

Summary of Volunteer Positions

- Any positions that are spending or collecting money need to coordinate with the Parent Association President, Vice President or Treasurer to ensure all involved are aware of the budget available and any processes to be followed

Babysitting Coordinator

- Ensure that there is a babysitter for each school council meeting and provide babysitter details to treasurer for payment

Teacher Appreciation Meals – 2-3 volunteers

- Coordinate evening meal during each set of parent/teacher conferences (currently 3 sets a year and funded by school council at approx. \$200 per meal)
- This could be a home-made meal or ordered (volunteer would need to ensure meal delivered and ready for teachers)
- Confirm with principal any food considerations/restrictions on behalf of the staff (i.e. allergies, vegetarian, gluten free, etc)

Fun Lunches – lead coordinator can be shared position & monthly volunteers

- Fun lunches are typically pizza lunches held once a month on a Friday and require volunteers from 11:10 – 12:00 to set-up, hand out lunches (pizza/cookies) and clean-up. Students begin being served around 11:25 or once ready (dates will change in 2018/19)
- Coordinate fun lunch dates with school and liaise with Healthy Hunger
- Ensure email reminders are sent by the school in advance of each lunch (prior to order deadline and day before lunch)
- Coordinate parent volunteers to hand out fun lunch (lead volunteer should be available to be on site during lunch to assist and direct volunteers as well as have order list available, all volunteers must have police clearance)
- Ensure Grade 5/6 students are available to help (typically one student with one parent volunteer)
- Total volunteers needed in addition to lead volunteer is approx. 5-7

Fuelling Learning Program – lead coordinator & committee of volunteers

- Bowls of fruit are maintained in each learning community and replenished each week
- Coordinate purchase of fruit for each weeks fruit bowls
- Coordinate volunteers to wash and fill fruit bowls each week
- Coordinate any donations from families wishing to support the program

Pancake Breakfast – lead coordinator

- Held in the first week of school
- Coordinate annual pancake breakfast including booking caterer
- Coordinate volunteers for set-up and take-down (typically done by school council / association board members and volunteers)

Halloween Dance – lead coordinator & organizing committee; many volunteers for event night

- Coordinate planning for Halloween dance held at the end of October
 - o DJ, raffle, food/ticket ordering, decorations, etc
- Oversee food & ticket order process
- Coordinate volunteers for set-up, take-down and event activities
- Provide school with promotional materials (one pager ticket & food order form & reminder notes for weekly emails and agendas)

Winter Solstice Lunch – lead coordinator & committee of volunteers

- Potluck lunch held in December (before winter break, date set at start of school year) where families are invited to school at lunchtime, bring a dish to share in their child's learning community and eat lunch with their child in their classroom
- Ensure adequate amount of supplies for lunch on-hand (plan for approx. 600 people)
- Coordinate volunteers to assist with set-up, take-down in each classroom as well as to assist with distribution of lunch supplies to each classroom.
- Work with school to provide promotional materials for students/families

Green Store – lead coordinator & committee of volunteers

- Green Store is the opportunity for students to select gifts or items for their families leading up to the holiday season
- Coordinate collection of items to be organized for "sale" at no cost to the students of University School
- Communicate and advertise with the local communities to gather the items
- Coordinate with Westmount Charter School for donations and if possible, student volunteers
- Prepare boxes (large boxes with signage) for both in and outside of school for people to drop off donated items
- Coordinate volunteers to sort all materials
- Work with the school to determine the timing of collection and actual sale
- Select families invited to attend in advance to select items needed by their families (winter clothing, etc)

Grade 6 Celebration – lead coordinator & committee of volunteers

- Work with the Grade 5/6 communities to plan a Grade 6 celebration
- Coordinate volunteers as needed to set-up, decorate, take-down on event day as well as preliminary planning needed (cake order, certificates, decorations etc)

Casino Coordinator

- Casinos are held approximately every 18-24 months; next casino date will be January – March 2019 (exact date should be known by summer 2018)
- Work with Association board to submit casino license application
- Schedule and confirm paid casino advisors for Association
- Coordinate volunteer schedule and sign-ups for the casino