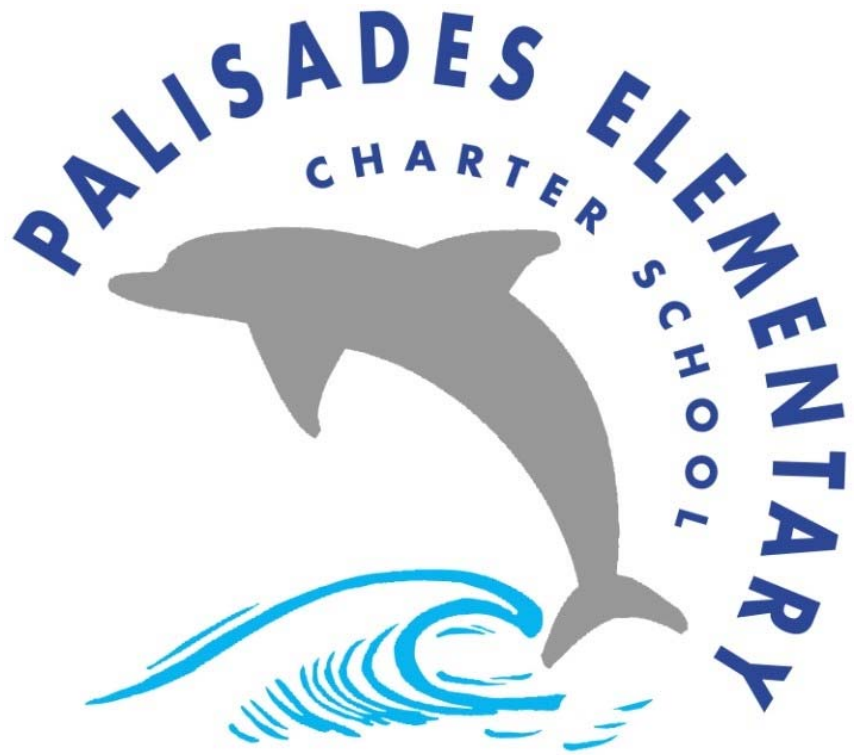


**PEP**



**Parent Volunteer  
Handbook  
2009/10**

## Message from Principal Ingle

Dear Parents,

The dictionary defines a volunteer as, “One who enters into, or offers for, any service of his own free will.” Because of the self-sacrificing nature of volunteers, they are highly valuable to any organization. So it is with much enthusiasm that we welcome you to Palisades Elementary School! This handbook is designed to provide you with some important volunteer information about our school. With your help our focus as a community will always be to improve student achievement and character building for all learners. We must ensure a positive learning environment that teaches children how to be respectful and responsible citizens, as well as thinkers, inquirers and discoverers.

In fact, everyone here at Palisades Elementary is very much enriched by the incredible involvement of our parent volunteers. Not only does the School benefit from the financial support of its parent group, but the participation of parents in individual classes, grade levels and school-wide activities makes us stand apart from most other schools. We thoroughly welcome your involvement. We encourage you to help us provide an even greater productive and rewarding environment for all of our children.

Sincerely,

Joan Ingle, Principal



Dear Pali Parents,

Palisades Enrichment Programs (PEP) is the non-profit parent booster organization for the school. As a parent or guardian of a student at Pali Elementary, you are automatically members of PEP. We would like to extend a warm welcome to you and your children!

As our school's volunteer parent association, PEP is responsible for fundraising, providing Enrichment Programming and building community. PEP works with faculty and administration to create and sustain a quality educational environment for our children.

Imagine the school without books in the library – or even the library furniture. Think about your kids going through the school year without PE, Music or Art, or classrooms without teaching assistants. These things, and more, would not be possible at Pali without the hundreds of hours that volunteers dedicate every school year.

Parent volunteers are an important part of our charter community. There are opportunities in every area and to suit every schedule. We welcome and depend upon your participation. Please join us. Whether

it's your time, your knowledge, or your resources, your contribution is vital and valued.

