



PARENT VOLUNTEER SUPPORT

For 2010 - 2011 School Year

Our school is a beautiful community made up of families who have chosen a similar educational path for their children. One way we build this strong sense of community is to ask every family to offer their support as volunteers. IC strives to remain as affordable as possible; we help keep costs down by asking parents to give of their time and talent. We know every family's situation is unique and that people have different amounts of time to offer. There are many needs within the school, and there are many different ways each family can help. By committing to the IC family, you help the School continue to flourish.

There are several ways to help the school, and we ask that you consider getting involved in as many ways as possible.

- Volunteering during the school day.
- Serving on the Development Team, which is responsible for the school's fundraising and some special events.
- And participating in the PTO which assists with enrichment, and community building events. Some roles are major and take significant commitments of time. However the more parents who can make a commitment to help, the easier it is for everyone.

Please review the different roles below and then complete the attached forms and return to the office by September 1, 2010.

School Needs:

Recess Monitor: One parent is needed to assist faculty in monitoring the students during daily recess. Recess takes place daily between noon and 1:20 pm. Most days recess is outdoors, but during inclement weather recess takes place in the gym. Volunteers may commit for any day of the week that suits them, but are asked to commit to that day for the entire school year.

Kitchen Help: One person to help prepare and serve lunch, supporting the IC kitchen staff. The commitment would be from 11:30 to 1:10 daily. Volunteers may commit for any day of the week that suits them, but are asked to commit to that day for the entire school year.

Room Parent: Two parents serve as liaison between the teacher and fellow parents for that grade. There is a Head Room Parent, who will serve as the liaison between all Room Parents and the Principal. All communications between Room Parents and fellow grade parents will be approved and coordinated by the Head Room Parent. The role of a Room Parent varies depending on the grade of the student, but typical needs include supporting the teacher in the classroom (younger grades), helping with hospitality during social events (e.g., graduation parties for 8th grade, K and Pre-K), hosting the Teacher Appreciation Luncheon (one per year), coordinating the Christmas and End-of-Year teacher gifts, organizing special projects such as class projects for the auction/gala, promoting volunteer support for PTO and Development, and chaperoning outings.

On-Call List: If you are unable to commit to being a daily Recess Monitor or Kitchen Helper, but would like to be called when there is a need, please sign up for the on-call list.

After School Activities: There are several opportunities for volunteering with after school activities: An Advisor for the School Newspaper for grades 5 & 8; An Advisor for the Theatre Program for grades 5 & 8; An Advisor for the Elementary Play for grades 2 & 4. All of these require after school hours.

NEASC (New England Association of Independent Schools and Colleges Accreditation): Immaculate Conception School will undergo its ten year accreditation in 2012. A volunteer is needed to help with administrative support.

Development:

The Principal is accepting applications for the Development Team. Development is vital to the stability and viability of our school and requires a specialized skill set. We have been blessed with many extraordinary resources, including talented parents. If you have the desire to work in the following development positions, please complete the form below and return. You will be contacted by the Principal or the Development Director.

North Pole Express

The North Pole Express is typically the school's largest fundraiser. On the day of the event 4000 passengers will experience five train rides. The event is open to the public and therefore needs to be managed extremely professionally. The entertainment includes organizing the five rides as well as the Polar Village platform activities. Responsibilities include:

- Ticket sales, website design, merchandise sales, train and platform decorations, the operations crew, and volunteer management and training (including elves).
- Communicating and coordinating with the MBTA for rental of the platform building
- Purchasing all supplies and advance requisitioning long lead items
- Managing all financial aspects

Non-Revenue Activities

This position would include the following activities:

- Managing the Grandparent/Special Person Luncheon
- Cultivating alumni
- Other activities (including hospitality), as requested by Principal

PTO Needs:

PTO hosts several events and enrichment programs during the school year. We need volunteers for everything from chairing an event to baking goodies. The opportunities are many, and more detailed descriptions will be made available as each event comes up. We look forward to seeing you this year!

Volunteer Form:

ALL VOLUNTEERS MUST COMPLETE a yearly Cori Form and attend a "Protecting God's Children" session before they volunteer.

Volunteers for the School Year 2010 - 2011

Please return to school by May 21, 2010. Please commit to as many roles as you are able. Once all paperwork has been returned, we will contact you to confirm your kind offer.

Your name: _____

School Volunteer

Recess Monitor (noon to 1:20 pm)

I can help on the following days: _____

Kitchen Help (11:30 to 1:10 pm)

I can help on the following days: _____

Room Parent

I would like to be Room Parent for the following grade: _____

After School Activities:

School Newspaper Advisor Grade 5 ó 8 _____ Theater Program Advisor Grade 5 ó 8 _____
 Elementary Play Advisor Grade 2 ó 4 _____

NEASC Accreditation, Administrative support. _____

Development Volunteer

- | | |
|---|--|
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Hospitality |
| <input type="checkbox"/> North Pole Express | <input type="checkbox"/> Sponsorship |
| <input type="checkbox"/> Auction | <input type="checkbox"/> Marketing/ Public Relations |
| <input type="checkbox"/> Planned Giving | <input type="checkbox"/> Cultivation of alumni |

PTO Event Volunteer:

- | | |
|---|--|
| <input type="checkbox"/> Recess Drive | <input type="checkbox"/> Ice Cream Social |
| <input type="checkbox"/> Middle School Dance Chaperones | <input type="checkbox"/> Mother/Son Event |
| <input type="checkbox"/> Halloween Party | <input type="checkbox"/> Father/Daughter Event |
| <input type="checkbox"/> Book Fair | <input type="checkbox"/> Field Day |
| <input type="checkbox"/> Movie Night | |

