



# Volunteer Contributions

Please complete one form per parent. Our school community depends on every family's contribution in order to succeed. *Many hands make light work!*

## Fundraising Keeps Our Tuition Low!

The PIC (Parents Initiative Council) leads us in the fundraising for our school. SWS depends on \$22,000 per year in fundraising from the PIC to cover expenses such as classroom furniture, facility maintenance and upgrades, professional development, promotions and toys/materials.

Parent name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Talents/Hobbies/Interests: \_\_\_\_\_

**Pick your top three choices from both sections combined by numbering them 1-3.**

*We will do our best to have you in your top choice!*

### Section A

#### *The School*

- \_\_\_ Office assistant
- \_\_\_ Technical/Computer Support
- \_\_\_ Class Parent Rep
- \_\_\_ Promotion (postering/signage)
- \_\_\_ Photography
- \_\_\_ Facility/Yard Maintenance
- \_\_\_ Detailed Cleaning
- \_\_\_ Daily Cleaning (*Day: \_\_\_\_\_*)
- \_\_\_ Library Maintenance
- \_\_\_ Lost & Found
- \_\_\_ Classroom support
- \_\_\_ Child care for school functions
- \_\_\_ Grant applications
- \_\_\_ Celebrations
- \_\_\_ Repairs & Building Maintenance

### Section B

#### *The Committees*

- \_\_\_ PIC Executive
- \_\_\_ Board Member
- \_\_\_ Christmas Fair Planning Committee  
*choose your preference*
  - Fair Coordinator
  - Food
  - Crafts
  - Music
  - Children's Activities
- \_\_\_ May Fair Planning Committee  
*choose your preference*
  - Fair Coordinator
  - Food
  - Crafts
  - Music
  - Children's Activities
- \_\_\_ On-line Auction
- \_\_\_ Comedy Night Gala
- \_\_\_ Nesters & Spud Fundraiser
- \_\_\_ Jiva Fundraiser

*\*If you have already committed to a role, this can remain the same if you choose. Simply check the box that applies.*



*Our school is all about building community and welcoming everyone to enjoy our festivals. We couldn't do it without you!*

**How can you help on the day of the event? Check your preference from Section C.**  
Sign up boards will continue to go up leading up to the event.

**Section C**

*Event Volunteers (on day of event)*

- |  |   |
|--|---|
| <input type="checkbox"/> Children's Activities | <input type="checkbox"/> Ticket Sales   |
| <input type="checkbox"/> Activity Installation | <input type="checkbox"/> Music          |
| <input type="checkbox"/> BBQ                   | <input type="checkbox"/> Setup/Takedown |
| <input type="checkbox"/> Bake Sale/Cafe        | <input type="checkbox"/> Craft Maker    |

**If you have a skill...we can use it!**  
Throughout the year we may encounter situations where we find we are in need of a specific skill set. We maintain a resource list that we can call on in times of need.

**Section D**

*Tell us about yourself*

- Carpentry (school maintenance, renos, furniture and toy repair)
- Plumbing (bathroom issues, dishwasher)
- Electrical
- Computer – web design, maintenance, problem solving, graphics
- Photography
- Sewing
- Knitting/crocheting
- Felting
- Cooking/Baking
- Gardening
- 1<sup>st</sup> Aid certification – *specify certificate* \_\_\_\_\_
- Class IV or better driver's license
- Food Safe certification
- Serving It Right certification
- Grant Writing
- Other languages – *please specify* \_\_\_\_\_
- Musical talents – *please specify* \_\_\_\_\_
- Comments \_\_\_\_\_



**Office:** word processing, maintenance, data entry, cut water colour paper, general filing, support

**Technical/computer support:** assist with computer technical issues, back-ups, etc.

**Class parent rep:** Work with the teacher to help communicate time-sensitive matters (using a phone tree for example), liaise with fellow class parents about needs for the group, assist with setting up carpooling when requested, take a leadership role with class/school fundraising initiatives, assist in coordinating class plays.

**Promotion:** poster around town, set up and removal of school signs around town for events.

**Photography:** Photos are the way in which we share the natural beauty of our education. This job would involve taking pictures at events/festivals and of the day-to-day of our school. Provide images for social media networks (Instagram, Facebook, Website) to our Marketing team.

**Facility and yard maintenance:** clear main entrance with leaf blower, salt entrance when necessary, coordinate snow removal (main entrance, parking lot, driveway), lawns (mow weed-whack and rake as needed), gardens (water, weed, seasonal preparations), play field/yard (bimonthly clean up), pruning (trees and bushes in yard), weekly garbage removal, weekly recycling, compost maintenance, summer watering, summer renovations, inspect play structure.

