



PARENT VOLUNTEER OPPORTUNITIES 2010-2011

NAME: _____

Email address: _____

Phone number: _____

*Parents: Read the descriptions below to determine which events you would like to volunteer for. The sign-up is on a first-come basis, so please be prepared with a third choice. If you sign up as a Coordinator for an event, this satisfies your volunteer requirement for the year with the exception of Graduation which is required for all Junior parents. If you are not able to sign up for a choice, you will be assigned one of the remaining slots. **PLEASE CIRCLE YOUR CHOICES AND LABEL (1), (2) AND (3) and mail back to the school with your signed contract by August 10th.***

Celebration Banquet: This event takes place in October and is a celebration of the past, present and future of our school. This is a catered event which requires volunteer set-up, serving and clean-up. **This event requires 1 Coordinator and 20 helpers.**

*I want to coordinate _____

*I want to help _____

Christmas Party: This event is held on the last day of finals to celebrate the end of the first semester and the beginning of the Christmas holidays from 11:00-1:00. Food is provided; volunteers are needed for set-up, serving and clean-up. **This event requires 12 helpers and 1 Coordinator**

*I want to coordinate _____

*I want to help _____

End of Year Party: This event is held on the last day of finals to celebrate the end of the year from 11:00-2:00. Food is provided; volunteers are needed for set-up, serving and clean-up. **This event requires 12 helpers and 1 Coordinator**

*I want to coordinate _____

*I want to help _____

End of Year Teacher Appreciation Luncheon: A special luncheon at the end of the school year which requires preparing a dish and serving during the event. **This event requires 1 coordinator and 15 helpers.**

*I want to coordinate _____

*I want to help _____

Graduation: **The Junior parents are required to host the Graduation reception on May 14, 2011. **This satisfies one of your volunteer requirements. Other parents are welcome to also assist in this special time. **This event requires 1 Coordinator for Decorating/Set-up, 1 for Food Preparation, 1 for Serving and 1 for Clean-up. This event requires 40 helpers.**

- I want to coordinate (Junior parent only) _____
- I want to help (Junior parents only) _____

(more on the back)

Lunch Duty: Help one time per month with serving lunch and clean up. If you are interested in this ministry, please contact Kelly Bennett at kbennett@heritagea.org. This satisfies your volunteer requirement.

Monthly Teacher/Staff Appreciation: different volunteers needed each month to help provide an informal breakfast or lunch to say thank-you to our teachers and staff. Parents send in the items and are not required to be at the event. **This event requires 1 breakfast coordinator, 1 lunch coordinator and 40 helpers**

- *I want to coordinate lunch _____
- * I want to coordinate breakfast _____
- * I want to help _____

Picture Days: Helpers assist photographer and students to keep the process moving along smoothly. The dates are: in September and retakes are in October. Spring pictures are in March. **This event requires 1 coordinator and 3 volunteers per date.**

- *I want to coordinate _____
- *I want to help _____

Service Projects: Assist with service projects throughout the year, which are sponsored by Heritage Academy, providing students with opportunities to meet their service hour requirements. **The event requires 1 coordinator and 12 helpers**

- *I want to coordinate _____
- *I want to help _____

Test Day Volunteers: Helpers assist with administration of Stanford Achievement tests. You must have at least a Bachelors Degree to assist with testing. These dates will be on a Tuesday and Thursday in the spring. **This event requires 12 volunteers per date.**

- I want to help _____

Volunteer Coordinator: One person who compiles all of the volunteer information for the year from these forms. The volunteer coordinator would then let each committee coordinator know who their volunteers are and would remind the coordinators when their event is coming up.