

# Oneness-Family School Parent Volunteer Guide

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## VOLUNTEERING OPPORTUNITIES

*Revised June 23, 2009*

**Buddy Family** – Buddy Families are returning families who contact newly enrolled families during the Spring or Summer. The parents of the Buddy Families are available to answer questions and set up playdates, ideally before school begins. Interested families should refer to the Buddy Family Volunteer Form in the Back-to-School packet.

**Building Maintenance** – On a regular basis, the School facilities are in need of simple and complex repairs. Parents who are handy and can support the School with classroom or building maintenance, should contact the Maintenance Supervisor.

**Community Service and World Outreach Council (CSWOC)** – This council consists of parents, faculty, staff, students, and friends of the School, to spearhead an effort to further define the School's unique vision of community service and world outreach. This council will convene in a series of visioning meetings throughout the year. If you are interested in more hands-on activities there are also opportunities to support our various community service projects in the classrooms and for the entire school.

**Food Donations** – During certain events throughout the year (i.e. Festival of Lights, Monthly Faculty & Staff Appreciation Luncheon), parents have traditionally donated food. Generally, on the day of the event, parents will be able to drop off the food in the Parish Hall Kitchen. Space should be designated on the counter and in the lower shelves of the refrigerator and freezer. The family's name should be on the bottom of the serving dish, which can be picked up after the event.

**Food Preparation** – During certain events throughout the year (UN Day, Extended Family Day), parent volunteers prepare food for a large group of people. Generally, the Parish Hall Kitchen is available for making the delicious dishes!

**Fundraising Committees** – Parent volunteers help with the various fundraising efforts listed below to support the School's Annual Fund. To help in any of these endeavors or would like to help lead the Annual Fund committee, please sign up. Activities for most of these events are concentrated in the Fall of each year.

- **Annual Fund** – The Annual Fund is the School's fundraising campaign that endeavors to finance annual school programs, projects and operating expenses that are not covered by the School's tuition income. This is a joint effort between the OFS faculty/staff and the parents. It begins with Jazz Night and continues on with the Phone-A-Thon.
- **Jazz Night (Kick-Off Party for the Annual Fund)** – Jazz Night is scheduled in the fall. In the past, parents have planned this event providing the invitations, venue, food and drink as well as live entertainment. As parents have underwritten the cost of the event, 100% of the proceeds from the evening will benefit the Annual Fund.
- **Phone-A-Thon** – During the month (late October/November) following Jazz Night, parent volunteers will call fellow parents about possible donations to the Annual Fund.
- **Apple Sale** – Started in 2007 by a parent volunteer, Dave Ebner has spearheaded this November apple sale to support the Annual Fund. All students and families are encouraged to sell bags of Eco-Apples grown on a Vermont orchard, generously donated by the Ebner family. 100% of the apple sale proceeds to go directly to the Annual Fund.

**Green Initiative** – Join the committee to help gather ideas and feasibility during this development stage. If any parent is interested in helping the school 'go green', help our students become 'green

leaders' and ultimately see what types of 'green' partnerships Oneness can develop around the business and neighborhood community, please sign up!

**Landscaping** – One or two weekends a year, the Maintenance Coordinator organizes a time for parents to help with landscaping in and around the playground, the OFS front doors and the blacktop. This includes raking leaves 2x/fall – October and at last leaf fall (1<sup>st</sup> week of December). If you want to help beautify the School grounds, please sign up.

**Parent Ambassadors** – Parents who enjoy talking about our school to others would be an asset to our Open Houses and/or School Fairs. This is a simple, fun and fast way of meeting new parents and working with the Executive Director and Coordinator for Marketing and Parent Program.

**Spirit Committee** – The goal of this new committee is to show our appreciation for our dedicated faculty by providing something that would uplift their spirits, whether it's a note, a hug, or snack/luncheon. Frequency to be determined by the committee.

**Neighborhood Circle Liaisons** – There are 10 Community Circles. Each is made up of 8-10 families plus faculty and staff members who live within close proximity to one another. The purpose of the Circles is to make it easier for families to meet their closest OFS neighbors, especially those that have children in different classrooms. The Neighborhood Circles for each family is indicated in the Family Directory. Each Community Circle will have a Neighborhood Circle Liaison, a parent volunteer. On a monthly basis, the Liaison will call each family in the Circle to update them on OFS events. He/she will serve as a resource for any questions or concerns that parents may have. Additionally, the Liaison will coordinate (but not necessarily host) a potluck dinner for the Circle at the home of one of its families during the year.

**Office@Home** – We are looking for parents who will help with simple administrative work at home. We ask that each parent makes himself/herself available one week every six weeks to stuff envelopes, fold programs or brochures, etc. The OFS staff and the Coordinator for Parent Programs will organize the materials for pick up on Monday or Tuesday and the parent volunteer will complete the project by Friday of the same week (time is flexible depending on the needs).

**Parent Yahoo Group** – This Yahoo group is for current and former OFS parents to ask questions, make family related announcements for events, etc. A parent volunteer serves as the Moderator. If you are interested in being a moderator or want to sign up for this great listserv, please sign up.

**Room Parent** – There is at least one (1) Room Parent for each classroom. Each works directly with the teacher(s) to coordinate the parent volunteer efforts that directly impact and benefit the classroom. Additionally, the Room Parents coordinate the collection for class and teacher gifts during December and May, as well as work with other Room Parents and the Coordinator for Marketing and Parent Programs on organizing the Faculty/Staff Appreciation Luncheon.

**Room Volunteers** – Each classroom has various needs for parent volunteers. There are weekly and ongoing assignments (i.e. field trip chaperones, weekly snack purchases for CPG and Little Stars, laundry) as well as project-specific assignments (i.e. teaching a specific topic of which a parent is knowledgeable or familiar). The teacher and the Room Parent coordinate these efforts. More information about specific opportunities associated with each class will be provided by the Room Parents.

**Special Events Set-Up/Clean-Up** – During the School's events, parents volunteer are needed to help with set-up and/or clean up. Depending on the event, set-up may be scheduled the day before the event or two hours just before the event. Clean up takes place immediately following the event.