



# VOLUNTEER INTEREST FORM 2005-06

The School thrives on the support and energy of the parent community. Your volunteer efforts foster a sense of community needed to raise our children. It also provides many opportunities for parents to get to know each other better. By putting your initials on this form you are NOT committing to working these events, you are expressing your areas of interest. PLEASE NOTE the changes in this form, which highlight the areas of greatest volunteer need. (Please mail back to the school in the enclosed envelope.)

Parent Name: 1) \_\_\_\_\_ 2) \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Organization/Firm: \_\_\_\_\_  
 Day/Eve. Phone #s: \_\_\_\_\_  
 Best e-mail address to use: \_\_\_\_\_

| ACTIVITY | DATE(s) NEEDED |  |
|----------|----------------|--|
|----------|----------------|--|

(Note: Please clearly print your initials on the line below the items you wish to volunteer for)

|                    |                |   |
|--------------------|----------------|---|
| <b>ANNUAL FUND</b> | <i>Ongoing</i> | Year-long effort inviting friends and families to provide financial support for SF School programs<br><b>Phonathon Caller</b> |
| _____              |                |   |

|                                     |                    |   |
|-------------------------------------|--------------------|---|
| <b>40TH ANNIVERSARY CELEBRATION</b> | <i>Spring 2006</i> | Special event celebrating the 40th Anniversary of The San Francisco School<br><b>Planning Committee      Graphic Design</b> |
| _____                               |                    |   |

|  |                               |  |                          |                               |                            |                          |                    |               |                               |                   |  |  |
|--|-------------------------------|--|--------------------------|-------------------------------|----------------------------|--------------------------|--------------------|---------------|-------------------------------|-------------------|--|--|
| <b>AUCTION</b>   | <i>Saturday, Mar. 18</i>      | Each spring the Annual Auction raises important tuition assistance money for current/future students<br><i>1st meeting in December. Ongoing until Auction.</i> |                          |                               |                            |                          |                    |               |                               |                   |  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Volunteer Team</b></td> <td style="width: 15%;"><b>Classroom coordinators</b></td> <td style="width: 15%;"><b>Design and Printing</b></td> <td style="width: 15%;"><b>Solicit Donations</b></td> <td style="width: 15%;"><b>Advertising</b></td> </tr> <tr> <td><b>Raffle</b></td> <td><b>Set-up and Decorations</b></td> <td><b>Data entry</b></td> <td></td> <td></td> </tr> </table> |                               |  | <b>Volunteer Team</b>    | <b>Classroom coordinators</b> | <b>Design and Printing</b> | <b>Solicit Donations</b> | <b>Advertising</b> | <b>Raffle</b> | <b>Set-up and Decorations</b> | <b>Data entry</b> |  |  |
| <b>Volunteer Team</b>  | <b>Classroom coordinators</b> | <b>Design and Printing</b>   | <b>Solicit Donations</b> | <b>Advertising</b>            |                            |                          |                    |               |                               |                   |  |  |
| <b>Raffle</b>  | <b>Set-up and Decorations</b> | <b>Data entry</b>  |                          |                               |                            |                          |                    |               |                               |                   |  |  |
| _____  |                               |  |                          |                               |                            |                          |                    |               |                               |                   |  |  |

There are 22 board members. The board and committees include parents, alumni and staff - The head of each committee reports to the board on their regular meetings. Board and committee members meet monthly and generally move projects and initiatives ahead between meetings. All of the committees and their respective chair and responsibilities are listed in the annual parent handbook.

|                               |                |   |
|-------------------------------|----------------|---|
| <b>BOARD COMMITTEE MEMBER</b> | <i>Ongoing</i> | <b>Diversity Committee      Culture and Community Committee</b> |
| _____                         |                |   |

|                  |                |   |
|------------------|----------------|---|
| <b>GARDENING</b> | <i>Ongoing</i> | <b>Committee member      Special Projects</b> |
| _____            |                |   |

|                     |                |  |
|---------------------|----------------|--|
| <b>LIBRARY HELP</b> | <i>Ongoing</i> | Work in the library on various tasks.<br><b>Monday      Tuesday      Wednesday      Thursday      Friday</b> |
| _____               |                |  |

|                                     |                     |   |
|-------------------------------------|---------------------|---|
| <b>ADMISSIONS TOURS/OPEN HOUSES</b> | <i>Fall/ Winter</i> | <b>Tour Coordinator      Morning Tours      Event Coordinator      Evening/Weekend Events</b> |
| _____                               |                     |   |

