



# Friends School

## OF WILMINGTON

### 2010-2011 PARENT VOLUNTEER OPPORTUNITIES

August 2010

Dear Friends School Families,

Attached you will find a variety of volunteer opportunities for parents to become involved at Friends School. Last year, Friends School parents volunteered over 2500 hours! Please review the following pages carefully to determine what volunteer roles or activities best suit your interests, talents, and time. Your help is truly needed, and your volunteer service to the school makes a critical difference in creating a vibrant, nurturing educational community. Please complete this form and return it to the office on either campus.

Thank you in advance for all that you do!

Friends School of Wilmington PTO

### PARENT VOLUNTEER OPPORTUNITIES

#### 1. PARENT/TEACHER COMMUNITY WORKDAYS

Saturday, October 16th & Saturday, March 26th (8:30-12:30)

The PTO asks that each family send at least one adult volunteer to either one or both of our Parent/Teacher Community Workdays. Volunteering to help maintain our school helps make FSW a close community, and this is a wonderful time for parents and teachers to work together to accomplish school projects. Families can be excused from volunteering for a Parent/Teacher Workday with a minimum of 35 hours of volunteer time (recorded in the volunteer books on each campus). Snacks, lunch, and beverages are provided!

Please select one of the two following dates:

\_\_\_\_\_ Saturday, October 16th (8:30-12:30)    or    \_\_\_\_\_ Saturday, March 26th (8:30-12:30)

## 2. SERIES OF FRIENDS EVENTS (SoFE) – Events Held Throughout the School Year

SoFE Coordinators: Heidi Klein and Leslie Hudson

SoFE is a friendraising initiative, showcasing the diverse talents and interests of the Friends community and making connections between families while raising funds for special projects that benefit our students. SoFE is a year-long series of parent hosted small group events. Last year, we had a fantastic SoFE event calendar which included a wide range of events: Beer Brewing, Family Photo Beach Party, Father & Child Camping, Murder Mystery, Jewelry Making, Cooking Making, Wacky Holiday Sweater Party, Tamale Making, Vietnamese Noodle Night, and more. We can't wait to see what parents come up with for this year's events! What's your SOFE idea? Open your home or business to a small group of people and share your interests or talents with other FSW parents, faculty and staff, and raise money for the school at the same time!

### How SoFE works:

Choose an event based on a hobby or special interest you'd like to share with others. It can be for children, adults or both, & can be scheduled anytime late fall through the end of the school year.

We help you promote the event to pre-book your preferred number of attendees.

Any costs you incur are a donation to the school. Please provide a copy of all receipts to Heidi Klein, and FSW will provide you with a gift acknowledgement letter.

\_\_\_\_\_ Yes, I/we would like to host a SOFE event. Provide a brief description of the type of event you would like to offer \_\_\_\_\_

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## 3. AUCTION - SERVE AS AUCTION CHAIR or COMMITTEE MEMBER

We need parents to help plan, organize and implement specific small jobs. We also need several key volunteers who are talented in organizing and delegating. Below is a list of auction jobs/committees. Either chair an Auction Committee or serve on an Auction Committee.

\_\_\_\_ Yes, I am willing to be a Committee Chair      \_\_\_\_ Yes, I am willing to be a Committee Member

### AUCTION COMMITTEES

Please select at least one job from the following: (Mark a C for Chair or M for Member)

- |  |   |
|--|---|
| _____ Advertising Solicitation               | _____ Food & Beverage Solicitation/Setup  |
| _____ Auction Spotters (Overseeing Bidding)  | _____ Inventory Manager & Storage         |
| _____ Check-In & Check-Out                   | _____ Marketing/Communications            |
| _____ Child Care Coordinator                 | _____ Proofreaders/Copy Writers           |
| _____ Class Art Projects _____ Class Baskets | _____ Sending Thank You Letters           |
| _____ Database Entry (Typing)                | _____ Set-Up/Break Down (Day of Auction)  |
| _____ Decorations                            | _____ Soliciting Donations for Auction    |
| _____ Entertainment & Awards                 | _____ Tickets & Sales                     |
| _____ Event Recycling & Collection           | _____ Venue Point Person (Day of Auction) |
|  | _____ Volunteer Coordinator               |

