

VOLUNTEER OPPORTUNITIES

DAILY

Classroom Straightening/Clean-up
 Arrange toys/books
 Sanitize toys
 Clean sink area/student work areas
 Refill hand soap/paper towels
 General Cleaning
 Sanitize door handles & door areas
 Sanitize light switch plates
 Crossing Guard Duties
 Help direct traffic in parking lot
 Library – cover, log & reshelv books
 Change 41 A/C filters once a month

Work Parties - once a month on Saturdays (9a-2p)
 02/11/2012
 03/17/2012
 04/21/2012

ONE-TIME TASKS

Help teacher with a special project

FUNDRAISING PROJECTS

Assisting the Director Development
 Fundraising Soirée
 Building Fund, Scholarship endowment
 Shopping-Based Fundraising Programs
 Campaign for Arizona Scholarship Fund
 Corporate Sponsorships
 Press releases

GRANT WRITING PROJECTS

Science/P.E./Nutrition/Health/Math/Computers
 School Break & Summer Camp Programs
 Library & Reading programs

SPECIAL PROJECT COORDINATORS

Volunteer Coordinator
 Shopping-Based Fundraising Coordinator
 Organize Poetry & Rhyme Reading Event
 Fundraising Sub-Committees
 Head a Fundraising Event
 Field Trip Coordinator

MAINTENANCE

Clean windows & sills
 Sweep sidewalks in front of lower level classrooms
 Sweep sidewalks on playground
 Pick up trash/debris on playground
 Rake sandbox to level play area & remove debris
 Water plants & trees/clean up garden area
 Pull weeds, trim bushes & trees around the building
 Change interior & exterior light bulbs
 Pick up trash & bag leaves around building
 Sanitize classroom/lunchroom chairs/equipment/toys
 Check maintenance log to repair misc items
 Spot clean door areas & hall ways
 Paint misc doors & wall areas where needed
 Steam clean classroom rugs & fabric chairs
 Wash staircase

Special Events

Soiree - 03/31/12
 International Languages Expo - 04/14/12

MARKETING

Website & Social Media
 Research Organizations/Companies
 Advertising- design, flyers, postcards, print ads
 Gather research on Early Language Learning
 Publicize school
 Post flyers at local businesses
 Booths at events

OTHER WAYS TO HELP

Help with annual Poetry/Rhyme Event
 Help develop Saturday Language Class Program
 Help teachers with Classroom Computers

COMMITTEES

Marketing/Fundraising
 Parents Association
 Building