

1. WES Volunteer Form 2010-2011

Volunteering is an important part of the WES experience for parents in so many ways. It allows you to meet fellow parents, brings the WES community together as they work on a common goal or project, and helps our children have an excellent education. Our school has achieved great things since our founding in 1986 due in large part to the generous spirit of volunteers, for which we are deeply grateful.

Please take a few moments to review the survey below and check "yes" for any volunteer opportunities that appeal to you. You will notice there is, at the top, a box for "mother" and one for "father". This survey is divided into 5 sections with a total of x pages. You can move between pages or skip entire sections. Please contact the Development Office with any questions you might have or feel free to discuss any areas of interest that are not covered in the survey -- we'd be happy to chat with you! Please include your name (below) so that we know who to contact. Thank you very much for completing the survey.

* 1. Your Name

2. Student Life

1. Room Parent-Serves as the link between class parents and the school. Attends Parents Association meetings, coordinates field trips, Friday snacks, holiday parties, peer group meetings, and other class activities. Initiates class e-mails and phone tree when necessary.

	Mother	Father
Yes	€	€
No	€	€
Preferred Grade	<input type="text"/>	

2. Assistant Room Parent-Supports the Room Parent in his/her responsibilities as needed.

	Mother	Father
Yes	€	€
No	€	€
Preferred Grade	<input type="text"/>	

3. Fathers Committee - Help plan activities for families such as the ski trip and golf outing. Help with some school events such as the Book Fair, Gala/Auction, Field Days, and Founders Day Picnic.

	Father
Yes	€
No	€

4. Hot Lunch Volunteer - Help caterer serve at the salad and sandwich bars from approximately 11:15 - 12:15 at either the N-3 or 4-8 lunch line. Volunteers usually work two days per month.

	Mother	Father
Yes	€	€
No	€	€

5. Library - Help students check-out books, help with new book processing, and re-shelf returned books.

	Mother	Father
Yes	€	€
No	€	€

6. Parents Diversity Initiative - Meet other parents and families who are interested in furthering and supporting racial, ethnic, and cultural diversity in the school. Plan events and gatherings.

	Mother	Father
Yes	€	€
No	€	€

7. School Store (Dragon's Den) - Sell items in the store one day a week from 7:45 to 8:15 a.m.

	Mother	Father
Yes	€	€
No	€	€

8. Science Fair Judge - Parents from any grade with scientific backgrounds help judge the semi-finals for the annual Grades 4, 5, 6 Science Fair.

	Mother	Father
Yes	€	€
No	€	€

9. Women in Science and Math Speaker Series - Women with careers in science and/or math are invited to speak to students in Grades 6, 7, and 8. Men in non-traditional careereers are also invited to speak to the group.

	Mother	Father
Yes	€	€
No	€	€

3. Ongoing Opportunities

1. Box Top for Education - Promote and manage the collection of box tops and coordinate reimbursement.

	Mother	Father
Yes	€	€
No	€	€

2. Hospitality/Greeters for Admissions Open House - Greet visitors during the fall, winter, and spring Admission Open Houses.

	Mother	Father
Yes	€	€
No	€	€

3. Mailings - Help prepare occasional mailings in the Development Office (labeling, folding, stuffing, sealing).

	Mother	Father
Yes	€	€
No	€	€

4. New Family Mentor - Begins in spring. Guide new families and encourage participation in the life of the school. Attend Founders Day Picnic in the spring with new WES families.

	Mother	Father
Yes	€	€
No	€	€

5. Parent-to-Parent - Activate and coordinate parents to aid other parents in distress or who are experiencing a crisis.

	Mother	Father
Yes	€	€
No	€	€

6. Parents Association Communications - Responsible for creating fliers as needed for distribution through the NeWES for Parents Association Events.

	Mother	Father
Yes	€	€
No	€	€

7. Parents Association Officer

President - Coordinates PA Activities and events, runs meetings, and is a member of the WES Board of Trustees.

Vice-President - Helps the President in all aspects of running the PA except in attending the Board of Trustees meetings.

Secretary - Records minutes of the meetings, maintains records of the PA.

Treasurer - Responsible for the PA financial affairs, prepares and presents the budget, prepares for the annual audit.

Assistant Treasurer - Aids PA event chairs with the verification of funds received.

	Mother	Father
Yes	€	€
No	€	€

8. Parents Council of Washington Representative - Attend the council meetings and report to the Parents Association. Notify Communications Coordinator of any events to be published in the weekly NeWES.

	Mother	Father
Yes	€	€
No	€	€

9. Parent Education & Peer Group Programs - Arrange for speakers and programs that address parenting issues.

	Mother	Father
Yes	€	€
No	€	€

10. Parent Ambassador - Be available to assist in recruitment of new WES families by making follow-up phone calls during admissions season, and talking to families of prospective students about WES.

	Mother	Father
Yes	€	€
No	€	€

11. Plant Care - Water and care for the plants in the library and lobby.

	Mother	Father
Yes	€	€
No	€	€

12. Volunteer Coordinator - Serve as the link between the school and volunteers. Help train volunteer leadership. Create a volunteer guide, follow-up with volunteers and volunteer leadership.

	Mother	Father
Yes	€	€
No	€	€

13. Used Uniforms - Maintain the inventory of uniforms in the uniform room and keep sales records.

	Mother	Father
Yes	€	€
No	€	€

14. Wordex Recycling - Help with the publicity and/or distribution of this home computer ink cartridge recycling program.

	Mother	Father
Yes	€	€
No	€	€

4. Annual Events

1. Art Show (at Founders Day)- Help with art displays and raffle during the Art Show at Founders Day Picnic in the spring.

