

# Westmount Charter School Volunteer Form

VOLUNTEERS ARE OUR "PARTNERS IN EDUCATION"

**Our Goal = 10 hours / family!**

Volunteering is a great way to get to know our school, teachers, staff, students and other parents.

This form is for School Council activities. Please talk to your children's teachers directly for in-the-classroom opportunities.

Please complete and return the form to the office as soon as possible.

## Contact Information:

Last Name:	
First Name:	
Day Phone:	
Evening Phone:	
Cell Phone:	
E-mail address 1	
E-mail address 2	

## Special Skills:

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**Grades of Interest:**  
(please circle)

Elementary

Middle School

High School

## Volunteer Interests (put an x in the box)

### School

- School Library
- Lost and Found
- Building Projects
- Office Help

### Committees

- New Parent Mentoring
- Playground Committee Co-ordinator
- Playground Committee member
- Eco-school Committee member
- New Facility Committee member

### School Council

- Council Position

### Fundraising

- QSP Co-ordinator
- Bottle Drive Helper
- Spring Fling Co-ordinator
- Spring Fling Setup/Takedown
- Spring Fling Helper
- Spring Fling Donation finder

### Events

- Skating Party Co-ordinator
- Skating Party Helper
- Elementary Sports Day Co-ordinator
- Elementary Sports Day Helper
- Staff Appreciation Lunch Co-ordinator
- Staff Appreciation Lunch Helper

See brief job descriptions and estimated timing on the back of

**Questions or Suggestions? Please contact the Volunteer Co-ordinators at:**

**westmountvolunteers@hotmail.com**

Submission of this form indicates permission to give this information to school and council representatives strictly for volunteer co-ordination.

## Volunteer Opportunities - Job Descriptions

Title	Date	Description
<b>School Library</b>	As needed	help in the library to shelve books, assist students, assist with book fairs and odd jobs as needed.
<b>Lost and Found</b>	Monthly	Help tidy and organize the lost and found area on a regular basis; display items quarterly.
<b>Building Projects</b>	As needed	help build, paint, move things
<b>Office Help</b>	As needed	Assist administration as requested ex. Laminating, photocopying, odd jobs
<b>New Parent Mentoring</b>	TBD	Participate in new program of existing parents mentoring new parents to Westmount
<b>Playground Committee Co-ordinator</b>	TBD	Chair new committee to be initiated to replace / expand existing playground
<b>Playground Committee Member</b>	TBD	Participate in new program to replace / expand existing playground
<b>Eco-School Committee Member</b>	TBD	Participate on existing committee
<b>New Facility Committee Member</b>	TBD	Participate on potential new committee set up by Charter Board to explore new facility options
<b>Council Position</b>	As needed	Monthly meetings; fill current vacancies and run for new 2009/2010 Council
<b>QSP Co-ordinator</b>	October	Manage on-line magazine ordering fundraiser; communicate opportunity to parents
<b>Bottle Drive Helper</b>	Quarterly	Help with school bottle drives. (Recyclers sort and pick up bottles.)
<b>Spring Fling Co-ordinator</b>	Spring	Assist current co-ordinator, with intention to take over this position. Oversee all aspects of this silent auction fundraiser.
<b>Spring Fling Setup/Takedown</b>	Spring	Set up and take down of tables, auction items, dance floor, balloons, etc.
<b>Spring Fling Helper</b>	Spring	Various duties leading up to, during and/or after the Spring Fling Silent Auction.
<b>Spring Fling Donation finder</b>	Spring	Find donors of items for charity auction. Write thank-you letters after the auction.
<b>Skating Party Co-ordinator</b>	Feb-09	Arrange for a school-wide skating party around February 2009
<b>Skating Party Helper</b>	Feb-09	Assist with planning and holding skating party.
<b>Elementary Sports Day Co-ordinator</b>	Jun-09	Co-ordinate the School Council refreshment station for Elementary Sports Day
<b>Elementary Sports Day Helper</b>	Jun-09	Work at School Council refreshment station for Elementary Sports Day
<b>Staff Appreciation Lunch Co-ordinator</b>	Jun-09	Arrange for a year-end appreciation lunch for all of staff and teachers
<b>Staff Appreciation Lunch Helper</b>	Jun-09	Assist with preparing, serving and cleaning up at Staff Appreciation Lunch