This Handbook provides an overview of the volunteer opportunities at our school. If you are new to our community, volunteering is a great way to meet other parents and get to know our school. We are always open to new ideas and programs, so if you have any ideas – please share them with us. You may be the one at the right time to make it happen.

We look forward to working with you!

Kathleen and Gwenn

**PEP Co-Chairs**

## ***Congratulations!***

If you're reading this handbook, it probably means that you're a member of the Palisades Elementary Charter School community. You and your children will be participating in one of the finest public elementary schools in Los Angeles. Pali Elementary has it all- challenging academics; art, music, drama and other enrichment; and a close, inclusive community. In recent years, we've had some of the highest test scores in the district and have been named a California Distinguished School.

## ***How do we do that?***

Well, first and foremost, we've got one of the most talented, and dedicated faculty and staff any elementary school could have. Second, we have many wonderful parents who donate substantial amounts of their time, and yes, money, to provide additional education and enrichment programming and staff that Los Angeles Unified School District (LAUSD) doesn't provide. (Hopefully you'll be one of those parents!)

## ***Parent Involvement***

Because many parents at Pali Elementary volunteer their time and money to enhance the quality of our school, Pali Elementary is able to offer students what many other California public schools are unable to offer. We count on parents' active participation in the classroom, on school committees and at special events. This parent involvement not only expands the resources available to our children, it also gives the

school a unique community feeling – where all those who participate influence and help shape the environment of the school. Volunteering at the school will increase the enjoyment for your entire family and enhance your child’s learning experience.

Pali Elementary has a strong tradition of active parent involvement. Given recent budget cuts, our school needs parent volunteers more than ever. So this year, in addition to requesting an annual donation of \$1000 from each Pali Elementary family, we are requesting that each family volunteer at least 20 hours this year. This amounts to 2 hours each month to improve your child’s education.

These are hard times for public education so we urge you to do all you can. Our school was literally turned around by a group of parents who established PEP to bring arts, music and other enrichment programs to our schools when these had been eliminated in a prior round of budget cuts. We are currently faced with similar funding cuts. However, history has shown that, when our parent body bands together and contributes its time, talent and resources we can weather any economic downturn and make our school a better and better place to learn and thrive.

We are mindful that many parents work during school hours so we have assembled a specific list of volunteer opportunities which can be done outside of school and school hours (See Pages 27 and 28).

## ***Ways to Participate***

There are many ways to offer your volunteer services to Pali Elementary. The two main avenues are through your child's classroom and through PEP. You also may join one of Pali Elementary's Governing council or sub-committees which make decisions regarding school governance, budget, curriculum and more. (See Pali Parent Handbook page 4 for a description of the Governing council and sub-committees.)

Each teacher at Pali Elementary has a different set of volunteer needs and their own way of integrating parent volunteers into their classroom. Most Kinder and 1<sup>st</sup> grade teachers ask parents to volunteer in the classroom to assist the teacher and teacher's aide, while this is less common in upper grades. In addition, you may play a role in your child's class as a room parent, field trip coordinator, class treasurer, etc. Given recent budget cuts and increased class sizes in certain grades, we expect that many teachers will ask for volunteers to assist with photocopying and other classroom based tasks. Check with your teacher about his or her specific needs.

Most of the school wide volunteer roles are run by PEP. Many of these are described in this handbook (See Pages 14 through 26).

## ***PEP***

Palisades Enrichment Program ("PEP") is the fundraising body that provides the money for art, music, class size reduction teachers, drama, physical education, computers and technology instruction, teacher's

assistants and many other extras that enhance our school. PEP is a 501(c) (3) charitable organization and donations are tax-deductible. PEP is organized and run by parent volunteers who put on fundraisers and coordinate more than \$400,000 raised annually.

PEP generally meets on the second Wednesday of the month at either 6:30 pm or 8:30am. We encourage you to attend the meetings to learn more about volunteer opportunities and PEP in general. PEP agendas, minutes and meeting schedules are posted on our website.

### ***I'd love to volunteer. How do I get started?***

Sign up to volunteer during the first month of school at Back to School Night or the first Volunteer Coordination Meeting. Keep a look out for special event sign up sheets outside the main school entrance. If you can't volunteer time, maybe you can volunteer your own or your company's services (i.e., printing services, computer and tech support, etc.)!