**Detailed Cleaning:** We need help dusting shelves and clearing cobwebs and crannies. Deep clean of kitchen (ovens, fridge, behind appliances, shelves and cupboards neatened and cleaned), cubby shelves wiped down, windows 3x a year (front entrance twice per month), weekly laundry, year-end laundry (silks and fabric hangings);

**Daily Cleaning:** We need cleaners every day for basic bathroom cleaning, vacuuming, dusting, etc. If interested please choose a day you can commit to throughout the year \_\_\_\_\_; or sign up for what you can do on the parent board cleaning sign-up sheet in the office for periodic cleaning.

**Library maintenance:** labeling and shelving new books, maintain organization;

**Lost and found:** regularly arrange to have laid out for parents to walk through and claim, then take unclaimed clothing to Pearl's;

**Classroom support:** assist teachers when extra hands are needed in the classroom, assist woodwork classes, assist handwork classes, sewing projects like bean bags, dress up clothes, share your own expertise with students, reading stories, joining them on their walks. What is the skill/talent that you would like to share \_\_\_\_\_.

**Child care for school functions:** provide child care to facilitate parents attending meetings or participating in our parenting series.

**Grant Applications:** research gaming money and grants, report writing.

**Celebrations:** making soup for Michaelmas, firewood & hot cider for the Lantern Walk, cedar boughs for the Advent Garden,

**Repairs & Building Maintenance:** general carpentry including furniture building and repairs, toy repair, finishing carpentry and building upkeep.

**Christmas Fair Planning Committee:**

*September to December commitment (meetings twice a month)*

- a) **Coordinator:** Responsible for logistics and oversight of entire fair. Responsibilities include working with each committee leader to ensure smooth operation and planning in a timely fashion. Coordinator also ensures that volunteers on the day of the fair are given direction and adequate supplies. Coordinator also liaises with PIC and attends PIC monthly meetings.
- b) **Food:** Responsible for menu planning and ordering of supplies for BBQ and bake sale. Acquire food safe license, food donations, BBQ's, propane, plates/cutlery, etc. Gathering volunteers for bake sale, collect baked goods, ensure quality control and price items. Setup of Café and BBQ. Coordinate the food for the volunteers.  
***Coordinator and supporting positions available.***
- c) **Crafts:** Gather crafting ideas including sewing, felting, knitting, crocheting, woodworking and painting. Setup Pinterest page of craft options and sign up boards at the school. Make a list of necessary supplies, check stock and purchase missing items. Create kits to hand out to volunteer crafters. Collect finished crafts, price items, ensure quality control. Display crafts at our table on the night before the fair. Organizing the making of pocket lady gifts.  
***Coordinator and supporting positions available.***
- d) **Music:** Organizing sound system, find musicians, create play list/DJ for continuous music on the day of the event.
- e) **Children's Activities:** Working with existing list of children's activities and organizing the needs of each station with the necessary supplies. Working with your team to setup of activities like gnome village, cookie house, candle dipping, wreath making, candle rolling, apple peeling, oranges with cloves, ornament making etc.  
***Coordinator and supporting positions available.***

**May Fair Planning Committee:**

*February to May commitment (meetings twice a month)*

- a) **Coordinator:** same as Christmas Fair
- b) **Food:** same as Christmas Fair
- c) **Crafts:** same as Christmas Fair
- d) **Music:** same as Christmas Fair
- e) **Children's Activities:** Working with existing list of children's activities and organizing the needs of each station with the necessary supplies. Working with your team to setup of activities like silk dying, fish pond, garlands, wishing well, mini zip line, archery, may pole, the cake walk.  
***Coordinator and supporting positions available.***

**Online Auction:** (February to May) Gathering auction items from local and country wide vendors. Supporting auction administrator by taking photos and gathering collections. Help with putting packages together and distributing to winning bidders. Setup small auction table at Comedy Night Gala.

**Comedy Night Gala:** (December to March) Securing venue, date, talent (comedian, band & DJ). Coordinate stage placement, lighting, sounds, food and alcohol sales. Ticket printing and sales and promotion/postering. Support is provided for design of tickets and posters.

**Nesters & Spud Fundraiser:** (September to June) Coordinate and promote systems to increase sales. Educate families and their networks about the benefits of this fundraiser. Organize schedule for Nesters table.

**Jiva Fundraiser:** (September to June) Promote fundraiser to the community. Collect orders and manage delivery (usually on a Friday morning). Let people know about deadlines. Liaise with Jiva to coordinate invoicing.