



August 11, 2011

Dear TCS Parents and Families,

Welcome to a new and exciting school year at Topeka Collegiate School! We are looking forward to meeting families who are NEW to our school, and catching up with our friends and their families, making some new friends along the way!

Many events are planned for the new school year and we need VOLUNTEERS to help us ensure all the activities run smoothly. Attached you will find descriptions of the many volunteer opportunities available throughout the year.

On the last three pages are the sign-up forms for all the opportunities listed in this year's handout. ***Please sign up for as many events as you'd like, and return the sign-up sheets in your child's home folder or to the main office.*** We would like to have your forms ***by Tuesday, September 6, 2011.*** A compiled list of all the volunteers will be created and sent out once all the forms have been collected. And don't worry; we'll be in touch to remind you what you've signed up for as the event approaches.

If you have any questions, please feel free to ask your mentor family, the teachers, staff or any of the parent volunteers listed at the end of the descriptions.

Thank you for volunteering!

OPPORTUNITIES WITHIN YOUR CHILD'S CLASSROOM

Classroom Volunteer

Multiple volunteers. Time commitment: Limited hours. Sign-up sheets will be provided for each Lower School homeroom. Middle School sign-up sheets will be posted in the Eagle Foyer. Teachers will be responsible for selecting their room parent(s). Please discuss all plans and activities with your child's teacher prior to the date.

Responsibilities:

- Driving for class field trips
- Providing food, drinks, paper goods, or a craft/activity for class parties; attend and chaperone class parties. Halloween party, winter party (note that this is a non-religious party – stick with winter themes); Valentine's Day party; assembly cast party; and possibly a last-day-of-school party
- Assisting with creating props and/or costumes for the class play
- Stuffing students' Friday home folders
- Assisting with other possible class-specific projects, as needed

Contact Person: Classroom Parent and classroom teacher

Classroom Auction Project Coordinator

1 - 2 volunteers per class. Time commitment: Variable hours, October through January. Each homeroom class creates an original, sometimes personalized, project to be included in the TCS Auction tentatively scheduled for February 17, 2012. Class families will share the costs of the project. Classes begin planning the project in October. Class projects are due in mid-January.

Responsibilities:

- Working with classroom teacher to decide on project and coordinate schedule for its completion
- Working with class parents, teacher and children to create project
- Coordinating with class parents to collect funds and purchase materials for project

Contact Person: Auction Classroom Projects Chair

OPPORTUNITIES WITHIN THE SCHOOL COMMUNITY; YEAR LONG COMMITMENTS (SEPTEMBER TO MAY)

G.E.T. (Global Education Team) Member

The Global Education Team (GET) is an ad-hoc committee that will support the development of our core competencies in the curriculum, particularly ones that prepare students for an increasingly interconnected world. The core competencies are summarized as follows: Topeka Collegiate Students become life-long learners, leaders, humanitarians, innovators, technologists, critical thinkers, collaborators, communicators, and citizens of the world. These competencies support the mission of the school, "to prepare students for advanced education, successful careers, and responsible citizenship through a commitment to academic excellence and humanitarian values." The committee will define global education, identify where it occurs in the existing curriculum, research best practices in global education at preK-8 schools nationally and internationally, find resources to share with teachers to supplement the existing curriculum, and work with the Curriculum Committee to deepen and broaden global education in the curriculum.

Parent Association

If you are a parent at TCS, you are a member of the Parent Association! Our Parent Association and our school are relying on interested volunteers to make the association a success. It is important that everyone participate, whether by attending meetings, being on a committee or running for office. The larger the association, the more representative of the school family it will be. NEW FAMILIES are welcome and encouraged to participate. This is an excellent way to get to know other families and participate in important school events.

Health Room Volunteer

2 - 4 volunteers. Time Commitment: Variable hours. No health experience is required; Director of Health Services will train.

Responsibilities:

- Assisting the Director of Health Services with student hearing and vision screenings on two days, one each in October and November
- Maintaining the health records of the student body
- **Daily** volunteer in the health room by taking temperatures, dispensing first aid and medications as directed

Contact Person: Danielle Huckins, Director of Health Services

Library Volunteer

1 volunteer per class. Time commitment: Flexible; you may choose to come when your child's class has library class, or on your own schedule.