### ***Volunteer Coordinators***

Our volunteer coordinators for the 2009/10 school year are Chris Whitaker and Donna Weiss. If you want to learn more about volunteer opportunities, have any questions about the contents of this handbook or have a particular expertise you'd like to bring to our school, by all means contact them. They would love to put you to work!!

## ***Guidelines for Volunteers***

Whether you volunteer in your child's class or for a PEP run activity, there are a few simple guidelines to follow.

### *Set a Good Example; Be Responsible*

First and foremost, set a good example for our students. Be prompt, professional and courteous and follow rules (such as signing in at the front desk). Use TRIBES (our school's conflict resolution program) protocol when interacting with students, staff and other volunteers. Be respectful, use "I" statements, be an active listener, make any criticism constructive and find ways to be positive and notice things that are working well.

Volunteer programs are an integral part of the education at Pali Elementary, so we ask that you treat volunteering at school with the same degree of commitment that you do your job and home duties. Students, staff and other families are relying on you to fulfill your commitments, so please consider your level of availability before signing up.

If you're unsure about the time commitment or level of responsibility of a particular role, please ask the Volunteer Coordinators or the PEP co-chairs. If your schedule is up in the air and you're unsure of your availability, you can sign up to be "on call" as volunteer opportunities arise.

If you've taken on a responsibility that is more work than you expected, let us know—don't suffer in silence—we'll find folks to help.

### *Illness or Other Unavailability*

For your sake and the sake of our staff and students, please stay home if you are sick.

In the event of illness or other conflicts, please communicate with your classroom teacher or the chair of your PEP committee. Also, try to find a replacement volunteer. If you're having trouble finding a replacement, you can always contact our volunteer coordinators who keep a list of potential volunteers.

### *Recruiting and Passing on Your Work to Other Volunteers.*

One of the great things about our PEP programs is they keep getting better and better. Each year new volunteers take what other parents have done and improve on it. In order for this to happen, new parents need to have the benefit of the work you've done. This best occurs by having someone shadow an outgoing program chair for a year to "learn the ropes," so we encourage everyone to try to replace themselves and help train the new person.

If you haven't trained a replacement and you're stepping down from a position or leaving the school, you should prepare a written summary of the work you've done during the school year and give this, together with any curricular or other materials you've generated, to the PEP co-chairs or volunteer coordinators by the end of that year.

We encourage volunteers to recruit other parent volunteers by talking about positive experiences you've had. If a parent reaches out to you to volunteer, please follow up with them and encourage participation. If you cannot personally find a role for them, contact the volunteer coordinators. They will put them to work!!

We also always appreciate constructive thoughts and suggestions for the refinement of tasks and responsibilities. At the end of each volunteer year, let us know if you have any thoughts about how to make a role more effective or enjoyable.

### *Confidentiality*

Any communications with, or information about, individual students (including their performance or actions in class) must be kept strictly confidential. Do not discuss individual students with anyone other than the child's teacher or Ms. Ingle. Remember- breaching confidentiality can be hurtful to children, their families and the staff. Respect for confidentiality is of a vital importance to the trust we wish to build within our community and one of your most important responsibilities as a volunteer.

### *Volunteers To Assist Teachers.*

According to LAUSD rules, only certificated teachers are permitted to be unsupervised with students. For your and the students' protection, all student involved activities must be supervised by a teacher.

Parents are there to assist and inform the teachers. Conflict or discipline issues need to be brought up with the supervising teacher of that activity as soon as possible.

### *TB Test*

According to LAUSD rules, anyone who is working with the students as a volunteer must have received a recent test for tuberculosis (TB) which was negative for TB.

### *Expenses*

It is important that you keep track of your expenses so PEP can determine the cost of its programming. All expenses must be pre-authorized by the program chair. Receipts should be submitted to the program chair for reimbursement. The PEP treasurer will then issue a reimbursement check.

### *Master Calendar*

Pali Elementary keeps a master calendar of all school events in Room 1. If you want to schedule an event, consult the calendar and then confirm the date with the PEP co-chairs and Principal Ingle.