**4. FOOD, BEVERAGES AND DESSERT DONATIONS FOR SCHOOL EVENTS**  
**(PTO members will contact you for various events)**

Pine Grove Campus    \_\_\_\_\_ food                      \_\_\_\_\_ desserts                      \_\_\_\_\_ beverages  
 Peiffer Campus        \_\_\_\_\_ food                      \_\_\_\_\_ desserts                      \_\_\_\_\_ beverages

**5. ESL TUTORING PROGRAM FOR ADULT STUDENTS - Peiffer Campus– 6-8 pm**

Specific Duty: childcare of children of ESL students --playing games, reading with them, making sure they're safe and happy. The purpose of the program is to build bridges between two communities -- FSW and our neighbors. You may bring your child as it will be a great way to help build these relationships through interactions between children. Younger children can play with the other children; older FSW students can help with childcare, which is a service learning opportunity for them.

Session I:        Sept. 14 – Oct. 14    \_\_\_\_\_ Tuesdays    OR        \_\_\_\_\_ Thursdays  
 Session II:      Oct. 18 – Nov. 18    \_\_\_\_\_ Tuesdays    OR        \_\_\_\_\_ Thursdays  
 Session III:     Jan. 11 – Feb. 10    \_\_\_\_\_ Tuesdays    OR        \_\_\_\_\_ Thursdays  
 Session IV:     Feb. 15 – March 17   \_\_\_\_\_ Tuesdays    OR        \_\_\_\_\_ Thursdays

**6. MISCELLANEOUS VOLUNTEER OPPORTUNITIES**

<b>VOLUNTEER POSITION</b>	<b>Pine Grove Campus</b>	<b>Peiffer Campus</b>	<b>AVAILABLE DAYS</b>	<b>SIGN-UP</b>
<b>(See Descriptions Below Chart)</b>			<b>M-T-W-TH-F</b>	<b>PARENT NAME</b>
<b>Substitute Teachers</b> - We need parent volunteer substitute teachers for classroom teachers and specialist teachers who are sick or need to be away from school for personal or professional reasons. Teachers will provide lesson plans.				
Classrooms				
Art				
Music				
Physical Education				
Spanish				
<b>Service Learning Driver(s)</b> -Parents are needed to lead and drive community service groups. Some placements are at school so no driving is required. Other placements require someone to drive the students and stay with them to supervise the group. Groups are generally 4-6 students depending on how many seatbelts your car has and or how many students a placement can accommodate. This is a weekly commitment, but if you can't make it weekly, and are willing to be a substitute, please sign up, but indicate this beside your name.				_____ students will fit in my car with seatbelts.

VOLUNTEER POSITION	Pine Grove Campus	Peiffer Campus	AVAILABLE DAYS	SIGN-UP
(See Descriptions Below Chart)			M-T-W-TH-F	PARENT NAME
<p><b>Friday Folders Stuffer</b> - Helpers are needed for Pine Grove campus to help copy, collate, and stuff Friday Folders. Helpers are needed from 8:30-9:30 a.m. on Fridays. Depending on the number of volunteers, this need not be an every week commitment.</p>	Pine Grove Campus Only		Friday only	
<p><b>Office Helper</b>—Helpers are needed for the Peiffer campus when school is in session to answer the telephone and help with general office work.</p>		Peiffer Campus Only		
<p><b>General Office Help</b> - Occasional office help is needed from parent volunteers if a staff member is sick or needs to be away from school for personal or professional reasons. Answering the phone, greeting guests, filing, copying, and other “light” tasks will be helpful!</p>				
<p><b>School Mailings Volunteers</b> - Mailing volunteers are needed to assist with large school mailings: open house mailings, alumnae day invitations, quarterly newsletter mailings and an occasional marketing mailing. Volunteers will coordinate, assemble, and deliver mailing to the post office. A fun way to get to know other parents as you assemble!</p>				
<p><b>Delivered Lunch Volunteers</b>- Volunteers are needed for our delivered lunch program. Parent volunteers will help coordinate and serve lunches on days delivered lunch is served.</p>	11:15-11:30	11:30-12:30	Tues & Fri	
<p><b>Garden Volunteers</b> - Parent volunteers are needed to help with gardening including: planting, maintaining planters, mulching, watering, etc.</p>				
<p><b>Maintenance Volunteers</b> - Are you handy? Occasional help is needed with minor fix-it jobs around the campus. Special skills are useful, but willing hands are helpful too!</p>				
<p><b>Specialist Volunteers</b> - (Art, Music, Spanish, PE) Assistance with events, performances, errands, organization.</p>				