	Mother	Father
Yes	€	€
No	€	€

2. Community Service Day (April) - Help plan and execute school-wide Community Service Day that benefits local groups and organizations.

	Mother	Father
Yes	€	€
No	€	€

3. Faculty Appreciation Lunch (March - hosted by Grade 1)- Help plan, set-up/clean-up and decorate for the luncheon held during a school day in March.

	Mother	Father
Yes	€	€
No	€	€

4. Foreign Language Extravaganza (April/May - hosted by Grade 5) - Help plan, set-up/clean-up and decorate for the potluck dinner and event held in April/May.

	Mother	Father
Yes	€	€
No	€	€

5. Founders Day Picnic (June - hosted by Transition)- Help with site set-up/clean-up, food and games for this all-school evening event in late spring.

	Mother	Father
Yes	€	€
No	€	€

6. Golf Outing - Volunteers work together to plan all aspects of the event: securing site and sponsors, arranging lessons, organizing games and trophies, managing foursomes, publicity, food, etc.

	Mother	Father
Yes	€	€
No	€	€

7. Harvest Party (Sept./Oct. - hosted by Grades 3 & 4) - Help coordinate the event, promotions, ticket sales, dinner, activities, decorations, set-up/clean-up, etc.

	Mother	Father
Yes	€	€
No	€	€

8. School Picture Day (Sept.) - Assist photographer and escort students to and from the session in the fall.

	Mother	Father
Yes	€	€
No	€	€

9. Skating Party (winter) - Secure site and make arrangements for and publicize this all-school activity in the winter.

	Mother	Father
Yes	€	€
No	€	€

10. Ski Trip (winter)- Help coordinate annual ski trip to nearby ski area.

	Mother	Father
Yes	€	€
No	€	€

11. Valentines for Grandparents (fall and winter)- Order stationery, assemble cards and photos for each child, and coordinate mailing to grandparents.

	Mother	Father
Yes	€	€
No	€	€

5. Fundraising

1. Annual Giving - WES Annual Giving is the foundation of all fundraising at WES. Contributions from families and friends to Annual Giving help pay for WES programs. Tuition forms the basis of the annual operating budget, but the school relies on Annual Giving to support and enhance existing programs. A representative is designated from every class to contact each family. Representatives write notes, call parents, and assist with follow-up to help reach the overall goal as well as the goal of 100% parent participation which has been achieved for the past three years. All contributions are fully tax-deductible.

	Mother	Father
Yes	€	€
No	€	€

2. Book Fair - This three-day sale in the fall benefits the WES Library. Families purchase books and have the opportunity to donate some to the library. Volunteers set-up/clean-up, promote the event, assist children in selecting books, and act as cashiers.

	Mother	Father
Yes	€	€
No	€	€

3. 8th Grade Poinsettia and Greens Sale - Parents promote the sale of poinsettias and greens from a local nursery, take orders, and fulfill them in early December. Proceeds go toward the 8th grade class gift.

	Mother	Father
Yes	€	€
No	€	€

4. Gift Wrap Sale - Help distribute order forms, collect payments, process and sort orders, and coordinate delivery in the fall.

	Mother	Father
Yes	€	€
No	€	€

5. Auction/Gala - Please see section 8, Question #1.

 Yes

 No

6. Personal Skills

1. Please list below any personal skills or interests that you wish to share, for example, graphic design, photography, etc.

7. Areas of Interest

1. Building and Grounds

	Mother	Father
Yes	€	€
No	€	€

2. Outreach

	Mother	Father
Yes	€	€
No	€	€

3. Development and Public Relations

	Mother	Father
Yes	€	€
No	€	€

4. Religion

	Mother	Father
Yes	€	€
No	€	€

5. Finance

	Mother	Father
Yes	€	€
No	€	€

8. Gala/Auction

1. Acquisition of Live and Silent Auction Items - Determine strategy and solicit donations of Live and Silent Auction items by personal contact, letters, etc.

	Mother	Father
Yes	€	€
No	€	€

2. Catalog Writing - Write descriptions of items up for bid for Live and Silent Auctions.

	Mother	Father
Yes	€	€
No	€	€

3. Catering - Help choose and manage catering for Gala and/or other Gala-related events.

	Mother	Father
Yes	€	€
No	€	€

4. Data Entry - Enter data into MaestroSoft or applicable database.

	Mother	Father
Yes	€	€
No	€	€

5. Design/Layout - Use your creative skills to conceptualize and execute design and layout for Gala and Auction materials such as invitation, catalog, banners, etc. and work closely with promotion committee.

	Father	Mother
Yes	€	€
No	€	€

6. Display - Plan and make attractive displays and signage for Live and Silent Auction items.

	Mother	Father
Yes	€	€
No	€	€

7. Item Management - Keep track of incoming Auction items and management procurement of outstanding items.

	Yes	No
Yes	€	€
No	€	€

8. Mailings - Prepare letters, invitations, etc. for mailings.

	Mother	Father
Yes	€	€
No	€	€

9. Promotions - Promote Gala attendance, donations, and participation by writing bulletin announcements, making signage, and preparing carpool handouts, etc.

	Mother	Father
Yes	€	€
No	€	€

10. Theme Development - Help plan and make or procure thematic decorations for event.

	Mother	Father
Yes	€	€
No	€	€

11. Wine Party - Help plan and promote fall Wine Party.

	Mother	Father
Yes	€	€
No	€	€

12. Wine Cellar - Compile list of wines for Wine Cellar and manage donations of wine for Live and Silent Auctions.

	Mother	Father
Yes	€	€
No	€	€

9. Other

1. Willing to be called as needed

	Mother	Father
Yes	€	€
No	€	€