers Needed: Two persons per game

Day	Date	Opponent	Ticket Seller	Supervisor
Tuesday	Nov. 30	El Molino (6 PM)		
Wednesday	Dec. 22	Redwood (1:30 PM)		
Wednesday	Dec. 29	Sonoma		
Thursday	Jan. 6	Piner		
Saturday	Jan. 8	Petaluma (6:00)		
Saturday	Jan. 15	Ursuline (3:30)		
Friday	Jan. 21	Rancho		
Tuesday	Jan. 25	Elsie Allen		
Monday	Jan. 31	Ukiah		
Wednesday	Feb. 2	Carrillo		
Tuesday	Feb. 8	Santa Rosa		

Breathalyzer Person: 2 hours

Duty Description: Administer a breath analysis test to random students; report irregularities to an administrator; go home 1.5 hours after the dance begins

Numbers Needed: 1 per casual dance; 2 per semi-formal or formal dance

Date	Dance	Tester
Friday, September 10, 7 – 8:30 PM	Welcome Back; Cafeteria	
Saturday, October 15, 8 – 9:30 PM	Homecoming; South Gym	
Saturday, October 15, 8 – 9:30 PM	Homecoming; South Gym	
Friday, December 10, 7 – 8:30 PM	Casual Dance; Cafeteria	
Saturday, February 26, 8 – 9:30 PM	Turnabout; South Gym	
Saturday, February 26, 8 – 9:30 PM	Turnabout; South Gym	
Saturday, April 30, 9 – 10:30 PM	Prom; Wells Fargo Center	
Saturday, April 30, 9 – 10:30 PM	Prom; Wells Fargo Center	

Welcome Back Dance: 5 hours

Time/Location: Friday, September 10, Montgomery Cafeteria, 6:45 – 10:15 PM

Duty Description: Dance Supervision

Numbers Needed: Four

Five hours of credit, 3 actual hours of work

Supervisor	Supervisor

Homecoming Dance: 5 hours

Time/Location: Saturday, October 16, Montgomery Gym, 7:45 PM – 11:15 PM

Duty Description: Dance supervision

Numbers Needed: Six

Five hours of credit, 3 actual hours of work

Supervisor	Supervisor	Supervisor
Tracy Maniscalco	Heather Garcia-Rossi	Grant Gibbs
Chris Schloemp	Kristen Reed	Chris Norris

Casual Dance: 5 hours

Time/Location: Friday, December 10

Duty Description: Dance Supervision

Numbers Needed: Four

Five hours of credit, 3 actual hours of duty

Supervisor	Supervisor

Turnabout Dance: 5 hours

Time/Location: Saturday, February 26, 2011

Duty Description: Dance supervision

Numbers Needed: Five

Five hours of credit, 3 actual hours of duty

Supervisor	Supervisor	Supervisor

Prom: 5 hours

Time/Location: Saturday, April 30, 8:30 PM – 12:30 AM

Duty Description: Dance supervision

Numbers Needed: Six

Five hours of credit, 3 actual hours of duty

Supervisor	Supervisor	Supervisor

Fall Play: 2 hours

Time/Location: 7:00 PM in the Montgomery Performing Arts Center (2 PM on 11/14)

Duty Description: Help supervise in the lobby before and after the play; supervise backstage during intermission

Numbers Needed: One supervisor per evening.

Day	Date	Supervisor
Thursday	November 4	
Friday	November 5	
Saturday	November 6	
Thursday	November 11	
Friday	November 12	
Saturday	November 13	
Sunday matinee	November 14	

Concerts: 2 - 3 hours

Time/Location: 6:45 PM in the Cafeteria

Duty Description: Supervise crowd—no food, no drinks in theater

Madrigal Dinner: Supervise in the Choral Room and outside the Cafeteria

Numbers Needed: One per evening

Event (2 hours)	Day	Date	Supervisor
Fall Band & Choir Concert (Cafeteria)	Thursday	September 30	
Jazz Fall Concert (PAC)	Tuesday	October 12	
Choral Winter Concert*	Thursday	January 20	
Spring Choral Concert*	Thursday	April 28	
Event (3 hours)	Day	Date	Supervisor
Choral Madrigal Dinner	Friday	November 19	
Choral Madrigal Dinner	Friday	November 19	
Choral Madrigal Dinner	Saturday	November 20	
Choral Madrigal Dinner	Saturday	November 20	
Choral Madrigal Dinner	Sunday	November 21	
Choral Madrigal Dinner	Sunday	November 21	

*Off campus; location to be announced

Dance Recitals: 2 hours

Time/Location: Times are listed; Performing Arts Center

Duty Description: **Supervise backstage (will be UNABLE to watch the show)**

Numbers Needed: One per night

Day	Date	Supervisor
Friday	December 3 (7 PM)	
Saturday	December 4 (1:30 PM)	
Saturday	December 4 (7 PM)	

Spring Comedy: 2 hours

Time/Location: 7:00 PM in the Montgomery Performing Arts Center (2 PM on 4/17)

Duty Description: Help supervise in the lobby before and after the play; supervise backstage during intermission

Numbers Needed: One supervisor per evening.