Responsibilities:

- Helping the students choose and check out library books
- Assisting with the checking in and shelving of library books
- Assisting the librarian and/or teacher with other library tasks as needed

Contact Person: Sue Wine, Librarian, or classroom teachers of students in Lower School

Lunch Room Volunteer

Multiple volunteers. Time Commitment: 10:45 am – 12:45 pm, one (or more) days per week, or as a substitute. Training is required and will be provided by the Food Service staff. Note that safe food handling procedures must be followed and may include required attire such as aprons, plastic gloves, and hats or hair nets. When you volunteer, you may choose to eat with your child at his or her lunch period. Volunteers receive a free salad bar or hot lunch! A great way to get to know all of our students.

Responsibilities:

Serving line volunteer:

- Helping minimally with the preparation of food, if needed
- Helping to serve lunch on one (or more) regularly scheduled day each week (or as a substitute)
- Replenishing salad bar as necessary
- Assisting with the cleanup of the lunchroom after the students have eaten
- **Arranging for a substitute worker** if you cannot work your shift. A list of substitutes will be provided.

Data entry volunteer:

- Using a laptop computer to record meals for students, staff, and faculty.

Contact Person: Crystal Kiely, Food Services Director

Office Volunteer and Administration Volunteer

Multiple volunteers. Time commitment: variable, as needed.

Responsibilities (may include):

- Purging vendor files
- Assisting with special projects, such as direct mailings
- Providing minor first aid to students when the Health Assistant is not available (cough drops, band-aids, taking temperatures)

Contact Person: Melanie Mullican and/or Jane Tilghman

Campus Grounds Volunteer

Multiple volunteers. Time commitment: Variable hours, depending on the season.

Responsibilities:

- Planting, watering, and maintaining flowers on school grounds
- Seasonal garden preparation, grounds maintenance, and raking
- Mowing and trimming the grounds and fields

Contact Person: Jane Tilghman, Director of Operations

Admissions Volunteer

Multiple volunteers. Time commitment: variable, flexible.

Responsibilities:

- Provide cookies, cinnamon rolls, or bread for one or more open house events (October 19, November 16, November 17, December 14, December 15, January 21, February 23).
- Assemble and compile admissions packets throughout the year, as needed.

Contact Person: Linda Kehres.

Choir Volunteer

Multiple volunteers. Time commitment: variable throughout the year, but especially needed during the December holiday tour.

Responsibilities:

- Sorting and handing out choir “uniform” vests prior to the first performance
- Driving choir members in your car to performance venues in the community, including the mall and nursing homes.

Contact Person: Kay Siebert, Music Director

Teachers' Lounge Refreshment Volunteer

Multiple volunteers. Time commitment: Minimal hours

Responsibilities:

- Providing 15 to 20 servings of the refreshment of your choice to the teachers' lounge on one (or more) Friday mornings. Refreshments may include yogurt, fruit, juice, coffee, bottled drinks, cookies, donuts, etc. Including napkins, dessert plates, forks, etc. with your snack would be very much appreciated. Please indicate your Friday preferences on the sign-up sheet (reminders will be sent home prior to the date).

Contact person: To be announced

Spirit Wear Volunteer

Multiple volunteers. Time commitment: One hour per week. Show your Topeka Collegiate spirit with custom-made Collegiate clothing and accessories!

Responsibilities:

- Assisting with ordering products to be personalized and sold
- Handling money and accounting for funds
- Distributing products to customers

Contact person: To be announced

Free Fundraisers Volunteer

Multiple volunteers. Our school collects selected labels and proofs of purchase for redemption by sponsoring companies. Current promotions include Box Tops for Education, Campbell's Labels for Education, Tyson A+ labels, and Best Choice labels. May be done at home on your schedule.

- Gather wrappers, coupons, and labels from collection points in school

- Prepare and mail labels per redemption instructions
- Communicate with Director of Operations regarding redemptions

Contact Person: To be announced

Grocery Card Sales Volunteer

1-2 volunteers. Time commitment: Variable.

Responsibilities:

- Setting up table and selling grocery store cards at school events. We receive a percentage of sales for the Eagle Flight Fund, which supports the operating budget.

Contact Person: Dianne Sands, parent

Scrip Volunteer

1-4 volunteers. Much of the work may be done at home on your own time.

Responsibilities:

Plan and implement a scrip program. Scrip is a fund-raising method in which gift cards are purchased at a discount and sold at face value.

Contact Person: To be announced

Technology Department Volunteer

Recycling Volunteer. 1 volunteer. Time commitment: Minimal; may be done on your schedule.

Responsibilities:

- Collecting empty toner cartridges from school and delivering them to a recycler to be redeemed for cash.

