

# 2009-2010 Topeka Collegiate School Volunteer Opportunities

Please place a check next to the opportunities you are interested in participating in. If there are multiple volunteers in your family, please initial your selections. Please return these pages in your child's home folder or to the school office by Tuesday, September 8, 2009.

## THANK YOU FOR VOLUNTEERING!

Volunteer's name(s): \_\_\_\_\_ Phone number(s): \_\_\_\_\_ Preferred e-mail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are any of the above available to volunteer on short notice? If yes, please indicate \_\_\_\_\_

TCS child's name(s): \_\_\_\_\_

### Opportunities WITHIN THE CLASSROOM

\*\*If you are interested in being a room parent, please speak with your child's teacher

\_\_\_ Classroom volunteer for grade level \_\_\_\_, teacher's name \_\_\_\_\_

\_\_\_ Classroom Auction Project Coordinator for grade level \_\_\_\_, teacher \_\_\_\_\_

### Opportunities WITHIN THE SCHOOL COMMUNITY - Year-long commitments (September to May)

Health Room Volunteer

\_\_\_ Daily volunteer; on which days are you available? \_\_\_\_\_

\_\_\_ Hearing and vision screenings, October 12, 2009

\_\_\_ Hearing and vision screenings, November 9, 2009

\_\_\_ Lamination Volunteer

\_\_\_ Library Volunteer; on which days and times are you available? \_\_\_\_\_

\_\_\_ Lunch Room Volunteer

\_\_\_ data entry; 10:45 am – 12:45 pm; on which day are you available? \_\_\_\_\_

\_\_\_ serving volunteer; weekly on \_\_\_\_\_ (day of the week)

\_\_\_ serving volunteer; substitute only. On which days are you available? \_\_\_\_\_

\_\_\_ Office Volunteer and Administration Volunteer

\_\_\_ one two-hour shift weekly; on which days and during what times are you available? \_\_\_\_\_

\_\_\_ Campus Grounds Volunteer

Teachers' Lounge Refreshment Volunteer – please check Friday(s) of your choice:

\_\_\_ September 18, 2009

\_\_\_ October 23, 2009

\_\_\_ November 13, 2009

\_\_\_ December 11, 2009

\_\_\_ January 15, 2010

\_\_\_ February 19, 2010

\_\_\_ March 12, 2010

\_\_\_ April 9, 2010

\_\_\_ May 14, 2010

\_\_\_ Spirit Wear Volunteer

\_\_\_ Free Fundraisers Volunteer (current volunteers: Carisa Sims and Elena Carrington)

- Grocery Card Sales Volunteer
- Scrip Volunteer
- Technology Recycling Volunteer
- Online Auction Site Volunteer

**Opportunities WITHIN THE SCHOOL COMMUNITY – Special Events / Dates**

- School Picture Day Volunteer – September 14, 2009

- Annual Giving Volunteers – September/October
- Annual Fund Steering Committee member
  - Annual Fund Phonathon Caller

- Hearing and vision screening volunteer – October 12, 2009
- UNICEF Bake Sale Volunteers – October 28, 2009
- Halloween Assembly Volunteer – October 30, 2009
- Hearing and vision screening volunteer – November 9, 2009
- Book Fair Volunteers – November 17-24, 2009

Grandparents/VIP Day – November 24, 2009

- Host
- Refreshment Volunteer
- Providing two dozen cookies
- Serving refreshments
- Taking photographs

Thanksgiving Feast – November, 2009 date TBA

- Turkey Provider
- Carving Volunteer
- Lunchroom Volunteer

Discovery Day Volunteer – February, 2010 date TBA

- Making name tags
- Providing two dozen cookies
- Greeting families
- Serving refreshments
- Taking photographs
- Assisting in the classroom
- Overseeing Assembly Hall activities

Lower School (pre-K – 4) Art Show Volunteers – February 22 and 23, 2010

- February 22: hanging the student artwork in the Assembly Hall, 8:30 – 11:30 a.m.
- February 23: providing 2-4 dozen cookies or other “one-handed treats”
- February 23: setting up the tables, prior to 5:00
- February 23: stocking and serving ice water and treats at the reception, 5:30 – 7:00 p.m.
- February 23: cleaning up after the reception

- Auction – March 6, 2010 \*\*volunteer packets will be distributed in October, 2009

Middle School (grades 5 - 8) Art Show and 8th Grade Coffee House Volunteers – April 20 and 21, 2010

- April 20: hanging the student artwork in the Assembly Hall, 8:30 – 11:30 a.m.
- April 21: providing 2-4 dozen cookies or other “one-handed treats”
- April 21: setting up the tables, prior to 5:00
- April 21: serving ice water and treats at the reception, 5:30 – 6:45 p.m.
- April 21: cleaning up after the reception

\_\_\_ Day of the Child Volunteer – Friday, May 7, 2010

- \_\_\_ Preparing and planning of activities
- \_\_\_ Planning of child-appropriate entertainment
- \_\_\_ Serving prepared lunch to students (10:30 - 11:30 a.m.)
- \_\_\_ Assisting with the stations and activities the day of the event (12:15 - 2:30 p.m.)
- \_\_\_ Escorting children from station to station (12:15 - 2:30 p.m.)

Teacher Appreciation Week Volunteers – May 3-7, 2010

Covering lunchroom duties for teachers (indicate your preference) – Wednesday, May 5

- \_\_\_ Pre-K - K
- \_\_\_ 1 - 3
- \_\_\_ 4 - 5
- \_\_\_ 6 - 8

Covering recess duties for teachers (indicate your preference) – Wednesday, May 5

- \_\_\_ Pre-K - K
- \_\_\_ 1 - 3
- \_\_\_ 4 - 5
- \_\_\_ 6 - 8

Providing 24 to 36 servings of a lunch – Wednesday, May 5

- \_\_\_ main dish
- \_\_\_ side dish
- \_\_\_ dessert

\_\_\_ Providing special mailbox “appreciation tokens”; which day do you prefer (M-F)? \_\_\_\_\_

\_\_\_ Middle School Sports Awards Night Certificate Volunteer – May, 2010 date TBA

Lower School Field Day – May date TBA

Activities Volunteer

- \_\_\_ Serving as a line referee or starter
- \_\_\_ Gathering game supplies
- \_\_\_ Handing out ribbons

Water Table Volunteer

- \_\_\_ Providing and serving ice water
- \_\_\_ Cleaning up

\_\_\_ Water Balloon Volunteer

Middle School Field Day – May date TBA

Activities Volunteer

- \_\_\_ Serving as a line referee or starter
- \_\_\_ Gathering game supplies
- \_\_\_ Handing out ribbons

Water Table Volunteer

- \_\_\_ Providing and serving ice water
- \_\_\_ Cleaning up

\_\_\_ Water Balloon Volunteer

\_\_\_ Yes, I'd like to help coordinate volunteers for the \_\_\_ Lower School \_\_\_ Middle School.