



# Volunteer Opportunity Descriptions 2011-2012

Following is the compilation of many volunteer opportunities available at Son-Shine Corner. They are classified into three groups:

## School Events – Fundraising – Faculty Support

Look within these areas for activities/functions that will interest you!

### School Events

#### **Event Servers:**

One to two individuals needed per classroom. You would be in charge of setting-up, serving, and cleaning-up treat and beverage table for the Christmas and spring programs.

#### **Parent/Child Gatherings:**

Plan gatherings for the parents and children of your child's class. Before or after class seems to work best... once a month or every other month.

#### **Dad's Night:**

Three to four volunteers needed depending on the theme for the evening. This February event would entail coordinating special treats according to the teacher's wishes. Sign-up sheets need to be posted for treats. Set-up, serve, and clean-up.

#### **Teacher Appreciation Lunch:**

Three volunteers needed to purchase food, assemble, serve, and clean-up the light lunch in March.

### Fundraising

#### **Butter Braids:**

Process orders as they come in. Help organize the braids by last name upon delivery. As the braids are picked-up, check off names from master list.

### Faculty Support

#### **Grocery Shopping:**

Toward the end of each month, we purchase groceries for the next month. Cheryl will give you a list of items to be purchased along with the school's charge card to Cub in Plymouth. You will purchase the items and place them in the snack room at school. You will give Cheryl a copy of the receipts and return the charge card when you have finished.

#### **PlayDoh:**

Teachers are looking for parents to make PlayDoh. A sign-up sheet will be posted outside your child's classroom. The Recipe will be provided.

#### **Toy Washer:**

Wash classroom toys using our dishwasher. Commitment: about 1.5 hours weekly.

#### **Bulletin Boards:**

Your child's teacher may ask you to design or change a bulletin board. You would be responsible for gathering materials and assembling the bulletin board. This is usually done at the beginning of each month.

#### **Substitute Teaching:**

Occasionally we need substitute teachers to help in the classroom if a staff member is gone. You will be called ahead of time, if possible, and informed of what is expected of you for the day. There will be another full-time staff person in the classroom, and you would be responsible for helping as needed. You do not need to be a trained teacher. The times for the classrooms would be 8:30-11:30 am and 12:30-3:30 pm. Extended care runs from 11:30-5:00 pm everyday.

#### **Sharing in the Classroom:**

Come and share your skill, hobby, or job in your child's classroom. Prepare for 15-20 minutes in the classroom.

#### **Office Support:**

Occasional office work such as making copies, decorating the hallway, or running errands. Cheryl would contact you when needed. Time would vary.

#### **Newsletter Typing:**

Each year we have one volunteer who types the newsletter from articles that Cheryl provides. This person must have computer skills to make an attractive newsletter for our school. It needs to be submitted for review in the last week of each month. About 1 hour per month once it is formatted on your computer.

#### **Special Projects:**

The Board of Directors is looking for a pool of people who would be interested in taking on various short-term projects as they arise throughout the year. You will be notified of projects and their deadlines (most would be due within 30 days) and you can choose to accept or decline as they fit your skill/interest level. (Projects may include designing and printing invitations, researching advertising opportunities, editing printed material like brochures/handouts, etc...) Computer skills and attention to detail are encouraged. Approximate time commitment would be 2-4 hours per project, but may vary.

***All supplies are reimbursable. Please submit your receipts. Please use tax exempt number when purchasing.***



# Volunteer Opportunities 2011-2012

Please return this sheet by Sept. 10

Every year, Son-Shine Corner dads, moms, step dads, step moms, guardians, grandparents, and other caring adults somehow find time in their busy schedules to work together to enrich the learning experience for all of our children. Whether you are new to the school or you have been here for years, it is never to late to get involved at whatever level of commitment you desire! We need your skills – so please take some time to consider how you can support Son-Shine Corner. Our volunteers make great things happen!

This form is designed to help organize the volunteers that are supervised by the Son-Shine Corner Volunteer Coordinators. Job descriptions and time commitments for each of the activities listed below are described in the following pages. Son-Shine Corner needs your help – so please complete the form below and let us know how you would like to be involved this year. If you have questions, contact Cheryl Grabowski by phone at 763-473-9656 or by email at [cheryl.grabowski@sonshinecorner.org](mailto:cheryl.grabowski@sonshinecorner.org).

**Name** \_\_\_\_\_ **Daytime Phone** \_\_\_\_\_  
**Email Address** \_\_\_\_\_ **Evening Phone** \_\_\_\_\_

Child(ren) at Son-Shine Corner	Class	Time
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please check the activities in which you are interested in volunteering. A member of the selected committee(s) will contact you with more information, but **please make note of the activities that you've volunteered for or make a copy of this page for future reference!**

Please check all selections that apply

School Events	Faculty Support
<input type="checkbox"/> Event Servers <input type="checkbox"/> Parent/Child Gatherings <input type="checkbox"/> Dad's Night <input type="checkbox"/> Teacher Appreciation Lunch	<input type="checkbox"/> Grocery Shopping <input type="checkbox"/> PlayDoh <input type="checkbox"/> Toy Washer <input type="checkbox"/> Bulletin Boards <input type="checkbox"/> Substitute Teaching <input type="checkbox"/> Sharing in the Classroom <input type="checkbox"/> Office Support <input type="checkbox"/> Newsletter Typing <input type="checkbox"/> Special Projects
Fundraising	
<input type="checkbox"/> Butter Braids <input type="checkbox"/> Other Fundraising TBD	

**Thank you for your willingness to help at Son-Shine Corner! Please note that you may or may not get your volunteer choice. You will be contacted ahead of time with your assigned volunteer opportunity.**