Online Auction Site Volunteer. 1-2 volunteers. Time commitment: Variable; may be done on your schedule.

Responsibilities:

- Writing descriptions of items to be sold online.
- Photographing items to be sold online. Items may include surplus books, school equipment, and donated items. Knowledge of digital photography and photo editing would be helpful.
- Packing items for shipment.
- Delivering items to post office for shipping, as needed.

Contact Person: To be announced

WITHIN THE SCHOOL COMMUNITY; SPECIFIC EVENTS/DATES

September

School Picture Day Volunteers – September 13, 2011

2-4 volunteers. Time commitment: 8:30 a.m. – 1:00 p.m.

Responsibilities:

- Escort children to and from the photography location
- Assist with placement and posing of students for photography

Contact Person: To be announced

Annual Giving Volunteers – September/October 2011

Topeka Collegiate's annual fundraising event.

Annual Fund Steering Committee Volunteer

Multiple volunteers. Time commitment: Weekly meetings during September and October.

Responsibilities:

- Planning events connected with Annual Fund: Faculty luncheon, Annual Fund kickoff, Thank you party, etc.

Annual Fund Class Captains

One per classroom.

Responsibilities:

- Educating others about how Annual Fund serves the school
- Spreading the word about the importance of giving
- Making your own gift
- Contacting families in the class in person, by phone or e-mail to encourage their participation

Contact Person: Mary Loftus, Director of Development

October

Hearing and Vision Screening Volunteers – October 20, 2011

2 - 4 volunteers. Time commitment: 8:30 a.m. to 2:00 p.m.

Responsibilities:

- Assisting Health Services Director with directing students to testing areas.
- Filling out necessary paperwork

Contact Person: Danielle Huckins, Director of Health Services

UNICEF Bake Sale Volunteers – Late October, 2011

Multiple volunteers. Time commitment: Minimal. 4th graders raise money to donate to UNICEF as their community service project.

Responsibilities:

- Providing two dozen individually bagged treats for the 4th grade to sell.

Contact Person: Ken Park, 4th grade teacher

Halloween Assembly Volunteer – Friday, October 28, 2011

Multiple volunteers. Time commitment: Minimal. A musical performance by pre-Kindergarteners through first graders, a school-wide assembly, and a parade of costumed students (and staff, too!) followed by parties in the classrooms.

Responsibilities:

- Providing Halloween decorations for the assembly in the gym
- Decorating the gym from 5:30 to 7:00 the evening prior to the assembly
- Tear down decorations after the assembly

Contact person: Kay Siebert, Music Director

November

Follow-up Hearing and Vision Screening Volunteers – Date to be announced

2 - 4 volunteers. Time commitment: 8:30 a.m. to 11 a.m.

Responsibilities:

- Assisting Health Services Director with directing students to testing areas.
- Filling out necessary paperwork

Contact Person: Danielle Huckins, Director of Health Services

Book Fair Volunteers – November 14 – 22, 2011

Multiple volunteers. Time commitment: 3-hour work blocks on one or more days of the Scholastic Book Fair in the Assembly Hall. Sign-up sheets for each day of the sale will be posted as the sale dates approach.

Responsibilities:

- Assisting with the set up and take down of book displays
- Greeting customers at the door
- Assisting with students' book wish lists
- Assisting with check-out, tidying up, and pulling orders (training provided)

Contact Person: Rehana Syed, staff; or Tammy Schmidt, parent

Thanksgiving Feast – November 21, 2011

The Thanksgiving Feast is a celebratory meal for the school's students, faculty, and staff.

Turkey Fund Provider:

30 volunteers.

Responsibilities:

- Donating pre-determined amount of money to the turkey fund

Lunchroom Volunteer

15 volunteers. Time commitment: 10:30 to 12:30 on the day of Thanksgiving Feast.

Responsibilities:

- Helping minimally with the preparation of food
- Assisting in serving the Thanksgiving meal
- Helping with cleanup of the gym and cafeteria after the event

Contact Person: To be announced

Grandparents/VIP Day Volunteers – November 22, 2011

Multiple volunteers. Time commitment: Minimal hours, morning of the event (this is a half day of school; classes are dismissed at noon). Students invite their special VIP to join them for a visit in their classrooms and at a reception in the Assembly Hall. Held in conjunction with the Book Fair.

