

Hope Academy Parent Volunteer Information

2011-2012

Parent Name: _____ Preferred Phone: _____

E-mail Address: _____

Children (name & grade): _____

We need YOU!!! Please review the following information for opportunities to get involved with your child's educational experience at Hope Academy. We hope after serious consideration, you will check all areas in which you could share your time and/or talent and return this form to Lori Schur by sending it in to the school office. If you have questions about any of the volunteer opportunities, please call the school at 676-0028.

Classroom Volunteer Opportunities

_____ **Field Trip Coordinator** – Work with the teacher to arrange drivers for class field trips.

_____ **Room Parent** – Assist the teacher in communications with all classroom parents. Communication will include coordinating parent volunteers for holiday celebrations, special art projects, and lunch or recess relief/planning times for teachers.

_____ **Special Projects** - Support teacher with preparation of upcoming class projects by cutting, tracing, stapling, copying, laminating, etc.

_____ **Special Talent/Interest Volunteer** – Arrange to visit your child's classroom and share your special talent, hobby, and/or career information with the class. (Examples: teaching sign language, share computer skills).

_____ **School Librarian/Book Organizer** – Do you love books? We need a parent willing to organize books in our warehouse to make them more accessible for use (may involve transporting books from warehouse to classrooms). Additionally, we need someone who will assist teachers in locating books on subject matter to support classroom activities, either through our book library or through the Greenville County Library system.

School-Wide Volunteer Opportunities

_____ **Communications/Marketing** – Help to communicate the “happenings” at Hope Academy to the community at large. Assist with newsletters, flyers, and press releases. If you have a graphic design background or strong writing skills, this is great way to get involved! Occasional committee meetings will be required.

_____ **Copy & Mail Assistants** – We need copies made for the school each morning after drop-off (anytime from 8:30 am– 10:00 a.m.) at the UPS Store at the corner of Hwy 14/Woodruff Rd. We provide training. You can choose one to five days a week. We also need a few trained substitutes.

_____ **Special Events Helper** – This is ideal for someone with limited time. Choose the event you want to help with. We need “day of” assistance with set-up, clean-up and various tasks for the following events: Muffins for Moms, Fruit with Fathers, Thanksgiving Feast, Grandparents' Brunch, and Student Art Show.

_____ **Parent Social Coordinator** – Each volunteer will coordinate a parent social for a given month. Ideas include “Drafts for Dads” (happy hour outing), “Design with Wine” (painting with BYOW for moms), dinner out, dessert party at your home, etc. Each volunteer will be responsible for one month (Sept.-May, no socials in December).

_____ **Office Lunch Fill-in Coordinator** – Arrange parent volunteers to cover lunch for the school Administrative Assistant. This position can rotate every two months.

____ **Errand Runner** – Parents willing to run errands to purchase items, pick up items from our warehouses, drop off recycled toner at office supply store, etc. Time commitment is low – can usually be done in coordination with drop-off or pick-up of students.

____ **Warehouse Organizer** – Do you like to organize? The school utilizes 3 different warehouse storage facilities that are in dire need of someone to help keep them organized. Time commitment can be whatever you are willing to give!

____ **Photographer** – Attend Hope events and capture the moment for our newsletter, website, and media/press releases.

Fundraising Opportunities

____ **Procurement Committee** – Responsible for soliciting auction items and in-kind donations for Hope's annual golf tournament and fashion show. You choose your time commitment: three, six, nine, or twelve month rotation. Committee meetings will take place the first Monday of each month and will last approximately one hour.

____ **Fall Into Fashion** – Our Ladies Tea & Fashion Show takes place Sunday, November 6th, at the Crowne Plaza. Volunteers are needed to help sell tickets and ads for our event program. Day of event we will need help with set-up and registration beginning at 1:00 pm.

____ **Golf Tournament Planning Committee** – Committee meetings will be held Thursday evenings. Committee will assist with all facets of planning and logistics for the event.

____ **Golf Dinner/Auction Set-Up** – Takes place during the day at the Embassy Suites Hotel on Sunday, April 15th. Volunteers will assist with the setup of the banquet room, setup of auction displays, etc.

____ **Golf Dinner/Auction Volunteer** – Opportunities include greeters, registration, auction check-out, table hosts (assist guests with bidding process throughout the live auction), silent auction hosts (watch over silent auction tables and assist guest with any bidding questions). Takes place late afternoon into the evening at the Embassy Suites Hotel on Sunday, April 15th.

____ **Hope Invitational Golf Tournament** - Course set-up and break-down. Assist at Holly Tree Country Club or Verdae Greens Golf Course placing signage out on course in preparation for tournament and removing all items from the course following the tournament. Takes place Sunday, April 15th.

____ **Hope Invitational Golf Tournament** – Opportunities include registration/check-in, greeters at drink stations, hole proctors, photographer's assistant (keep track of teams taking pictures), greeters for golfers dinner/awards ceremony, and clean up at the end of the dinner. The tournament takes place Monday, April 16th, at Holly Tree and Verdae Greens Golf Courses. Dinner/awards ceremony takes place at Holly Tree immediately following golf tournament.

____ **Hope Relay Planning Committee** – Assist in all aspects of planning and logistics for our newest event. Meetings will be held Thursday evenings.

____ **Hope Relay** –Volunteers are needed for set-up (day before and day of event), clean-up (post-race at Fluor Field), and registration (at Village at Mountain Park). Need help manning drink and nutrition stations along the route. The Hope Relay will take place Saturday, November 19th. Committee meetings will take place Thursday evenings.

____ **Hope Relay** – Leg Leaders are needed to manage a volunteer team assigned to one specific leg of the Hope Relay. We need 12 leg leaders. The Hope Relay will take place Saturday, November 19th.