



## Parent Volunteer Activities 2009-10

Parents are asked to send an e-mail to the volunteer coordinator listed below in any area that is of interest to find out more information or to be put in touch with the volunteers who are coordinating the various initiatives.

Name of Program	Initial contact person	Program Coordinator	Brief description	Estimated Time Commitment
<b>Class Parent program</b>	Chris Butler: CJWButler@aol.com	Chris Butler, Janet Anderson (2009 only)	<ul style="list-style-type: none"> <li>-Communicate with parents of class members;</li> <li>-Facilitate two-way communication between parents and school;</li> <li>-Assist teachers in own child's class with parties, trips, IPC units, art projects and whole school events</li> </ul>	<p>Approximately one to two hours a week; more in the days surrounding events (delegation of jobs among all parents is ideal, and keeps time investment reasonable).</p> <p>Ideal participation: three-four volunteers per year group.</p>
<b>Food Committee</b>	Chris Butler: CJWButler@aol.com	Ana Farach, Kathy Ausubel	<ul style="list-style-type: none"> <li>-Serve as liaison with Armand's (lunch provider); evaluate content and delivery of meals on a regular but infrequent basis;</li> <li>-Oversee planning of kitchen improvements; solicit parent volunteers to assist at lunchtime (Reception-Year 2 only) on a rotating basis</li> <li>-Serve on a Recycling subcommittee to help organize a comprehensive recycling program for the school.</li> </ul>	<p>Committee members could spend, on average, about two hours a month.</p> <p>Helpers at lunchtime might expect an investment of about 1 hour to 90 minutes per week at mid-day, or less depending on the number of volunteers.</p>

<p><b>Little Acorns pre-school playgroup</b></p>	<p>Chris Butler: CJWButler@aol.com</p>	<p>TBA</p>	<p>Little Acorns is a British-style playgroup that meets weekly for about 90 minutes. The children engage in free-play, enjoy a healthy snack, and sing educational songs together.</p> <p>This is an activity that requires attendance with at least one parent or caregiver. The activities planned are appropriate for infants to 3 year-olds.</p>	<p>Participants should plan to spend 90 minutes per week together. This is a drop-in style playgroup – no long term commitment is necessary.</p> <p>The Coordinator collects drop-in fees (\$2 per session); assigns responsibilities for snack shopping and supply purchases on a rotating basis (like a cooperative); oversees reimbursement of these expenses out of the collected fees.</p>
<p><b>Library Volunteers</b></p>	<p>Chris Butler: CJWButler@aol.com</p>	<p>Gayle Berger</p>	<ul style="list-style-type: none"> <li>-Assisting librarians with sorting and reshelving books;</li> <li>-Preparing new acquisitions for shelving;</li> <li>-Helping children select their books</li> </ul>	<p>As much or as little as the volunteer can offer. Minimum of one hour at a time.</p>
<p><b>In-Class Readers</b></p>	<p>Chris Butler: CJWButler@aol.com</p>	<p>Gayle Berger, faculty learning leaders</p>	<p>-Assisting teachers by hearing children read aloud in a class other than one's own child.</p>	<p>As much or as little as the volunteer can offer.</p> <p>Volunteers attend a training session before being assign students.</p>
<p><b>Lunchtime Volunteers</b></p>	<p>Chris Butler: CJWButler@aol.com</p>	<p>Ana Farach, Kathy Ausubel</p>	<p>-Assisting faculty and food committee by attending regular lunch periods to observe procedures and encourage younger children to eat</p>	<p>As much or as little as the volunteer can offer; ideal commitment would be once a week for about one hour to 90 minutes.</p>
<p><b>BSW Ambassadors Program</b></p>	<p>Chris Butler: CJWButler@aol.com</p>	<p>Katherine Wilson</p>	<p>-Assisting Admissions Officer by offering to be a electronic contact for new families and inquiring families who have questions about BSW</p>	<p>Passive commitment – volunteer must have a willingness to be contacted and must follow up calls or e-mails in a short time frame.</p>

<b>Field Trip Volunteers</b>	N/A	Individual teachers	Teachers send class memos from time to time seeking chaperones for off-campus trips; teacher defines duties and solicit participation via memos and e-mails	Duties and time commitments vary per trip/excursion.
<b>School Consultative Group (SCG)</b>	<p>Election announcements made via school publications.</p> <p>Self nominations permitted, and letters of support from parents will be published prior to elections.</p>	Peter Harding	<p>Elected position; elections are school-wide, publicized via school electronic publications; election conducted via both paper and electronic balloting</p> <p>One representative from Nursery/Reception, Year 1-2, Years 3-5, Years 6-8, Years 9-10 and Years 11-13) advises Head of school on policy issues, marketing initiatives and community relations Elected members serve two years</p>	Members will be expected to attend regular half-termly meetings and participate in follow-up activities.
<b>After School Club Organizers</b>	Chris Butler: CJWButler@aol.com	Key Stage Coordinators	Parents who have a specific skill set and a willingness to work with children may volunteer to conduct termly or half-termly clubs or teams after school.	<p>One hour per week for the length of a term or half term.</p> <p>Volunteer may be required to submit to background check.</p>