Refreshment Volunteer:

Responsibilities:

- Providing two dozen cookies
- Serving the day of the event

Host:

Multiple Volunteers. Time commitment: 1-2 hours the day of event

Responsibilities:

- Welcoming the grandparents/VIP, and showing them to the appropriate classrooms

Contact Person: To be announced

December

Holiday Music Program Volunteer – Thursday, December 8, 2011

Multiple volunteers. Time commitment: Minimal. An evening musical performance by students in grades 2 through 5.

- Providing thematic decorations and props for the performance in the Assembly Hall
- Decorating the stage prior to the performance
- Tear down decorations after the performance

Contact person: Kay Siebert, Music Director

January

Topeka Symphony Field Trip Volunteer – January, 2012 date to be announced

Multiple volunteers. Time commitment: Minimal. 5th grade students will be taking a field trip to the Topeka Performing Arts Center to hear a concert by the Topeka Symphony Orchestra.

- Driving students in your car to the venue
- Picking up students in your car from the venue

Contact person: Kay Siebert, Music Director

February

Auction, 2012 – Friday, February 17 (tentative)

Auction Co-Chairs will be contacting you with volunteering opportunities nearer the event.

Lower School (pre-K – 5) Art Show Volunteers – February 21 and 22, 2012

Multiple volunteers. Time commitment: 1 – 3 hours the day prior to and/or on the day of the event.

The Lower School Art Show is an exhibition of art created by students in pre-Kindergarten through 5th grades.

You may sign up for any of these activities:

- On Tuesday, February 21, assisting art teachers with hanging and arranging the student artwork in the Assembly Hall (multiple volunteers, 8:30 – 11:30 a.m.)
- Providing 2-4 dozen cookies or other “one-handed treats” for the Lower School Art Show Reception. Treats may be dropped off anytime Wednesday, although morning is preferable.
- On Wednesday, February 22, assisting in setting up the tables for refreshments at the art show reception in the Assembly Hall (1 volunteer, prior to 5:00)
- On Wednesday, February 22,, assisting in stocking plates and treats at the reception (2 volunteers, 5:30 – 7:00 p.m.) This duty will not prevent you from participating in the reception. You may come and go as needed; we just need an adult at the table to help the students choose 2-3 treats instead of 15-20.
- Assisting with cleaning up after the reception. (Note: art work will remain up)

Contact person: Blake Zachritz, art teacher; Lee McGee, art teacher

March

April

Middle School (6-8) Art Show and 8th Grade Poetry Coffee House Volunteers – a Wednesday evening in April; date to be announced

Multiple volunteers. Time commitment: 1 – 3 hours the day prior to and/or on the day of the event.

The Middle School Art Show is an exhibition of art created by students in the 6th through 8th grades.

You may sign up for any of these activities:

- On the Tuesday before the art show, assisting art teachers with hanging and arranging the student artwork in the Assembly Hall (multiple volunteers, 8:30 – 11:30 a.m.)

- Providing 2-4 dozen cookies or other “one-handed treats” for the Middle School Art Show Reception. Treats may be dropped off anytime the morning of the art show.
- On Wednesday, assisting in setting up the tables for refreshments at the art show reception in the Assembly Hall (1 volunteer, prior to 5:00)
- On Wednesday, assisting in stocking plates and treats at the reception (2 volunteers, 5:30 – 6:45 p.m.) This duty will not prevent you from participating in the reception. You may come and go, we just need an adult at the table to help the students choose 2-3 treats instead of 15-20.

Contact person: Blake Zachritz, art teacher; Lee McGee, art teacher; John MacDonald, language arts teacher

Middle School Spring Musical Program Volunteer – April 24, 2012

Multiple volunteers. Time commitment: Minimal. An evening musical performance by students in Middle School.

- Providing 1950s thematic decorations and props for the performance in the Assembly Hall
- Decorating the stage prior to the performance
- Tear down decorations after the performance

Contact person: Kay Siebert, Music Director

May

Teacher Appreciation Day Volunteers – Tuesday, May 1, 2012

Multiple volunteers. Time commitment: Minimal hours

- Providing 24 to 36 servings of a main dish, side dish, or dessert to the teachers’ lounge for the school faculty to enjoy on Tuesday, May 1. Please note your preference on the volunteer sign-up sheet.
- Covering lunchroom and/or scheduled recess duties for teachers during the teacher appreciation luncheon (escorting children to and from the lunchroom; overseeing children at lunch; indicating the end of the lunch period). Please note your grade level preference on the volunteer sign-up sheet.
- Providing special mailbox “appreciation tokens” for 35-40 staff members. Please choose your preferred day of the week on the volunteer sign-up sheet.

