

## Volunteer Opportunities 2021-2022

*As a parent cooperative, our mission is to provide an enriching and stimulating developmental preschool experience for young children through dedicated and committed parent participation. Volunteering is a wonderful way to be involved in the planning and operation of the school as well as your child's preschool experience. We offer volunteer opportunities within the classroom as well as for the school. While it is not mandatory to volunteer, it is much appreciated by the staff, children, and other families. Below is a list of committees. Each one requires a different amount of time. Please select as many committees as you would like. It is important that if you do volunteer that you are committed to completing the tasks required. Please embrace your role and enjoy it. Thank you for contributing your time and talents to help Sandy Hill function successfully.*

*The goal is for Sandy Hill to be an exceptional place for children, their parents, and our staff. Together, we make up the wonderful Sandy Hill community.  
Thank you!*

### Classroom Committees

We will need one volunteer from each class for each task.

- **Room Parent**

Communicate with teacher and parents in class regarding classroom events, teacher needs, and school needs. Keep parents informed of upcoming events and encourage families to participate in events and fundraisers.

**Field Trips:** Coordinate parent drivers. Give list to teachers 2 days prior to field trip. Create name tags.

**Fundraisers:** Check in with volunteers on Auction Art, Original Works, Auction basket and classroom donations.

**Cleaning Party:** Organize and attend cleaning party. MWF – October, TTH – March.

- **Party Planner**

Assist teacher with party planning. This will include, but not limited to, creating flyer for parents to sign up for items to bring, reminder emails for what they signed up for as well as purchasing pumpkins, painting rocks gold and other random tasks. Teacher will provide list of necessary items. Some will be brought by families and others will need to be purchased. Submit check request for reimbursement. Parties include Halloween, Thanksgiving feast, Holiday celebration, Valentine's Day, St. Patrick's Day, Spring celebration and End of the Year Picnic.

- **Kindness Challenges**

Organize Kindness Challenge events. Refer to [www.thegreatkindnesschallenge.com](http://www.thegreatkindnesschallenge.com) for ideas.

- **Mother's Day Tea and Dad, Donuts and Drop off**

Assist teacher and Director with Mother's Day Tea (May) and Dad's, Donuts and Drop off (June). Coordinate date with teacher and director. Email invites to families.

**Mother's Day Tea:** Purchase supplies and submit check request for reimbursement. Set up and clean up at event. Set up includes retrieving dishes from shed, setting tables, food and tea preparation. Clean up includes clearing tables, washing dishes and tablecloths, and returning dishes to shed.

**Dads, Donuts and Drop off**

Preorder donuts from VG's, fruit, and coffee from Starbuck's or your favorite coffee shop. Pickup items the day of. Submit check request for reimbursement. Attend event and assist with set up and clean up.

- **Auction Art Item**

Create auction item for Spring Social and Auction. This can be a collaborative piece where all children create one masterpiece or each child can create their own masterpiece. Schedule times to come into class and create item with children. Take pictures of children as they are creating and provide a small album with pictures to accompany item. Purchase items needed for item. Submit check request for reimbursement for all purchases.

- **Classroom Auction baskets and classroom donations**

Create classroom basket for Spring Social and Auction. Create a theme for the basket and solicit parents to donate items for the basket or collect money for the basket and purchase items. Provide Auction team with list of items and value.

Solicit parents in the classroom for donations of items or services for Spring Social and Auction. Provide Auction team with list of items and value.

- **Original Works**

Coordinate Original Works fundraiser (or Make-A-Plate). Contact company for materials. Advertise through e-mails. Create artwork with children at school. Send artwork home with ordering materials. Collect artwork and parent's order, place order and distribute.

- **Play Doh**

Make Play Doh for class every 2 weeks. Teacher will provide supplies and any instructions for colors or scents.

- **Special Projects**

Assist teachers with any special projects. (cutting, prepping, cleaning, etc...)