## *Communications*

Communications of school related events or matters may be made by weekly email blast, by photocopies distributed through each classroom teacher or via email through the room parent network. In the interest of protecting the environment and budget constraints, we urge parent volunteers to try to keep printed materials to a minimum.

Any all-school communications (whether on paper or electronic) need to be pre-approved by Ms. Ingle.

The school communications network is intended for school related matters only. Please refrain from sending any communications to all school parents (including via the room parent network) unless they pertain to school matters and are approved by PEP or Ms. Ingle. Our parents share their personal information with us and we must treat everyone's private information and communication links with the utmost respect and care.

See "Information Sources" in the Parent Handbook for more details on our school's communication policy.

Volunteers should feel free to openly communicate with the principal and other staff members. The staff will try to be as accessible, approachable and open-minded as possible in regards to any issue that you feel needs to be heard. Criticism, as long as it is respectful and

constructive, will be acceptable. However, please do not expect the staff to always agree with you in such a case.

### ***Special Events and Volunteer Opportunities***

The following is a description of many of the special events and volunteer opportunities at PEP and Pali Elementary. If there is something that you're interested in which is not represented here, please contact the volunteer coordinators and/or the PEP co-chairs. We'll either direct you to the right folks or get you started on developing your own program. Our community welcomes new ideas and we have a process in place to serve us in this matter. Please see the "new Idea" flow chart in Ms. Ingle's office for more information.

### ***Ongoing PEP Volunteer Committees***

***Annual Giving Campaign*** starts in the fall and continues all year long. Through a direct mail campaign and phoneathon, money raised through the Annual Giving drive is targeted for PEP programs such as art, computer lab, physical education, and music. This is our largest and most important fundraiser, funding the majority of our most important programs including the salaries of at least two full-time credentialed classroom teachers so that Pali Elementary can maintain a lower student to faculty ratio, classroom aides, a library supplement, and an IT Specialist.

*Ways to get involved:* Annual Giving volunteers are ambassadors for Pali Elementary, making vital connections with peers and

encouraging fellow parents to participate in a tradition of giving back. There are numerous ways to volunteer for Annual Giving — all of which have a profound impact on the success of the school and students. Annual Giving volunteer opportunities include 1) filing, data entry, photocopying, and folding and stuffing envelopes and 2) outreach such as speaking in front of groups or individuals, calling fellow parents to enlist their support, or attending community events.

*Main Contacts:* Gretchen Lightfoot & Robin Weitz.

**Scrip** is another easy way to help the school on an ongoing basis. Scrip is used at Ralph's, Gelson's, Starbucks, Staples, Lakeshore etc. just like cash. For every \$100 you purchase, you get \$100 of Scrip to spend, and up to 5% of the purchase goes to the PEP. It costs our families nothing and is a great way for our school to earn money.

*Ways to Get Involved:* Volunteers help sell and/or distribute Scrip every Friday at school assembly and every Monday outside the school at drop off.

*Main Contact:* Tracy Kerkorian.

**The Spring Auction** is one of our biggest fundraisers. This consists of a live and a silent auction/Parent party as well as dinner and entertainment.

*Ways to Get Involved:* Volunteer jobs range from pre-auction administration work to acquiring donated auction items, creating the auction booklet, design and set up of auction area and staffing the event.

*Main Contacts:* Joy Barnett and Tricia Ercoli.

**Book Fairs** are held in the late fall (so that holiday shopping is beginning to be on people's minds) and in the spring (to stock up on summer reading titles). The library is converted into a book store for the week and a portion of the sales are paid to PEP. The Book Fair committee also runs a charity book drive during the week prior to the fall Book Fair so that families will clean out- and share- their outgrown books and make room for new ones!

*Ways to Get Involved:* Volunteers help set up and staff the event during and after school hours the week of and the week prior to each fair. Volunteers aid students in finding selections, reshelve books and help younger students make their book wish lists to send home. It is a lot of fun and a great way to connect with all ages of students at Pali as well as fellow book lovers!