Contact person: To be announced

Day of the Child Volunteer – Friday, May 4, 2012

30 volunteers. Time commitment: Variable hours prior to and the day of the event. Responsibilities:

- Participating in the preparation and planning of activities prior to the event
- Participating in the planning of child-appropriate entertainment prior to the event
- 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.)

Contact Person: To be announced

Spring Musical Program Volunteer – May 18, 2012

Multiple volunteers. Time commitment: Minimal. An evening musical performance.

- Providing thematic decorations and props for the performance in the Assembly Hall.
- Decorating the stage prior to the performance
- Tear down decorations after the performance

Contact person: Kay Siebert, Music Director

Field Day Activities Volunteer – late May, 2012 date TBA

Activities Volunteer

Multiple volunteers. Time commitment: 3 to 4 hours the day of the event. Lower School and Middle School students will compete concurrently.

Responsibilities:

- Serving as a line referee or starter during the Field Day games
- Helping to gather together the school's game supplies both before and after the event
- Handing out ribbons and awards after each race or event

Water Table Volunteer

2 or 3 volunteers. Time commitment: 3 to 4 hours the day of the event

Responsibilities:

- Serving ice water to the students during the Field Day games
- Helping to clean up after the event

Water Balloon Volunteer

2 - 4 volunteers. Time commitment: Minimal hours, directly prior to the event

Responsibilities:

- Filling a quantity of water balloons for the Field Day games

Contact person: Nick Ginapp, Physical Education teacher

2011-2012 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 6, 2012.

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)

___ Global Education Team

___ Parent Association

Health Room Volunteer

___ Daily volunteer; on which days are you available? _____

___ Hearing and vision screenings, October

___ Hearing and vision screenings, November

___ 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 and Administration Volunteer

___ Campus Grounds Volunteer

___ Admissions Open House Treats Volunteer – please check date(s) of your choice:

___ October 19, 2011

___ November 16, 2011

___ November 17, 2011

___ December 14, 2011

___ December 15, 2011

___ January 21, 2012

___ February 23, 2012

___ Admissions Packet Volunteer

___ Choir Volunteer

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

- September 16, 2011
- October 7, 2011
- November 18, 2011
- December 9, 2011
- January 20, 2012
- February 10, 2012
- March 9, 2012
- April 20, 2012
- May 4, 2012

Spirit Wear Volunteer

Free Fundraisers Volunteer

Scrip Volunteer

Technology Recycling Volunteer

Online Auction Site Volunteer

Opportunities WITHIN THE SCHOOL COMMUNITY – Special Events / Dates

School Picture Day Volunteer - September 13, 2011

Annual Giving Volunteers – September/October

- Annual Fund Steering Committee member
- Annual Fund Class Captain

Hearing and vision screening volunteer – October 20, 2011

UNICEF Bake Sale Volunteers – late October

Halloween Assembly Volunteer – October 28, 2011

Hearing and vision screening volunteer – November

Book Fair Volunteers – November 14-22, 2011 **sign up sheets will be posted prior to the event

Thanksgiving Feast – November 21, 2011

- Turkey Provider
- Lunchroom Volunteer

Grandparents/VIP Day – November 22, 2011

- Host
- Providing two dozen cookies
- Serving refreshments

Holiday Music Program Volunteer – December 8, 2011

Topeka Symphony Field Trip Volunteer - January

Auction – February 17, 2012 (tentative) **volunteer packets will be distributed in October, 2011

Lower School (pre-K – 5) Art Show Volunteers – February 21 and 22

- February 21: hanging the student artwork in the Assembly Hall, 8:30 – 11:30 a.m.
- February 22: providing 2-4 dozen cookies or other “one-handed treats”
- February 22: setting up the tables, prior to 5:00
- February 22: stocking and serving ice water and treats at the reception, 5:30 – 7:00 p.m.
- February 22: cleaning up after the reception

Middle School (grades 6 - 8) Art Show and 8th Grade Coffee House Poetry Reading Volunteers – April

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

Middle School Musical Program Volunteer – April 24 2012

Teacher Appreciation Day Volunteers – May 1, 2012

Covering lunchroom duties for teachers (indicate your preference)

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

Covering recess duties for teachers (indicate your preference)

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

Providing 24 to 36 servings of a lunch

- main dish
- side dish
- dessert

Providing special mailbox “appreciation tokens”

Day of the Child Volunteer – Friday, May 4, 2012

- 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.)

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.

I would be interested in helping with (other event or activity not listed above)