Day	Date	Supervisor
Thursday	April 14	
Friday	April 15	
Saturday	April 16	
Sunday (matinee)	April 17	
Thursday	April 21	
Friday	April 22	
Saturday	April 23	

Dance Show: 2 hours

Time/Location: Times are listed; Performing Arts Center

Duty Description: **Supervise backstage (will be UNABLE to watch the show)**

Numbers Needed: One per night

Day	Date	Supervisor
Friday	March 4 (7 PM)	
Saturday	March 5 (1:30 PM)	
Saturday	March 5 (7 PM)	

Piano Recitals: 2 hours

Time/Location: 6:45 PM in the Performing Arts Center

Duty Description: Supervise crowd or backstage—no food, no drink in theater

Numbers Needed: One per night

Day	Date	Supervisor
Tuesday	November 30	
Tuesday	March 15	

Film Showcase: 2 hours

Time/Location: 6:30 PM in the Performing Arts Center

Duty Description: Supervise crowd—no food, no drink in theater

Numbers Needed: One per night

Day	Date	Supervisor
Thursday	April 7	
Friday	April 8	
Saturday	April 9	

Star Search: 2 hours

Time/Location: 6:30 PM in the Montgomery Performing Arts Center

Duty Description: Supervise BACKSTAGE only on March 10 and March 11

Two supervisors needed on March 12 — no food, no drinks in theater

Day	Date	Backstage Supervisor	Crowd Supervisor
Thursday	March 10		NOT NEEDED
Friday	March 11		NOT NEEDED
Saturday	March 12		

Link Crew: 15 hours

Supervisor	Supervisor
Leslie Gregori	B.J. Kowal

Class Advisors: 12 hours

Class advisors work with their individual classes throughout the year. This may include weekly meetings, supervision at class-sponsored events, assistance with fund-raising activities, etc.

Freshman Class _____
Sophomore Class _____

Junior Class _____
Senior Class _____

Emergency Preparedness: 12 hours

Print Name	Print Name

Clubs: 3 – 6 hours

Faculty who wish to receive extra-duty hours for clubs should list their club name and name in the appropriate spaces below. Honestly choose hours between 3 and 6 for your assignment.

Before extra-duty hours are assigned for any NEW CLUB, the club sponsor must submit a copy of the club constitution, including estimated membership, meeting times, and also include a brief synopsis of the club activities and purpose. All club proposals will be reviewed by an Ad Hoc committee BEFORE extra-duty hours are assigned. Faculty members who share sponsorship of a club will split the assigned hours. Proposals should be placed in Jan Smith Billing's box.

Club Name	Name	2009 – 2010 Sponsor	Hours
Asian Culture Club		Dorothy Patch-Kennedy	6
AVID Club		Heather Rossi	6
Band Club		Steve Dixon	6
Bike Club		Jim LaFrance	3
Book Club		Cathy Collins	6
Bungalow "O"		Matson/Dennis	3 each
C.S.F.		Ann Butler	6
Choir Club		Dana Alexander	6
Christian Club/Campus Life		John Quintrell	6
Club IB		Dot Battenfeld	6
Culinary Club		Amy Stevens	6
Dance Club		Gina Melvin	6
French Club		Shockey/Lindenfeld	6
Gay Straight Alliance		Eloise Colin	6
Green Team		Melissa Matson	6
Interact Club		Matt Hillestad	6
Journalism Club		Cathy Collins	6
Key Club		Stephen Beebout	
Magic Club		Jim Holland	6
Progressive Club		Len Greenwood	
Rockin' Rollers		Valerie Jordan	6
Save Darfur		Ted Seche	6
SOL Club		Maria Davila	
Speech and Debate		James Hart	6
Will Work For Success		Eloisa Colin	

Courtesy Committee: 8 hours

The Courtesy Committee hosts several events each year including a luncheon at the holidays, Winter Celebration, retirement reception, and an end of the year roast of retirees and luncheon. At the same time, the committee represents everyone on the staff with flowers, cards and gifts when staff members are married, give birth, adopt children, have surgery or illness, or have a death in the family. **(6 people only)**

Print Name	Print Name	Print Name

Teacher Workroom: 8 hours

Carol Moore _____

Graduation Organization: 15 hours

Jim Haas and Dean Haskins _____

Graduation Speaker Preparation: 4 Hours

Ann Butler _____

Graduation Performance Preparation: 4 Hours

Dana Alexander and Steve Dixon _____

Site Council: 3 hours

Time/Location: One meeting per month, on campus

Duty Description: Assist in decision-making for school goals and for dissemination of Site Council funds.

Numbers Needed: Three people--THESE ARE ELECTED POSITIONS

Print Name	Print Name
Dot Battenfeld	Nina Petersen

Walk-through Orientation: 3 hours

Time/Location: Wednesday, August 11, 8:30 AM – 11:30 AM in the Cafeteria

Duty/Description: Assistance with orientation for freshmen

Numbers Needed: 7 certificated staff

Print Name	Print Name
Kristen Reed	Dorisann Regan
Tracy Maniscalco	Heather Garcia-Rossi
Jan Simeone	Susan Farkas
Gabby Gallerdo	Dorothy Patch-Kennedy
Shannon Sweeney	Dot Battenfeld

Walk-through Orientation: 4 hours

Time/Location: Thursday, August 12, 8:30 AM – 12:30 PM in the Cafeteria

Duty/Description: Assistance with orientation for 10th, 11th, 12th graders

Numbers Needed: 8 certificated staff

Print Name	Print Name
Kristen Reed	Dorisann Regan
Tracy Maniscalco	Dot Battenfeld
Jan Simeone	Heather Garcia-Rossi
B.J. Kowal	Ann Butler
Shannon Sweeney	Dale Williams
Gabby Gallardo	

MHS Web Master: 15 hours

Bao Alderson