

**Parent Volunteer Duties  
Madrasah/Mawaid Building  
Saturdays, 9:00 AM – 1:50 PM  
Recess: 11:30-12:00**

- 1. Set up partition(s) for madrasah assembly in mawaid hall**
  - **Help with audio and boom box set-up**
  - **Help ferzando to put away coats and shoes in proper location**
- 2. Set up partitions for 2 classes in mawaid hall**
- 3. Assist teachers of all classes, as needed  
(Xerox, pencil sharpening, et.)**
  - **May have to sub for a teacher**
- 4. Spread jazam and guide ferzando for lunch at 11:30am**
- 5. Serve tea and snacks to teachers**
- 6. Clean up after snack  
(jazam, kitchen, et.)**
- 7. Monitor children playing outside and inside the building**
- 8. Escort children promptly to classes after the recess**
- 9. Put away partitions in the respective locations after Madrasah**
- 10. Vacuum class rooms/hall way on second floor and mawaid hall, and  
general clean-up of the facility.**
- 11. Make certain all ferzando are picked up by their parents**
- 12. Make certain all lights are turned off and the building door(s) are  
locked shut before leaving.**