|  |                          |   |                                |  |                                      |                                   |
|--|--------------------------|---|--------------------------------|--|--------------------------------------|-----------------------------------|
| <b>COMMUNITY FAIRS</b>                               | <i>Ongoing</i>           | <b>Bernal Fair (Fall)</b>   | <b>Glen Park Fair (Spring)</b> | <b>Preschool Preview Night (October)</b> | <b>JCC Kindergarten Night (Nov.)</b> |                                   |
| <b>PRE-SCHOOL MORNING ESCORT</b>                     | <i>Ongoing</i>           | Escort preschoolers from cars to their classroom one morning a week from 8:40-9:05am  |                                |  |                                      |                                   |
|  |                          | <b>Monday</b>   | <b>Tuesday</b>                 | <b>Wednesday</b>                         | <b>Thursday</b>                      | <b>Friday</b>                     |
| <b>ELEMENTARY AFTERNOON ESCORT</b>                   | <i>Ongoing</i>           | Escort elementary students to their cars after school one afternoon a week  |                                |  |                                      |                                   |
|  |                          | <b>Monday</b>   | <b>Tuesday</b>                 | <b>Wednesday</b>                         | <b>Thursday</b>                      | <b>Friday</b>                     |
| <b>TECHNOLOGY</b>                                    | <i>Ongoing</i>           | <b>Photoshop</b>  | <b>Filemaker</b>               | <b>HTML Coding</b>                       | <b>PHP Coding</b>                    | <b>MySQL Database Development</b> |
| <b>WALK-A-THON/ALL SCHOOL PICNIC</b>                 | <i>Sunday, Oct. 16</i>   | Annual event supports school projects such as maintaining outdoor structures and grounds, improving library, etc.               |                                |  |                                      |                                   |
|  |                          | <b>T-Shirt Sales</b>  | <b>Day of Event Staff</b>      | <b>Carpool Packet Distribution</b>       |                                      |                                   |
| <b>PUBLIC RELATIONS</b>                              | <i>Ongoing</i>           | <b>Graphic Des.</b>   | <b>Writer</b>                  | <b>Photographer</b>                      |                                      |                                   |
| <b>WORK DAYS</b>                                     |                          | Parents help staff get classrooms, library and grounds ready for school and do late year clean-up and projects                  |                                |  |                                      |                                   |
|  |                          | <b>Lead Organizer</b>   | <b>Classroom coordinator</b>   | <b>Skilled work i.e., Electrical</b>     | <b>Pick-up Bagels (8 AM)</b>         | <b>Child care at Park</b>         |
| <i>Fall</i>  | <i>Saturday, Aug. 27</i> |   |                                |  |                                      |                                   |
| <i>Spring</i>  | <i>Saturday, Apr. 22</i> |   |                                |  |                                      |                                   |
| <b>FRONT DESK COVERAGE</b>                           | <i>Ongoing</i>           | Coverage of front desk duties when receptionist is absent. Could be called on last minute.                                      |                                |  |                                      |                                   |
|  |                          | <b>Monday</b>   | <b>Tuesday</b>                 | <b>Wednesday</b>                         | <b>Thursday</b>                      | <b>Friday</b>                     |
| <b>SCHOOL SALES</b>                                  | <i>Ongoing</i>           | Person in charge of all school sales throughout the year. (ie. Calendars/notecards, sweatshirts/totebags, holiday videos, CD's) |                                |  |                                      |                                   |
|  |                          | <b>Yes, I am interested. Tell me more.</b> _____  |                                |  |                                      |                                   |
| <b>OVATIONS COMMITTEE</b>                            | <i>Ongoing</i>           | The Ovations Committee supports the needs of the music department   |                                |  |                                      |                                   |
|  |                          | <b>Committee Member</b><br>_____  |                                |  |                                      |                                   |
| <b>VOLUNTEER COMMITTEE</b>                           | <i>Ongoing</i>           | This committee helps coordinate volunteer efforts and works closely with the parent community                                   |                                |  |                                      |                                   |
|  |                          | <b>Committee Member</b><br>_____  |                                |  |                                      |                                   |
| <b>NEIGHBORHOOD COMMITTEE</b>                        | <i>Ongoing</i>           | <b>Committee Member</b><br>_____  |                                |  |                                      |                                   |
| <b>OTHER VOLUNTEER INTERESTS/REVIEW OF THIS FORM</b> |                          |   |                                |  |                                      |                                   |
| _____  |                          |   |                                |  |                                      |                                   |
| _____  |                          |   |                                |  |                                      |                                   |
| _____  |                          |   |                                |  |                                      |                                   |