

## **Volunteer Opportunity\* Descriptions (listed alphabetically)**

**Annual Fund Committee (Fall 2020)** – This is a multi-month commitment to work with the Director of Development to promote, inspire, and inform during Annual Fund.

**Art Show Volunteer (February)** – This is a morning commitment to help hang artwork prior to the Lower School Art Show.

**Auction Committee (Spring 2021)** – This is a multi-month commitment to work with the Director of Development to organize and facilitate Topeka Collegiate's annual Celebration Auction.

**Author Visit Volunteer** – Help promote and generate excitement for author visits, prepare the school for guests, and help host the event.

**Book Fair Volunteer (typically the week before Thanksgiving)** – Help set up the assembly hall and organize the books, decorate tables, assist with cashier duties, and assist customers with product selection. (This may need to be a virtual event for 2020.)

**Campus Grounds Upkeep (2-hour shift, any day of the week)** – Assist with mowing, weeding, raking, planting, and general grounds beautification and upkeep. This could be an opportunity for our students as well - please let Jodi Boyd know if your child is interested in being on the grounds team!

**Classroom Auction Project Coordinator (1 - 2 volunteers per class. Time commitment: Variable hours, November through April)** – Each homeroom class creates an original, sometimes personalized, project to be included in the TC Celebration Auction scheduled each Spring. Class families will share the costs of the project. 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.

**Communications Volunteer** – This is specific to video editing, to help throughout the year. It does not require onsite volunteering. It can be done from home.

**COVID-19 Documentation Project Volunteer** – Help us compile and organize student reflections for a laminated document that will be added to our library.

**Day of the Child (mid-May)** – This is a morning commitment to assist with running a station or helping children rotate from station to station.

**Discovery Day Volunteer (mid-February)** – This is a 3-hour shift on a Saturday morning to assist with our youngest potential students in Pre-K and Kindergarten. Help with sensory stations, reading circles, parent questions, school tours, and refreshments.

**Discovery Day Decorator (mid-February)** – This is a two day commitment, 3-hours each day, to assist with setting up the event and the development of sensory stations.

**Event Photographer** – Do you love to document special events through photography? We need photographic submissions for every school event from assemblies to special classroom activities.

**Field Day (mid May)** – This is an afternoon time commitment to help with set-up, running a station, or manning the water/refreshment table.

**Fun Run Committee (Spring 2021)** – Work with the Director of Development to coordinate and facilitate our annual student Fun Run/Color Run.

**Grandparent/VIP Day Volunteer (November 24)** – Donate treats, make coffee, host conversation circles, assist with photo stations, assist guests with directions, and assist guests with parking.

**Halloween Assembly Set-up (October 29)** – Help Mrs. Siebert decorate the backdrop.

**Health Room Volunteer** (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 in October. Maintaining the health records of the student body. Daily volunteer in the health room by taking temperatures and dispensing first aid and medications as directed.

**History Day Judge (early January)** – This is a Friday morning time commitment to judge middle school history day projects in preparation for submission to the District History Day competition at Washburn University. Discuss the project with the student and ask critical questions to help them prepare for future judging.

**Library Volunteer** – Assist with shelving and library organization, book repair, material cataloging, and donation recognition.

**Lunchroom Volunteers (10:45 AM – 12:45 PM on school days)** – Assist with making trays for students, to include the lunch meal, condiments, milk, plus any snacks that have been pre-ordered.

**Middle School Elective Teacher (Monday or Friday afternoons Spring 2021)** – Subject approval by Dr. Rantz.

**Middle School Morning Meeting Guest Speaker (Tues. or Thurs. 8:30 AM–8:45 AM)** – Share your business expertise with our Middle Schoolers. Contact Dr. Rantz to discuss your topic.

**Office Tasks Helper** – This is an ongoing volunteer opportunity to help out with the Administration of the school. Tasks could include mailings assistance, scanning for archives, bulletin board rotation, hallway artwork hanging, etc.

**Original Works Coordinator** – We need an 8th grade parent to organize the Original Works fundraiser for the school. Obtain examples of past years' projects, promote to school families as a multi-year memento, coordinate theme with Art Teacher, do order form distribution and mailing, and distribution of final projects before Winter Break.

**Returned Peace Corps Volunteer Day Volunteer** – Assist our special guests with directions around the school, host refreshment stations, help children be attentive and ask good questions, and help with school signage.

**Room Parent Coordinator** – Help your classroom teacher with finding volunteers for special grade-level events and room parties.

**School Photo Day Assistant** – Help our photographer with organizing children on school photo day. Make sure shirts are tucked in, hair is in place, and smiles are abundant.

**Science Day Judge (early December)** – This is a 2-hour time commitment in the evening, usually on a Thursday, to judge middle school science projects.

**Teacher Appreciation Day (Spring 2021)** - Help to cover recess and lunch duties for teachers so they can partake in a special lunch just for them!

**Teacher Appreciation Day Organizer (Spring 2021)** – Meet with Jodi Boyd to discuss opportunities to make TAD a special and memorable day for our teachers.

**Thanksgiving Feast Volunteer (November 23)** – This is a 2-hour commitment during lunchtime, to prepare lunch trays for students and teachers.

**Treats for Teachers** – This opportunity is perfect for all of you who love to make desserts or savory snacks to show your love. We like to spoil the teachers on Fridays and on Parent/Teacher Conference Days. Food can be placed in the teacher conference room for easy access.

\*all volunteer opportunities are subject to change in order to comply with COVID-19 precautions, mandates, or executive orders.