

2010-2011 Volunteer Activities and Committees

NOTE: bulleted volunteer descriptions that begin with "" are jobs that can be done primarily off campus.

Sunshine Math (Year long)

******Chairperson Needed******

- ***Grade Sunshine Math papers**
- Review papers with students and pass out the next week's paper.

Media Center Volunteer (year long)

- Either Tuesday or Thursday from 8-10
- Perform duties such as helping shelve and stamping books. Training provided for all tasks.

Dine For Cash (Year long)

- Select restaurants to take part and contract with them
- Prepare and distribute promotional materials each month
- Follow-up with restaurant to obtain profit

Yearbook (Year long)

- Volunteers needed to take photos
- Prepare and distribute all marketing materials
- ***Pre-sales in the fall; spring sales**

Awards Nominations Writers (September and October)

- ***Assist with the preparation of nominations for three volunteer awards and two business partner awards**

Charleston Wraps Fall Fundraiser (September 1, 2, 3, 7, and 8. Distribution day in November)

- Assist in verification and processing of orders
- Organize and deliver orders to classrooms

Vision and Hearing Screening

- Volunteers needed to assist with the recording of sensitive data

School Store (year long)

- Volunteer needed Tuesday and Wednesday mornings from 7:45-8:15
- Volunteers willing to fill in when the regularly scheduled volunteer is unavailable

School Pictures (October 1, March 29)

- Volunteers needed to assist the children with getting camera ready

Book Fair (September 27 and October 5)

- Volunteers needed to set up and break down Media Center

Five Star Folder (March - April)

- ***Volunteers needed to assemble Five Star Folder to present to the school District for achieving the Five Star School Award**
- Volunteer must attend the Five Star Award Training on Oct. 6

Mother/Son Movie On The Diamond (November 19th, with LHE)

- Volunteers needed to assist chairperson with set-up, clean-up and chaperoning event.

Family Fun Fair (Planning process begins in November; event Friday April 1st)

- **Sub-Chair needed to order prizes and establish a committee to distribute them at the fair**
- Sub-Chair needed to carry out Ticket Pre-sales
- Set-up/Clean-up

Silent Auction (January through April. Event on Friday, April 1st)

- ***Volunteers needed to solicit donations**
- Maintain auction items/donations, donor recognition
- ***Create bid sheets and displays**
- Monitor event, collect money, distribute items
- Set-up the entire day of the event

Daddy/Daughter Dance (Friday in mid-February, with LHE)

- Help set-up evening event
- Chaperone event

Field Day

- set-up/clean-up
- Assist Mrs. Fell and Mrs. Carroll with executing the games

Teacher Appreciation (May 2-6)

****Chairperson Needed****

- Co-chairs objective is to plan a committee driven week of events
- Co-chairs will be in charge of generating a theme, scheduling meetings, organizing volunteers, correspondence, and accounting.
- sub-committees in charge of the following:
 1. ***Arrange for donations of food either from the school families or local businesses.**
 2. Decorate, set-up/clean-up
 3. ***Obtain items for teacher raffles**
 4. Arrange daily staff treats