*Main Contacts:* Risa Kleyweg, Laura Weinman, Fay Lyons & Teri Rawson.

**Discovery Garden** is an integral part of the school curriculum. For grades K-3, each class works on planting and harvesting its own plants – gardening activities are integrated with the curriculum. For grades 4 and 5, students can join the gardening club.

*Ways to Get Involved:* Volunteers from each class assist in planting, harvesting and working with students on curricular activities; volunteers work on planting and harvesting plants for sale at

fundraising events such as Open House and Yee Haw Days. We target at least two volunteers per class. No prior gardening experience is needed. One of the main responsibilities of classroom volunteers is to liaise between the Discovery Garden chairs and your classroom teacher (for help with scheduling etc.).

*Main Contacts:* Kristine Doty and Tracy Judah.

**Art Cadre** provides art enrichment for grades 1-3. Each month students from each grade work on a larger art installation.

*Ways to Get Involved:* Volunteers will help your child and many children work with color, texture, concept and artistic expression. No experience necessary! Just the willingness to get a little paint on your clothes once in a while. Many hands needed. You can volunteer to assist with preparation of materials or to work with the children during school hours— either with your child’s class or to guide different classes and parent volunteers throughout the day.

*Main Contacts:* Ianthe Low.

**Arts Matters** is an arts curriculum for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders taught by parents. There are six to eight lessons per grade level. Arts Matter parent volunteers introduce the children to varied artists, great works of art, and hands-on art making that's educational and engaging. The students will learn the history, elements, concepts and skills that are involved in the creation of a specific work of art. Many of the art history lessons apply to social studies, language, and math. The Arts Matter curriculum is aligned with California Visual and Performing Arts

standards (VAPA).

*Ways to Get Involved:* Parents research and present classes monthly on particular artists following the provided age appropriate curriculum.

*Main Contact:* Robyn Shev.

**Community Service Committee** helps coordinate monthly community service projects including holiday food and toy drives, Trick or Treat for Unicef, Annual Clothing Drive for DARE and jump rope for heart.

*Ways to Get Involved:* There are many ways for parents to be involved and volunteer for individual events.

*Main Contacts:* Stacie Hausner & Aviva Rosenthal.

**Green Team** is in charge of our school's recycling and ecology program, including ensuring items get recycled on a weekly basis, overseeing 5<sup>th</sup> grade Waste Warriors and putting on EcoFest in the Spring and introducing a new year round green program for the students.

*Ways to Get Involved:* Organizing recycling one week a month; organizing and working at EcoFest; helping the Green Team educate younger students on the environment and getting involved in the new green student incentive program.

*Main Contacts:* Anne-Marij Berendsen & Jill Hurd.

**Hospitality Committee** Volunteers coordinate and arrange snacks and desserts for various school events and meetings, including bake sales.

*Ways to Get Involved:* Bake or purchase goodies for PEP meetings, special events or various sidewalk sales; attend meetings and set up and clean up food and coffee; sell goodies at our sales.

*Main Contacts:* Robin Driscoll; Julianna Fragulis; and Joan Rochman.

**Magazine Drive** is one of our annual fundraisers, which takes place in the fall. Students are asked to solicit purchases of magazines and gift wrap. PEP receives 50% of all items sold. Magazine Drive raises between \$15,000 -\$20,000 annually for PEP

*Ways to Get Involved:* Volunteers are needed to help process and distribute orders and hand out prizes.

*Main Contacts:* Jenny Aragon & Karen Gold.

**Docent Tours** are given to prospective parents by parent volunteers each month. This is a great way to recruit new engaged families for our school. The tours are conducted on the first Thursday of each month unless that date conflicts with a school holiday or other conflict (2009 dates attached). Docent duties also include planning and overseeing both Kindergarten Orientation and Kindergarten Visiting Day.

*Ways to Get Involved:* Volunteer to conduct tours on Kindergarten Orientation Day and coordinate coffee and goodies for prospective parents that day.

*Main Contact:* Jennifer Taghibagi.

**Grant Writing Committee** researches outside funding opportunities from corporations, foundations and community organizations and applies for such funding.

