



MOUNT TAMALPAIS SCHOOL
VOLUNTEER PLACEMENT
2011-2012

Dear Parents,

We have created this handbook to describe the many opportunities available to you to volunteer your time and talent for the benefit of Mount Tamalpais School. Your volunteer work supports many school programs and enables MTS to stretch its resources even further to create a truly rich learning environment for our children. We count on the commitment of all school families to contribute at least 60 volunteer hours a year.

Our major school fundraiser is the annual Auction Gala. We hope that all families will participate in some way in the planning and preparation for this entertaining evening. This handbook describes the committees whose work makes the Auction possible. In addition to the Auction, there are a number of other committees that need volunteer assistance. Take a look and see which activities are right for you and your interests, talents and schedule.

Many organizations which distribute grants and other assistance to schools such as MTS require proof that the parents of current students all make a substantial commitment of time to their children's school. To this end, we keep track of parent volunteer hours by means of the schools monthly calendar. Please note your hours in the space provided on the calendar each month and return it to the office in the Friday folder.

We want your volunteer experience to be enjoyable and satisfying, so please contact any of us if we can provide further guidance or answer any questions.

2011-2012 Parent Council Officers

Kristin Sennett, President
Kathleen Weinstein, Vice President
Laura Hill, Volunteer Coordinator
Ann-Marie Barnes, Secretary



SUMMARY OF VOLUNTEER ACTIVITIES

EXECUTIVE BOARD OFFICERS

President
Vice President
Secretary
Parent Volunteer Coordinator

VOLUNTEER COMMITTEES

Area Coordinator
Art
Auction
Class Parents/Class Projects
Logo Clothing
Emergency Response
Floral Decor
Founder's Day Picnic
Founder's Hall
Graduation
Grandparents' Tea
Hospitality
Hot Lunch
Library
Parent Volunteer Hours
Performing Arts
Registration
Student Council
Office Help
Walking School Bus
World Languages

EXECUTIVE BOARD

The Executive Board of the Parent Council helps to coordinate and promote volunteer activities within the school community. Throughout the year Executive Board members meet with the Head of School and assist in upholding school guidelines, helping to ensure MTS families cooperation with School expectations, especially regarding arrival and dismissal procedures. The officers of the Executive Board are the President, Vice President, Secretary and the Parent Volunteer Coordinator.

PRESIDENT: The president of the Parent Council serves as the primary liaison between the school and parent volunteers and presides over Executive Board meetings. During the spring and summer, in conjunction with the Vice President and Parent Volunteer Coordinator, the President oversees the placement of all volunteer positions.

VICE PRESIDENT: The Vice President assists the President in preparing for meetings, filling committee chair positions, representing the Parent Council at school events and supporting the work of all school volunteers.

SECRETARY: The secretary records, copies and distributes the minutes of all Parent Council meetings.

PARENT VOLUNTEER COORDINATOR: The Parent Volunteer Coordinator assists in slating committee chair positions, organizing and categorizing volunteer requests and helping chairs fill their committees. The job emphasizes helping parents to find appropriate and satisfying volunteer placements.

GENERAL VOLUNTEER COMMITTEES

AREA COORDINATOR

The Area Coordinator organizes and arranges the hosts for parties in September for school families that live in each geographic area.

ART

This committee is responsible for helping in the art room: cleaning supplies, filing work, picking up supplies and hanging shows on a regular basis throughout the year.

CLASS PARENT/CLASS PROJECTS

Class Parents help the homeroom teachers in a variety of ways, which might include scheduling field trip drivers, organizing refreshments for class celebrations and special events, organizing class volunteers for school events such as Grandparents' Tea, and organizing snacks for play practice (4th, 5th, 6th, 7th, 8th grades). They may also plan non-school sponsored events for the families or parents to build more camaraderie among the class (i.e., casual fall parent cocktail party at a family home or informal spring potluck family picnic). Class Parents also play a huge role in the Auction by helping to organize and implement class gifts and donor participation and response.

CLOTHING ITEMS

1. **LOGO CLOTHING** This committee oversees off-site logo clothing storage, maintains inventories, and regularly fills orders for new school logo items.
2. **USED UNIFORMS** This committee collects, washes, stores, inventories and makes presentable used uniform items for repurchase at used uniform sales during the school year.

EMERGENCY RESPONSE

In case of an emergency situation when children cannot be picked up quickly by parents, it is important for each student to be able to stay at the home of a school family, relative or friend who lives in close proximity to the school. Working with the school office, this committee arranges and records these assignments each fall.

FLORAL DECOR COMMITTEE

Members of this committee help to maintain the potted plants that decorate the entrance, courtyard, office and classrooms of the school.

GRADUATION COMMITTEE

6th, 7th and 8th Grade parents help to plan and organize the graduation events and reception. This is a three year commitment, with most committee members joining as 6th grade parents.

GRADUATION LIAISON

This volunteer provides continuity between the Graduation committee and the school Administration.

GRANDPARENTS' TEA CHAIRS

This committee works with the Hospitality Committee to coordinate all aspects of this event, including refreshments and floral decorations. The tea is held annually on the Friday of Founder's Day Weekend.

HOSPITALITY COMMITTEE

This committee organizes and provides refreshments for a variety of school functions, including, Board meetings, all Open Houses and Special Events. The Chairs oversee committee members in ordering, picking up and serving refreshments at these events. (Living close to the school is not a requirement, but may be helpful).

