

Trinity Preschool of Berwyn  
Parent Volunteer Form 2009 – 2010

September: Volunteer  
Sally Foster Gift Wrap \_\_\_\_\_  
Book Bags \_\_\_\_\_

September/October:  
Beef 'n Beer/(Auction) \_\_\_\_\_

October:  
Picture Day \_\_\_\_\_

November/December:  
Holiday Plant Sale \_\_\_\_\_

February:  
Original Artwork \_\_\_\_\_

April/May:  
Spring Plant Sale \_\_\_\_\_  
Stuffed Animal Drive \_\_\_\_\_  
Fitness Day/Trike-a-thon \_\_\_\_\_  
Teacher Appreciation Lunch \_\_\_\_\_

**Opportunities to Volunteer Throughout the Year**

Moms Helping Moms \_\_\_\_\_  
Home Room Parent \_\_\_\_\_  
Hospitality \_\_\_\_\_  
Acme Receipts \_\_\_\_\_  
Library Aide \_\_\_\_\_  
Professional Expertise \_\_\_\_\_  
(finance, law, medicine – please specify) \_\_\_\_\_

Your name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Child's name: \_\_\_\_\_ Child's class: \_\_\_\_\_

## Parent Volunteer Activities & Fundraisers

Parents are a vital part of making a child's pre-school experience positive and successful. Listed and described below are the many volunteer Activities and Fundraisers offered at Trinity Preschool. From these descriptions, you can determine which activities you may want to get involved in according to the time of year they take place, time requirements and whether they can be done from home or school.

**We greatly appreciate any and all volunteers.** If you are new to volunteering, do not worry, many activities and events take less time than one may expect. It is a great way to learn more about Trinity, meet other parents and have fun!

Please check any volunteer events/activities that may interest you on the attached sheet. **Please return the form as soon as possible**, with your June paperwork, **to the Trinity Preschool office**. If you have any questions, please contact Sandra Simpson (610-688-1661/ [psimpson22@comcast.net](mailto:psimpson22@comcast.net)). Thank you for volunteering!!

### Fall:

**Book Bags** – Work with the Book Bag *Chairperson* as needed to organize, label, and distribute Trinity Preschool book bags at the start of the school year.

**Beef 'n Beer/Oktoberfest** – This will take the place of Trinity's Spring Silent Auction. This will combine a beef 'n beer with a smaller silent/live auction. This is Trinity Preschool's largest fundraiser and primary social event. Many volunteers are needed for invitations, to coordinate food preparation, solicit donations from area merchants, and set up the evening party. A wide array of volunteers is needed. Volunteers will be needed at the end of summer and beginning of the school year along with at the actual event in October.

**Sally Foster Gift Wrap** – This is a catalog sale of gift wrap & accessories. Order forms are distributed through the student's book bags and then parents submit orders on line and products are mailed directly to houses. Volunteers help label the Sally Foster packets in the beginning of the year (September).

**Picture Day** – A few parents are needed for a few hours on each picture day to assist students and the photographer. Volunteers can choose the picture day that best fits their schedule. A note of caution to parents of the 2's and young 3's; the little guys sometimes have a harder time with pictures if their parents are there.

**Holiday Plant Sale** – Order forms are distributed through the student's book bags and completed orders are collected by the office. Volunteers are needed to help sort and distribute orders when the plants are delivered. In addition, a few volunteers may be asked to help organize the orders. The organizing can easily be done at home/evenings and siblings could be brought while sorting and distributing merchandise. Please note...there is no need for extensive plant knowledge in order to chair or volunteer with this fundraiser. The chair will simply work with the nursery to coordinate orders.

**Spring:**

**Spring Plant Sale** – Order forms are distributed through the student's book bags and completed orders are collected by the office. Volunteers are needed to help sort and distribute orders when the plants are delivered. Siblings could be brought while sorting and distributing merchandise. There is no need for extensive...or even, any plant knowledge in order to help out with this fundraiser!

**Original Artwork** – Packets are sent home in the children's book bags with the information to create the artwork. Volunteers are needed to help organize the packets to send home and help sort and distribute the items after they are delivered to the school.

**Stuffed Animal Drive/Earth Day Recycling** – This is a great opportunity to get rid of all those "gently used" stuffed animals that clutter your rooms. This event is coordinated around Earth Day, and the collection is sent to various charities around the world. Volunteers are needed to help separate and box all donations at the school. This program has also been expanded to include "gently used" books, Barbies and Matchbox cars.

**Fitness Day/Trike a thon** – This is an activity all for the kids! They learn about keeping their bodies healthy and safe while having fun. Volunteers are needed to lend bikes, organize the day's activities, and help supervise the classes.

**Teacher Appreciation Lunch** – Let's face it...Trinity Preschool has the best teachers! A great way to show our appreciation is to prepare a special lunch on the last day of the school year, which is teacher clean-up day (the day after the kid's last day). The *Chairperson* and committee members will be responsible for coordinating a delicious lunch buffet with food, beverages, and paper good

items donated by our best chef parents. In addition, we will need volunteers to help with set-up, serving and clean-up. There will generally be babysitting (volunteers needed for this as well!) offered... since all of the kids are out of school!

### Year Long Opportunities:

**Home Room Parent:** Each class has two Home Room Parent positions to fill. The Home Room Parents will be assigned and then will attend a beginning of the year meeting where their roles will be laid out. The Home Room Parent *Chairperson* will talk about the responsibilities of a Home Room Parent and also make sure all Home Room Parents are informed of parties, field trips and other special event dates.

Home Room Parent responsibilities include:

- Passing on pertinent information throughout the year to class parents (generally through a group e-mail)
- Posting/Emailing party sign-up sheets for class parties and help organize class parties
- Coordinating field trip chaperones
- Initiating phone/email chain for their class for closings, delays, class/school reminders
- Coordinate a beginning of the year tea/coffee if so desired so parents can meet
- Put together gift baskets to be auctioned at Fall Silent Auction
- Coordinated teacher gifts (if class gift is desired)

**Moms Helping Moms:** This program allows parents to leave infants and toddlers in their cars while taking older children to their classes. Volunteers stay with the cars parked in the handicapped spots on the Waterloo Ave. side of the building from 8:55 to 9:10. Volunteers are crucial to this service being offered. It's a great way to meet other parents and students at Trinity.

**Hospitality:** Baking and cooking as needed. *Chairperson* for this committee will coordinate committee members to supply items needed for various events during the year such as the September Back to School Night, Prospective New Student Open Houses, Bi-Monthly Staff Meetings and any other events that may arise that need refreshments. This is usually a nice big group so you can

volunteer as your schedule allows. And by the way, no one will say anything if you pick that coffee cake up at Acme....

**Acme Receipts:** This is a terrific, easy fundraiser for Trinity. It's as simple as placing your Acme receipts in a basket by the office and the preschool gets back a percentage of your total sale. Volunteers will generally be asked to help add up receipt totals from Acme. This can be done at night/at home.

**Library Aides:** The library aides will be responsible for helping organize library books (the Trinity library in the attic). This will involve sorting and shelving books and adding books to a computer database. The timeframe is flexible (i.e. whenever you can come in during the day). This will take approx. 30 min./week. Volunteers can sign up for different weeks as their schedule permits.

**Professional Expertise:** If you currently, or previously, worked in the areas of finance, law, medicine etc. we would love to know your background. There's such a wealth of expertise under the Trinity roof we know we wouldn't have to look far if ever the occasion arises that the Director or the Board of Directors seeks advice.