*Ways to Get Involved:* Research grant opportunities. Write grant applications. Help manage timeline for submission of grants.

*Main Contact:* Monica Muyshondt & Paul Nagle.

**Yearbook Committee** publishes the annual Pali Elementary Yearbook. This is a wonderful publication which memorializes the school year.

*Ways to Get Involved:* Take photos throughout the year, either as your child's class historian or at Pali community events. Help coordinate pages submitted by each class, organize distribution of the books and assist with publication. Fundraise to offset printing costs and keep the quality up and price point at \$25.

*Main Contact:* Carmen Lynch.

**Library Committee** The library committee assists with shelving, cataloging and ordering books and overall library décor, organization and cleanliness. The library committee creates and maintains a book wish list which is circulated monthly. This year the library committee will be developing monthly book themes and working with the Author's Series coordinator to promote the reading of visiting authors' books

and with the Book Fair coordinators to ensure that the Book Fair inventory includes summer reading recommendations.

*Ways to Get Involved:* Shelve and catalog books (including entering new books into the database and labeling the same);

Assistance with library cleanliness including dusting library shelves; wiping off the tables; vacuuming ; and keeping the supply closet neat and accessible.

Coordinating with Village Books to ensure they have wish list books on hand.

*Main Contacts:* Fay Lyons & Chris Whitaker.

***Author's Series Committee*** arranges for children's authors to come to our school to read and discuss their books.

*Ways to Get Involved:* Assist in finding authors to visit our school and in scheduling visits.

*Main Contact:* Kathi Berman.

***Cultural Assemblies Committee*** organizes all school cultural assemblies.

*Ways to Get Involved:* Recruit and organize people and groups for assemblies; assist in scheduling events with school staff.

*Main Contact:* Lisa Robins.

***Pali Wear Committee*** designs, orders and markets Pali Wear attire.

*Ways to Get Involved:* Sell attire at school events. Assist in designing and re-ordering.

*Main Contact:* Jennifer Ayres.

***School Directory*** Each year, parent volunteers update our school directory which lists contact information for each school family. They solicit advertisers for the directory and hold an art contest where students from each class draw a picture of their teacher, one of which is chosen to be included in the directory.

*Ways to Get Involved:* Help organize and input updated contact information; solicit advertisers; coordinate art submissions.

*Main Contacts:* Zuzka Polishook & Rachael Jeck.

***Party Book*** The party book committee organizes parties and sign up outings which are hosted by members of the school community and other generous donors. Parents and students sign up for the events and their admission fees are paid to PEP. This is a great way to build community and raise money for the school. In past years, the party book has been part of the school auction in the spring but this year we are planning to issue it in the fall so we have the rest of the year to schedule parties, outings and fun.

*Ways to Get Involved:* Solicit Pali families and others for donations; encourage Pali families to participate in outings and parties.

*Main Contacts:* Jemma Brixton, Liat Ciardi & Katherine Saslow.

**Salad Bar** The salad bar committee coordinates staffing of the salad bar in our cafeteria. LAUSD provides a salad bar on Tuesdays and Thursdays but we need parent and 5<sup>th</sup> grade volunteers to help serve.

*Ways to Get Involved:* Staff the salad bar midday on Tuesdays; coordinate with the 5<sup>th</sup> grade teachers to assemble a team of 5<sup>th</sup> graders to staff the salad bar on Thursdays.

*Main Contact:* Nancy Bittan.

### **Special Events (One Time Annual School Events)**

**Yee Haw Day(s)** is an event held in the fall, which includes game booths, rides, goodie and plant sales and food stations.

*Ways to Get Involved:* Volunteer coordinating, advertising, running a booth, set-up and clean up.

*Main Contacts:* Julie Solheim Roe.

**Walkathon** is a fun event held in the spring where students walk (or run, or jog ..) around our track and raise money for Pali and the Special Olympics.

*Ways to Get Involved:* Printing and distributing solicitation envelopes; procuring and organizing supplies; helping with logistics on the day of event.

*Main Contacts:* Zuzka Polishook & Kristen Barnard.

