

Trinity Preschool of Berwyn
Parent Volunteer Form 2011 – 2012

<u>September:</u>	<u>Volunteer</u>	<u>Co-Chair</u>
Sally Foster Gift Wrap	_____	_____
Book Bags	_____	_____
Costume Exchange	_____	_____

<u>October:</u> Picture Day	_____	_____
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<u>November/December:</u> Holiday Plant Sale	_____	_____
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<u>February/March:</u> Original Artwork	_____	_____
Silent Auction	_____	_____

<u>March/April:</u> Spring Plant Sale	_____	_____
Book Fair	_____	_____

<u>April/May:</u> Fitness Day/Trike-a-thon	_____	_____
Teacher Appreciation Lunch	_____	_____

Opportunities to Volunteer Throughout the Year

Volunteer "At-Large"	_____	_____
Moms Helping Moms	_____	_____
Home Room Parent	_____	_____
Community Outreach (Toy Drive, Book Drive, Shoe Drive)	_____	_____
Hospitality	_____	_____
Pre-K Yearbook (pre-k parents)	_____	_____
Professional Expertise (i.e. finance, law, graphic design, website maintenance & technical support)	_____	_____

Your name: _____ Phone: _____

Email: _____

Child/Children's names: _____ 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 Lisa Lawler (610-407-7070/ lisalawler@comcast.net). Thank you for volunteering!!

Co-Chair: we added a column this year for those who might be interested in taking the next step to help run one of our fundraisers or events. Please take a look and see if you would be interested in making a larger commitment to the school. Most events usually don't take too much extra time and can be very rewarding.

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.

Sally Foster Gift Wrap – This is an on-line 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. The co-chairs label the Sally Foster packets in the beginning of the year (September) and monitor the sales on line.

Costume Exchange – New to Trinity! We are going to try a costume exchange the last week of September. Families can donate old costumes (labeled in a bag). Trinity will then sell them for \$5/costume. Volunteers will be needed to sort and organize costumes and then take shifts to sell the costumes in the beginning of October.

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:

Silent Auction – This is Trinity's main fundraiser and fun social event! This event will feature both a silent and live auction. 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 start to organize in the fall and continue through until the event with varying levels of responsibility.

Original Artwork – Packets are sent home in the children's book bags with the information to create their child's artwork into a functional item (i.e. coasters, trivets, note paper, etc.). 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.

Book Fair – We are reintroducing a book fair. This fundraiser allows parents to purchase books for their children, to use as gifts, or buy books for their children's class. Volunteers are needed to help organize the event, set-up and clean-up along with "manning" the fair itself. It is a great way to get involved and meet other parents in the community.

Spring Plant Sale – Back due to popular demand. This event is a great fundraiser that offers families a great way to get Mother's Day flowers or just get a jump on getting the garden ready. The flowers are beautiful and are great quality. Volunteers are needed to help with the order forms and to help distribute on the morning of delivery. The good news is that there is no need for any knowledge of flowers/gardening for this job!

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:

Volunteer "At Large": Volunteer as you can! At times there is a need for additional volunteers for different events or fundraisers. You will receive e-mail requests throughout the year as volunteer opportunities arise. This gives you the most flexibility to choose your volunteer commitments based on your current schedule.

Parents Helping Parents: 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 8:45 to 9:15. Volunteers are crucial to this service being offered. It's a great way to meet other parents and students at Trinity.

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
- Organizing a donation of an item or gift basket to be auctioned at Silent Auction
- Coordinated teacher gifts (if class gift is desired)

Community Outreach: A variety of events consisting of a toy drive, book drive and stuffed animal drive to help out the community and ourselves by cleaning out our closets and playrooms of our "gently-used" items. Mostly held in the 2nd semester, volunteering can be as short as 15 min. after drop-off to help sort through toys, books, etc. or to help deliver a carload to the donation sites such as Cradles to Crayons, a literacy center or help to package up the donations to be sent somewhere in the world where they will be given a 2nd opportunity to make a child happy.

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, 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 Wegmans or Costco....

Pre-k Yearbook: This is generally for pre-k parents. Parents will be responsible for helping to organize the yearbook. This includes organizing items to be included – pictures, drawings, statements from the kids, etc. What a great way to help document your child's pre-k year!

Professional Expertise: If you currently, or previously, worked in the areas of finance, law, graphic design, web maintenance, IT, 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.