

WOODMONT CHRISTIAN PRESCHOOL

Explanation of Volunteer Opportunities for 2008-2009

AUXILIARY BOARD MEMBER: Meet bimonthly (seven times annually) to organize and operate the fundraising efforts for the preschool, and sponsor several special school events during the year. Each member shall chair one event during the school year, as well as attend workdays and events chaired by other board members. Board members serve a 2-year term. If you are interested and need further information about becoming an Auxiliary Board member, please contact Tonya Stevens, 383-4082.

FALL AUXILIARY EVENTS

GET ACQUAINTED WEEK: Volunteers will organize and plan the day(s) at which parents drop off their emergency contact information and tuition, receive important preschool handbooks and other forms, purchase t-shirts, mat covers, etc. This event occurs during the first week of school.

CARNIVAL: Organizers create an evening of family fun centered around games and activities. Various committees made up of parent volunteers handle ticket sales, coordination of games and activities (includes securing any outside game vendors), decorating and sign-making.

CARNIVAL SUPPER: Organizers work under Carnival Chair and are in charge of securing a caterer, planning the menu and assisting with any necessary clean up. Any additional food items (i.e. cotton candy, popcorn, etc.) needed for the evening are handled by these co-chairs.

GYM & STAGE DECORATIONS: Decorating committees work under the Carnival Chair to carry out the theme. They are responsible for decorating the gym, supper tables, stage and areas of the school where the Carnival activities take place.

BOOK FAIR: Organizers of this event work with Scholastic, a company that sells and distributes books in schools. Volunteers with this event will work at the book fair in shifts, help advertise the event, and work with teachers to put together a "wish list" so that parents and children may give a book to their classroom.

WRAPPING PAPER SALE: This volunteer works with Innisbrook, a company that coordinates fundraisers through the sale of gift-wrap. This person is responsible for getting the flyers distributed, collecting the orders/money, turning in a master order to Innisbrook and distributing the wrapping paper when it is delivered.

SPRING AUXILIARY EVENTS

SPRING FLING (AUCTION): Volunteers will coordinate all aspects of this off-site, adult-only evening that is held in the spring. Committees comprised of both board members and parents handle solicitation, pick-up of donated items, design and printing of the auc-

tion brochure and bid sheets, sign-making, set-up, check-out and clean-up. Other committees help teachers and students with the class projects, which are offered for bid at the Auction.

SPRING FLING PARTY: These volunteers find a location for the Silent Auction and then work with a caterer to set the menu for the buffet dinner. Committees involving both board members and parents design, print and mail the invitations, take reservations, decorate the location and handle clean up after the event.

TEACHER APPRECIATION LUNCHEON: Volunteers will organize and plan the end of the year appreciation luncheon for the teachers and staff. The job includes securing the food, table decorations and babysitting for the Board members who attend.

ONGOING AUXILIARY POSITIONS

ROOM MOTHER/VOLUNTEER COORDINATOR: This volunteer works to find room mothers for each classroom, set informational meetings to go over responsibilities and work closely with other event chairs to organize manpower for events.

CHILDCARE COORDINATOR/ROOM MOTHER COORDINATOR ELECT: This volunteer secures childcare for all Auxiliary Board meetings and functions.

SPECIAL PROJECTS: These volunteers work closely with the director to inform parents about the ways in which Auxiliary funds are spent.

SECRETARY: This volunteer takes minutes at all Auxiliary Board meetings and submits them in a timely fashion to the other board members.

TREASURER ELECT/ANNUAL FUND: This volunteer is responsible for composing and mailing the annual fund letter, keeping track of donations as they come in and writing thank you notes to donors.

OTHER VOLUNTEER OPPORTUNITIES

ROOM MOTHER: Two volunteers are needed per classroom. Responsibilities include helping teachers plan holiday parties, decorating a game booth at Carnival and procuring any necessary supplies, working with the auction chairs on class projects, helping with field trips (in the older classes), and collecting money and purchasing year-end teacher gifts.

SECRET PAL: As a Secret Pal, volunteers give their assigned teacher or staff member a small token (candy, flowers or other small goodies) once a month to thank them for their hard work and the care of your child.

GENERAL HELP WITH EVENTS: It is a big job to put on each of the fundraising events throughout the year...they would not be possible without help from our parents! Please see the list of jobs needed for each event below.