**Olympic Day** is an event held in the spring where students are organized into multi-age teams and participate in sports and other “Olympic” events.

*Ways to Get Involved:* Help organize students into teams; help organize schedule of events; make signs; organize and run an event; assist teams.

*Main Contact:* Jim Barcena.

**Halloween Parade** occurs each year on Halloween (or the Friday before if it falls on a weekend). Each class walks around the track in their costumes to the cheers of the school.

*Ways to Get Involved:* Help organize and distribute costumes to students who need them the day before parade; help coordinate parade marchers; emcee.

*Main Contacts:* Silvi Winthrop & Alyssa MacMiller.

**Bingo Night** is a community building evening. A very sweet event for everyone where the whole school community is invited to have dinner and play bingo.

*Ways to Get Involved:* Set up / clean up and help facilitate the entire evening. Painless and fun.

*Main Contact:* Robyn Shev.

**Teacher Appreciation Week** is generally held the 1<sup>st</sup> week in May. This is a special time when the parent and student body come together to express appreciation for the teachers through gestures such as a luncheon, children bringing a flower to their teachers, etc. In years past, there has typically been a theme such as Cinco de Mayo, Greek week, etc.

*Ways to Get Involved:* The committee will meet to decide on a “theme” for this year’s appreciation week—all ideas welcome! It would be wonderful if committee members could participate in as many of the week activities as possible, including helping set up and clean up at the luncheon, and providing food and drink for the luncheon.

*Main Contact:* Joy Chudacoff, Joan Rochman & Donna Weiss.

**Founder’s Day** is a national PTA event held in the winter when staff and parents express appreciation for special people in our school community (parents, staff and/or the local community) for all of the hard work they do for our children. It also gives us all a chance to learn how rich our history is and how dedicated its members are. PTA Founders Day is celebrated annually in schools across the nation. It is a reminder of the role of parent involvement and their efforts of working on behalf of all children in improving the school and its programs. It is also a time of reflecting and taking pride in accomplishments, as well as acknowledging those who have led in being a powerful voice for all children, and a strong advocate for public education.

*Ways to Get Involved:* Send out Invitations; solicit and organize nominations for the Founder's Day award; help set up and clean up at luncheon; provide food and drink for luncheon.

*Main Contact:* Joan Rochman & Chris Whitaker.

**Open House** is held every year in the late spring. It's a fun early evening event for the whole family. There is a picnic on the field, a bake sale, and lots more. Following the outdoor festivities, classrooms are open so you may walk through and see all of your child's work on display. It's also a great opportunity to take a peek at next year's grade. This night is a family favorite!

*Ways to get Involved:* Create signs, help set up, man a booth, clean up.

*Main Contact:* Jennifer Conrad.

**Science Fair-** In the winter of last year, Pali Elementary held its first science fair. We plan to make this an annual event. Students conduct experiments or develop inventions at home and bring in a tri-fold poster explaining their results or invention. Students present their work to "judges" from UCLA.

*Ways to Get Involved:* Develop and distribute materials explaining the event (including resources for participants); assist in scheduling with school staff and judges; provide refreshments for volunteer judges.

*Main Contact:* Mayumi Prins.

## ***Volunteer Opportunities During Non-School Hours***

*Here is a list of volunteer opportunities that can take place away from school during non-school hours. If there are specific programs that interest you which are not listed here, please contact the program chairs or volunteer co-chairs to inquire whether there are any volunteer opportunities for non-school hours.*

filing, data entry, photocopying, and folding and stuffing envelopes for our Annual Giving campaign.

Writing and distributing thank you letters for Auction.

Data entry for, and drafting of the Auction Catalog.

Solicitation of donations for Auction.

Baking items for the Hospitality Committee.

Organizing materials for Arts Matters Projects.

Set up, clean up or staffing for one of our weekend or evening events like Yee Haw Days, Bingo Night, Open House or the Auction.

Making phone calls at Annual Giving phone-a-thon.

Researching grant opportunities.

Writing grants.

Writing and organizing materials for walk-a-thon.

Organizing teams and schedules for Olympic Day.

Arranging for writers and cultural presenters to conduct assemblies.