

Office Assistant Assignment

Unfortunately, we will not be having you in the school to assist us in the office during the 4th grading period. We miss you! To pass the 4th grading period, you will need to do the following assignments. You may choose 1 paragraph, 1 letter, and 1 budget to complete. Use your creativity and wisdom. Your answers will be unique. Don't over think it, but at the same time, don't be lazy. These assignments will be graded. Any questions, call the school at 219-228-2750 or email sherrie.valladares@cbshammond.com. You can email your work, or drop it off in the school office. Your assignments are due by May 15th.

Paragraph:

Write a paragraph describing what attributes a good secretary should have. What makes a secretary successful at her job?

If you were told to oversee the CB office, what would you change to make it better? Think literally and spiritually. Would you reorganize, redecorate? Would you change procedures or paperwork? Think creatively.

Write a paragraph on why punctuality to each class is important. How would you handle students who were chronically tardy to class?

Letter:

Draft a letter that would ask for volunteers and/or donations for the school. Explain the ministry of City Baptist and why someone would want to help contribute to our school.

Draft an attendance letter stating why attendance is vital to a student's success at school. You may want to add what absences would be considered excused. This could be addressed to the parent.

Draft a letter on the importance of getting to school on time, and why a parent should consider this a priority.

Budget:

Plan an event for teacher appreciation week. Your budget is \$200 for 18 teachers. What do you do?

Plan and budget a candy sale trip. Remember to find chaperones and bus drivers. Your budget is \$15-\$20 per student. Remember that the more you spend on the trip, the less money the school earns.

Plan and budget a field day. What activities do you plan for all age groups? (K4-12th grade) Keep costs as low as possible.