

VOLUNTEER INTEREST FORM 2007-08



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.**

Parent Name: 1) _____ 2) _____

Occupation: _____

Employer: _____

Daytime Phone(s): _____

Best email address to use: _____

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

Please clearly print your initials on the line below the items you wish to volunteer for!

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

AUCTION	<i>Saturday, March 8th</i>	Each spring the annual Auction raises important tuition assistance money for current/future students																				
	<i>Meetings begin in the Fall and continue until the Auction</i>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%; padding: 5px;">Advertising</td> <td style="width:15%; padding: 5px;">Classroom Coordinator</td> <td style="width:15%; padding: 5px;">Design and Printing</td> <td style="width:15%; padding: 5px;">Data Entry</td> <td style="width:15%; padding: 5px;">Communications</td> </tr> <tr> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> </tr> <tr> <td style="padding: 5px;">Online Auction</td> <td style="padding: 5px;">Catalog</td> <td style="padding: 5px;">Decorations</td> <td style="padding: 5px;">Solicit Donations</td> <td style="padding: 5px;">Logistics</td> </tr> <tr> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> </tr> </table>	Advertising	Classroom Coordinator	Design and Printing	Data Entry	Communications	_____	_____	_____	_____	_____	Online Auction	Catalog	Decorations	Solicit Donations	Logistics	_____	_____	_____	_____	_____
Advertising	Classroom Coordinator	Design and Printing	Data Entry	Communications																		
_____	_____	_____	_____	_____																		
Online Auction	Catalog	Decorations	Solicit Donations	Logistics																		
_____	_____	_____	_____	_____																		

WALKATHON & ALL SCHOOL PICNIC	<i>Sunday, October 14th</i>	Each Fall this annual event supports school projects such as maintaining outdoor structures & grounds, improving library, etc.						
		<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; padding: 5px;">T-Shirt Sales</td> <td style="width:33%; padding: 5px;">Day of Event Staff</td> <td style="width:33%; padding: 5px;">Packet Distribution at Carpool</td> </tr> <tr> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> </tr> </table>	T-Shirt Sales	Day of Event Staff	Packet Distribution at Carpool	_____	_____	_____
T-Shirt Sales	Day of Event Staff	Packet Distribution at Carpool						
_____	_____	_____						

BOARD COMMITTEE MEMBER	<p>There are 24 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.</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; padding: 5px;">Diversity Committee</td> <td style="width:50%; padding: 5px;">Culture and Community</td> </tr> <tr> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> </tr> </table>	Diversity Committee	Culture and Community	_____	_____
Diversity Committee	Culture and Community				
_____	_____				

ADMISSIONS TOURS/ OPEN HOUSES	<i>Fall/ Winter</i>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; padding: 5px;">Tour Coordinator</td> <td style="width:25%; padding: 5px;">Morning Tours</td> <td style="width:25%; padding: 5px;">Event Coordinator</td> <td style="width:25%; padding: 5px;">Evening/Weekend Events</td> </tr> <tr> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> </tr> </table>	Tour Coordinator	Morning Tours	Event Coordinator	Evening/Weekend Events	_____	_____	_____	_____
Tour Coordinator	Morning Tours	Event Coordinator	Evening/Weekend Events							
_____	_____	_____	_____							

COMMUNITY FAIRS	<i>Ongoing</i>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; padding: 5px;">Bernal Fair (Fall)</td> <td style="width:25%; padding: 5px;">Glen Park Fair (Spring)</td> <td style="width:25%; padding: 5px;">Preschool Preview Night</td> <td style="width:25%; padding: 5px;">JCC Kindergarten Night (November)</td> </tr> <tr> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> </tr> </table>	Bernal Fair (Fall)	Glen Park Fair (Spring)	Preschool Preview Night	JCC Kindergarten Night (November)	_____	_____	_____	_____
Bernal Fair (Fall)	Glen Park Fair (Spring)	Preschool Preview Night	JCC Kindergarten Night (November)							
_____	_____	_____	_____							

WORK DAYS	Parents help staff get classrooms, library and grounds ready for school and do late year clean-up and projects								
	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; padding: 5px;">Lead Organizer</td> <td style="width:25%; padding: 5px;">Classroom Coordinator</td> <td style="width:25%; padding: 5px;">Skilled Work i.e., Electrical</td> <td style="width:25%; padding: 5px;">Pick-up Bagels (8 AM)</td> </tr> <tr> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> <td style="padding: 5px;">_____</td> </tr> </table>	Lead Organizer	Classroom Coordinator	Skilled Work i.e., Electrical	Pick-up Bagels (8 AM)	_____	_____	_____	_____
Lead Organizer	Classroom Coordinator	Skilled Work i.e., Electrical	Pick-up Bagels (8 AM)						
_____	_____	_____	_____						
<i>Fall - Saturday, August 25</i>	_____								
<i>Spring - Saturday, April 26</i>	_____								

PRESCHOOL MORNING CARPOOL	<i>Ongoing</i>	Escort preschoolers from cars to their classroom one morning a week from 8:40-9:05am				
		Monday	Tuesday	Wednesday	Thursday	Friday
		_____	_____	_____	_____	_____

ELEMENTARY AFTERNOON CARPOOL	<i>Ongoing</i>	Escort elementary students to their cars after school one afternoon a week				
		Monday	Tuesday	Wednesday	Thursday	Friday
		_____	_____	_____	_____	_____

FRONT DESK COVERAGE	<i>Ongoing</i>	Coverage of front desk duties when receptionist is absent - Could be called on last minute!				
		Monday	Tuesday	Wednesday	Thursday	Friday
		_____	_____	_____	_____	_____

TECHNOLOGY	<i>Ongoing</i>	Photoshop	Filemaker	HTML Coding	PHP Coding	Other
		_____	_____	_____	_____	_____

PUBLIC RELATIONS	<i>Ongoing</i>	Graphic Design	Writer	Photographer	Other
		_____	_____	_____	_____

SCHOOL SALES	<i>Ongoing</i>	Person in charge of all school sales throughout the year. (ie. Calendars/notecards, sweatshirts/totebags, holiday videos, CD's)				
		Yes, I am interested. Tell me more.				

GARDENING	<i>Ongoing</i>	Committee Member	Special Projects
		_____	_____

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

OVATIONS COMMITTEE	<i>Ongoing</i>	The Ovations Committee supports the needs of the music department				
		Committee Member	Event Ushers			
		_____	_____			

VOLUNTEER COMMITTEE	<i>Ongoing</i>	This committee helps coordinate volunteer efforts and works closely with the parent community				
		Committee Member				

NEIGHBORHOOD COMMITTEE	<i>Ongoing</i>	Committee Member

SPANISH LANGUAGE & CULTURE	<i>Ongoing</i>	In support of the Spanish Program				
		Yes, I am interested. Tell me more.				

OTHER VOLUNTEER INTERESTS/ REVIEW OF THIS FORM
