

## FAITH ACADEMY VOLUNTEER INFORMATION AND CHECKLIST

*“The best way to make a difference in your child’s education is to get involved”.*

Volunteer Name:	
Email Address:	
Home Phone:	Cell Phone:
Student’s Name:	Grade:
<i>Please circle your preferences:</i> Availability: Monday   Tuesday   Wednesday   Thursday   Friday   Any-Day  Time Preference: Mornings   Mid-Day   Afternoon   Any-Time	
<i>Please check the box next to the area of interest where you would like to contribute. If you are interested in a coordinator position, please check the box in that area next to the word “coordinator”.</i>	
<b>Book Fair</b> <input type="checkbox"/> Volunteer	
<b>Field Day</b> <input type="checkbox"/> Volunteer	
<b>Golf Tournament</b> <input type="checkbox"/> Volunteer	
<b>Homeroom Mom – Grade(s) _____, _____</b> <input type="checkbox"/> Homeroom Mom <input type="checkbox"/> Assistant Room Mom	
<b>Hospitality</b> <input type="checkbox"/> Volunteer	
<b>Learning Connections</b> <input type="checkbox"/> Volunteer	
<b>Library/Reading Helper</b> <input type="checkbox"/> Volunteer	
<b>Night of Knights</b> <input type="checkbox"/> Committee Coordinator <input type="checkbox"/> Volunteer	
<b>Teacher Appreciation Week</b> <input type="checkbox"/> Volunteer	
<b>Yearbook</b> <input type="checkbox"/> Volunteer	

### Description of Duties for Coordinator/Volunteer(s)

*\* You will be contacted to further discuss volunteer opportunities in the areas selected.*

### **Book Fair – December 4<sup>th</sup> & 5<sup>th</sup>**

Volunteers – Assist with set-up/repacking books before & after fair, keep books organized on tables, work during fair hours assisting parents and students with purchases. Time commitment: 2-3 shift.

### **Elementary Field Day – May 21<sup>st</sup> (Grades 1-5)**

Assist with Field Day set-up, clean up and working event activities. Time commitment: 1 day/time varies as events run throughout the day.

### **Golf Tournament – September 26<sup>th</sup>**

Assist with various stations such as check-in, manning tee box contest, solicitation of teams & prizes, organizing drink donations. Time commitment: ½ day in the a.m.

### **Homeroom Mom/Assistant Mom**

Responsible for coordinating class parties, special events, classroom project for Night of Knights (Feb. 7<sup>th</sup>), snacks during testing week and various other duties. Time commitment: varies.

### **Hospitality**

Assist with snacks/refreshments for special events throughout the year such as Veteran's Day Chapel Service, Young Author's, Art festival, etc.; volunteers will assist with set-up, serving, and clean-up of events. Time commitment: varies.

### **Learning Connections**

Assist Learning Connections coordinator with student's specific needs with additional help in areas such as reading, math problems, etc. Learning Connections coordinator will contact those interested with additional information. Time commitment: time/days vary.

### **Library/Reading Helper**

Assist with routine library operations such as book inventory, labeling and indexing, check-in/out, re-shelving and reading on occasion to students. Time commitment: open.

### **Night of Knights – February 7<sup>th</sup>**

Faith Academy's biggest annual fundraiser in which funds raised from the event are used to help underwrite Faith Academy. This allows us to continue to provide a high quality education at an affordable price. Opportunities for volunteering or chairing on a committee such as publicity, solicitation, raffle, clerical duties are just a few examples of areas where your help would be greatly appreciated.

### **Teacher Appreciation Week – March 9<sup>th</sup> – 13<sup>th</sup>**

Assist with activities during this week, substitute for approximately a 2 hour period in the classroom so that teachers can enjoy a luncheon and a variety of other duties. Time commitment: 1-3 hours when needed.

### **Yearbook**

Assist with taking pictures of activities and special events, collect photos from other sources, solicit ads, create layout, sales and publishing. Time commitment: varies.