HOT LUNCH

The Hot Lunch Committee contacts, coordinates and works with the lunch caterers to ensure that the hot lunch program is running smoothly. They also enlist and organize all lunch volunteers for help in setting up, serving and cleaning up.

LIBRARY VOLUNTEERS

This committee organizes volunteers to help in the school library on a regular basis throughout the school year.

OFFICE HELP COMMITTEE

Members of this committee volunteer in the school office on a regular basis to assist the Administration and staff.

PERFORMING ARTS COMMITTEE

During the year, parent volunteers to assist the Performing Arts department. Costume preparation for the school plays and enrichment programs is an on going task. Prop management for plays and Founder's Hall chair set up are a few of the many ways that make this program exceptional.

REGISTRATION

The Registration Committee organizes, plans and staffs the two registration days in late August when school families visit MTS to see classrooms, meet teachers and pick up logo orders.

STUDENT COUNCIL

Student Council committee members advise and meet with the Student Council every Tuesday at lunchtime and help to plan student fundraising and other drives, snack sales, group community service and spirit day activities.

WALKING SCHOOL BUS

This committee organizes the Friday walk from school by scheduling parent volunteers and monitoring the weekly walks. They also plan, organize and implement Fall and Spring "Walk, Ride, Roll to School" events by getting approval of dates, coordinating parent volunteers, planning prizes for classes, getting snacks, preparing memos to parents, checking paths and monitoring the walks.

WORLD LANGUAGE COMMITTEE

Committee members assist the World Language department with special events and celebrations. This committee also assists with organizing activities and scheduling volunteers for International Day, held every other year.

AUCTION COMMITTEES

AUCTION CHAIRS

This committee plans, produces, promotes and implements the school's annual auction, a major fund raising event that is held in the Spring. The Chairs oversee all of the auction committees, and, working with the Head of school, have final authority on all plans, details and budget items. The dinner, live and silent auction, the catalog and raffle are all important components of this event. The Chairs organize three to four general auction meetings for all auction committee chairs during the year. The following committees are under their leadership.

COMMITTEES

ACCOUNTING

This committee sets up, reconciles and oversees bookkeeping for the auction.

DATA MANAGEMENT

This committee enters all donated items into the computer using a specially designed auction software. This job is busy from January through April.

INVENTORY CONTROL

The Inventory Control committee inventories and stores all donated items at a parent home. (Busiest months are March and April.)

ITEM FORM PROCESSING

Members of this committee working with the Development Office, proofread, complete and check for accuracy on all donation forms. These forms come in from December through April.

RESERVATIONS

This committee working with the school office, organizes reservations as the response cards are received in March and April.

CATALOG

This committee working with the Development Office, is responsible for producing the auction catalog. The committee members help to write and edit all copy in the catalog and oversee the production and printing of the catalog and addenda. The months of January, February and March are demanding for this committee.

AUCTION DAY

This committee is responsible for the organization and set up of auction items at the site on the day of the auction. Prior to this day, the committee arranges a meeting for the table chairs to advise them of the room's floor plan and decorations. The committee also helps to set out bid sheets and table props and to make sure each catalog item is on display and manages the silent auction.

AUCTION NIGHT CLEAN-UP COMMITTEE

This committee makes sure that nothing gets left behind when the auction is over. Tasks include getting props returned and seeing that all items are collected. This is a great job for night owls!

DECORATIONS COMMITTEE

Working closely with the Auction Chairs, the Decorations Chairs and their committee design and produce the setting for the auction and dinner dance, including color scheme, centerpieces and auction table props.

DONOR THANK YOU NOTE CHAIR

This Chair acknowledges each Auction donation with a printed "thank you" note.

INVITATION COMMITTEE

This committee works with the Auction Chairs and the Development Office to oversee the addressing and mailing of the Auction invitations.

RAFFLE COMMITTEE

The Raffle Committee organizes all aspects of the Raffle: Soliciting prizes, printing tickets, planning the kick-off rally, tracking sales and awarding prizes to classes, students and staff.

SOLICITATION COMMITTEE

This committee oversees the solicitation of donations to the school's auction. Their efforts consist of organizing a letter writing campaign to potential donors and assisting school families in soliciting items. The committee meets from September through March.

VOLUNTEER PROCEDURES

DISTRIBUTION OF LETTERS AND FLYERS

If you or your committee needs to distribute any letter, flyer or announcement to school families or to the general public, please allow sufficient time so the handout can be approved by the Administration. All copy and artwork must be submitted to the office before final copies are made. This approval may take one or two days. All finished copies must be turned in to the school office by Wednesday for Friday folder distribution. The office will advise you as to how many copies you should prepare. Copying should be done off campus; school machines are not available. Please make copies double-sided whenever possible. Handouts for school distribution should be bundled in groups and dovetailed.

REIMBURSEMENT FOR COMMITTEE EXPENSES

Committee Chairs can be reimbursed for pre-approved committee expenses by obtaining a reimbursement form from the school office and submitting it with supporting receipts. (No reimbursements can be made without pre-approval and receipts.) Individual committee members should request reimbursements through the committee chair. Committee chairs may also submit invoices for upcoming pre-approved expenses and the school office will prepare a check make out to the appropriate supplier or vendor. Reimbursements must be requested immediately after committee expenditure.

ROSTER

Information in the school roster is for the convenience of school families. It is strictly confidential, and is absolutely not to be distributed, reprinted or used for commercial, fund raising or any other individual or group purpose.

Followed up by some notes pages