

2008-2009 PARENTS ASSOCIATION VOLUNTEER OPPORTUNITIES

The backbone of the MCHD community is the Parents Association (PA). Any person with a significant relationship to a child enrolled at MCHD is automatically a member of this important group. The PA coordinates and hosts several events throughout the year. In order to make these events successful, we count on many wonderful parent volunteers - like you! Please take a look at the different volunteer opportunities for 2008-09 on the following page. You and your partner (if applicable) can each sign up. As a family, please commit to coordinating one event or volunteering for three events. **The list below represents what we still need help with as of July 28, 2008.** Some families are able to do more, and it is a fun way to get to know other parents! If you have volunteered to be a coordinator, the PA Steering Committee will give you a notebook for that event containing detailed notes from previous coordinators. On behalf of the PA, thanks for making our school a wonderful community of parents, children, and staff!

Parent 1: Name

Email

Phone

I am a member of:

the Board of Directors

the PA Steering Committee

a School Committee (which one?) _____

Child(ren)'s Name(s)

Parent 2 : Name

Email

Phone

I am a member of:

the Board of Directors

the PA Steering Committee

a School Committee (which one?) _____

Child(ren)'s Class(es)

Check one Coordinator Position **or** three Volunteer Positions for your family. On the line, indicate which parent would like to volunteer.

Coordinator Positions

- ___ Parents Association Steering Committee _____
- ___ Class Parent (still need parents for Kelly, Amy, Johanna, and Chitra's classes only) _____
- ___ Fall Festival Coordinators _____
- ___ Conference Lunches Coordinator _____
- ___ Yearbook Coordinators _____
- ___ Store Reward, Recycling, & Box Tops Program Coordinator _____

Volunteer Positions

- ___ School Events "Candid Shots" Volunteer _____
- ___ Fall Festival Volunteer _____
- ___ Staff Appreciation Week Volunteer _____
- ___ Yearbook Volunteer _____
- ___ Open House Volunteers (Nov 16, 2008 & Jan 11, 2009) _____

2008- 2009 PARENT VOLUNTEER OPPORTUNITIES

CLASS PARENTS (all year, as needed). 2 Coordinators needed per class. Class Parents have two main functions: to organize support for the teachers in the classroom and to facilitate communication and community building among class families. Specific responsibilities vary for each class, but may include soliciting other parents to organize one or two class potlucks, help in the classroom, buy supplies or run other errands, supervise Scholastic Book orders, and supervise a class garden plot.

SCHOOL PICTURE DAY (October). 1 Coordinator and 5 Volunteers needed. Individual portraits and class group photos are made available to families within the MCHD community. The coordinator books the photographer and coordinates the shooting schedule, distributes order forms, and distributes the pictures. The volunteers assist teachers and photographers for two/three days at the photo shoot.

SCHOOL EVENTS "CANDID SHOTS" PHOTOGRAPHER (all year, as needed). 1 Coordinator and 2-3 Volunteers, preferably with digital cameras, needed. We'd like to have most school events, including PE, class potlucks, etc photographed. These pictures can be used for Marketing materials, the Friday Bulletin, and the yearbook. The coordinator will work with teachers, staff, and class parents to know what are the upcoming events needing a photographer, and schedule volunteers. These Volunteers will work closely with the Yearbook staff in April and May.

FALL FESTIVAL (Oct 25). 3 Coordinators and MANY Volunteers needed. This is a fun school carnival with games, craft and activity booths, food, and a bake sale. The coordinators arrange outside vendors (Moon Bounce, Fire Department), decide which booths to have, coordinate volunteers, etc. Lots of room for creativity.

BOOK FAIR (late October) 10 Volunteers needed to work with Melissa Daniels (Coordinator). Help with set-up and break-down of the fair and run cashbox at book sale in 2 hour shifts.

CONFERENCE LUNCHESES (Nov & March). 1 Coordinator and 2-3 Volunteers needed. The PA provides box lunches to staff during one of the parent-teacher conference days. The coordinator decides on a restaurant, distributes and collects order forms, makes the order, and arranges for payment and delivery.

STAFF APPRECIATION WEEK (Feb 23-27). 2 Coordinators and 8 Volunteers needed. This week gives all of us an opportunity to thank the people who dedicate so much time and energy to our children. The Coordinators pull together a full week of pampering, gifts, and surprises for our wonderful staff. Breakfast on the Teacher Workday (Monday) and Lunch at the Wednesday Staff Meeting have become a much-anticipated tradition. Everything else is up to the coordinators, so use your imagination!

GRANDPARENTS' AND SPECIAL FRIENDS' DAY (Apr 24). 6-8 Volunteers needed. This day gives our grandparents and special friends a huge welcome into our MCHD community. They spend time with the children as well as learn about our school. Volunteers are needed to help greet our visitors, serve refreshments, clean up, and provide some additional event assistance.

YEARBOOK (mostly March-May with some earlier planning). We need 2 Coordinators and 8 Volunteers. We produce a yearbook that includes photos of school events throughout the year, as well as a page devoted to each child with a photo, artwork, and some text. The Coordinators will envision the book, prepare a production schedule, coordinate with the Volunteer School Photographers, as well as ensure that all the materials are gathered, scanned, entered, and compiled by the Volunteers. They will work with a graphic designer if necessary on layout, and with the printer, and distribute and collect order forms and money. They will arrange for the book to be proofread, and then distributed. This is a wonderful lasting memento of the school year!

MERCHANDISE SALES COORDINATOR (all year, as needed). 1 Coordinator needed to sell MCHD T-Shirts (or tote bags, etc) at various school events or arrange for an alternate. He or she will work with the PA Steering Committee and the Marketing Committee and a printing company to choose new shirts or other items. Accurate records of sales and monies collected must be kept. Help promote MCHD!

STORE REWARD & RECYCLING & BOX TOPS PROGRAMS (all year, as needed). 1 Coordinator needed, who will register MCHD in the Fall with various grocery and other stores' rebate and loyalty school programs, market the programs to the MCHD community, track the school's progress, and make periodic reports to the PA Steering Committee. The Coordinator will similarly manage the recycling of cell phones, ink cartridges etc.

BUILDING AND GROUNDS Many Volunteers needed. This group maintains the beauty and safety of the physical structures of MCHD and LHAS. Workdays are scheduled on Saturday mornings, during which Volunteers spread mulch, make repairs, clean up, and garden, Children are welcome to accompany their parents. Snacks and fun are always provided.

BOARD OF DIRECTORS, BOARD COMMITTEES, AND PARENTS' ASSOCIATION STEERING COMMITTEE. If you have been appointed to a position on the MCHD Board or one of its committees or are a member of the Parents' Association Steering Committee, this service fulfills your volunteer commitment for the school. Please submit the Volunteer Form, by indicating your position under your name. If you would like someone to call you to explain this kind of service to the school, please let the MCHD office know!

OPEN HOUSE VOLUNTEERS (Nov. 9 & Jan.11) Greet prospective parents and direct visitors. Information will be provided to enable you to answer questions and it is likely you will be stationed in your child's classroom. Prospective parents love to talk to current parents!