## **School Committees**

- **Photographer**

Take portraits of each child as well as class photo. Provide packages for parents to order. This will include prints as well as digital downloads. Process photos and deliver. These should be done in late October or early November to be ready for the holidays. You will need to schedule different days for any makeups. Photos also include siblings if parents choose to have their children photographed together as well as individual. Siblings do not need to be attending Sandy Hill. These are usually scheduled in the morning before the start time for the rest of the classes. You are responsible for taking photos of all classes (MWF, TTH and Parent Tot). This is a fundraiser and the proceeds go to Sandy Hill, minus any costs. It is best if you are a professional photographer and have experience creating packages and ability to process orders.

- **Spirit Wear**

Create new design for spirit wear (t-shirts, sweatshirts, tote bags and hats). Get approval from Director for design. Research garment prices and screen-printing prices. Director has connections with garment vendors. It is best to purchase garments separate from the screen-printing company. Create flyer and email to families. Compile orders and place order with screenprinter. Pick up completed items and deliver to families. Set up table to sell any past garments.

- **Market Place**

Set up a Sandy Hill Marketplace on the website. Solicit families to advertise on website with a link to their website in exchange for a percentage of their sales generated as a result.

Manage social media and marketing. Organize a Marketplace event for Sandy Hill families to sell their merchandise or services

- **Website**

Update website monthly with current information. Upload current documents and photos.

- **Social Media & Marketing**

Post approved photos and information on social media. Check with director for photo releases. Research and implement marketing strategies. Create and post flyers.

- **Music and Movement**

Provide music and movement class for all classes every 2 weeks. Get the kids up and moving, singing and experiencing different instruments. Instruments can be provided, unless you have your own. Teach songs that will be sung at the End of the Year Performance. Classes are 30 minutes each and are held in the classroom. Coordinate with teacher for scheduling and notify Director. Be available at the End of the Year Performance to assist children with their singing.

- **Yoga**

Teach yoga classes one time per month to all classes. Classes are 30 minutes each (per class) and are held in Founder's Hall. Coordinate with the Fellowship and teacher for scheduling and notify Director. Yoga mats are provided.

- **Soliciting – This requires 4 volunteers**

Solicit businesses as well as Sandy Hill families for quality auction items for the end of the year social event. We are asking for a minimum of 40 items. For example: Hotel stay-local and out of town, health club memberships, restaurant certificates, spa packages... We will supply some of the business contact information (donors from our past fundraisers). Committee will also need to solicit for new donors. Closer to event, committee will need to group items and create baskets.

- **Auction – This requires 2 volunteers**

Collect baskets from Soliciting committee as well as classrooms. Create pamphlet with all auction items and baskets to pass out 1 week prior to event or create an online auction for families to send to their families and friends. Online auction is preferable. Send to website and social media committees. Create bid sheets.

Coordinate with the Social Committee in terms of organizing the live and silent auction portion of the Spring Social. Organize the flow of the auction and the payment processing. Responsible for computer check out at event.

Send Thank you letters at the end of the event to any vendors who donated goods or services (include our tax ID no. for write off).

- **Social Team – This requires 4 volunteers**

Organize the end of the year Spring Social. Solicit suppliers for donations of food and drinks for party in addition to party supplies. The committee is in charge of food, entertainment, decorations, invitations, and all other aspects of planning a social event. You will create the save-the-date card/flyer as well as the invitation to the event. You will also process the RSVP's and payments. Send Thank you letters at the end of the event to any vendors who donated goods or services (include our tax ID no. for write off). Ask the Director for a template. You will need to appoint a chair who will work closely with the chair of the Soliciting/Auction Committee.

- **Community and Parent Education (1)**

Organize 2 parent education workshops for the school year. Invite local speakers to discuss relevant topics. Organize, set-up and clean-up. Prepare flyers/posters for each event.

- **Laundry & Trash (1):** Empty trash in bathrooms and on playground weekly. Wash laundry from all classrooms as needed.

- **Sand:** Spread sand on playground and in sandboxes in the classrooms in September and March. Sand is delivered to campus and needs to be taken to playground and classrooms with wheelbarrow. Periodically rake leaves on playground.

- **Maintenance and Special Projects:** Addressing any maintenance concerns on campus. Completing any special building projects.