

## HOME AND SCHOOL ASSOCIATION VOLUNTEER COMMITTEE DESCRIPTIONS

**Parent Outreach:** Help set up, arrange for refreshments, clean up for New Family Socials. Work with Admissions Director on various events for welcoming new families to the RHSM community. (Ongoing- mostly late Summer and early Fall)

**Gently Used Uniform / Sweatshirt and Tote Bag Sales:** Assist with set-up, clean-up, sorting, and sales of used uniforms and sales of new sweatshirts and RHSM Totes. (Ongoing)

**Hello Day:** Assist with organizing refreshments, set-up, clean-up, and giving tours of the campus on Hello Day (August)

**Back-to-School Picnic:** Assist with the organizing refreshments, set-up and clean-up (September)

**Back-to-School Nights:** Assist with organizing refreshments, set-up, and clean-up (September)

**School Pictures and Photo Fundraiser:** Assist photographer in organizing children for school pictures. Assist in arranging appointments for photo fundraiser sessions. (September)

**Book Fair Hospitality:** Assist with the organization, set-up and clean-up of refreshments for the Book Fair volunteers (October)

**Book Fair:** Assist in the organization, set-up, clean-up, and sale of books during this event (October)

**Faculty Dinners:** Assist with ordering food, set-up, and clean-up for the dinners that occur for teachers during parent/teacher conferences (October and February)

**Physical Fitness Testing:** Assist the PE department in timing students in various athletic endeavors ( September and May)

**Family Caroling:** Assist with organizing decorations, refreshments, set-up, and clean-up of this holiday event (December)

**Vision Screening:** Assist the school nurse in working with students during their eye testing and accurately reporting results. A short training session is held for volunteers just prior to testing (February)

**Puttin' on the Arts:** Assist with the organization of hospitality for this evening of visual and performing arts created by our students (March)

**Faculty/Staff Appreciation Week:** Assist with organization of and participation in various events (April)

**Color Day:** Assist with the organization, refreshments, and participation in various field day events held on campus (June)

**Fifth Grade Graduation – 4<sup>th</sup> & 5<sup>th</sup> grade parents:** assist with planning, set-up, and clean-up (June)

**Parent Social Hosts:** Host evening grade level socials for parents. Work with Room Reps in planning these annual fall events (Held on an evening in Sept, Oct, or early November)

**Library Guild:** Assist the school librarian in coordinating volunteers to help shelve and check out books, and to help students find research materials during the volunteer time. Parents may sign up for times during which their specific teachers hold library time. This is a weekly commitment for the entire school year. (Ongoing)

**Room Representative:** Assist teachers with special projects and activities. There is one Lead Room Rep and each class has at least two parent volunteers. Room reps plan holiday parties, help with book orders, arrange chaperones for field trips, and help as the teacher requests. Responsibilities vary with the teacher and the grade. Room Reps are asked to help coordinate events during Faculty/Staff Appreciation week, are responsible for the Emergency Phone Tree and are encouraged to attend Home and School meetings. They are the front line link between the teacher, parents, and students. (Ongoing)

**Tour Guide:** Work with Admissions Director in providing tours to prospective parents at Open Houses