

VOLUNTEER FORM 2011-2012

Please check off the activities, events, and sponsorships that interest you, and return the completed form to Mrs. O'Reilly at Reception. We will be in touch! Thank you.

Student(s) Name & Grade _____

Mother's name: _____

Father's name: _____

PHONE: _____ CELL: _____

PHONE: _____ CELL: _____

EMAIL: _____

EMAIL: _____

✓	Event	Contact person	Volunteer Duty – Please circle
	Class Parent	Heather Monaghan	K – Grade 1 – 2 – 3 – 4 – 5 – 6 – 7 – 8 – 9 – 10 – 11 Have you done this job before? Yes No If yes, please indicate how many times?
	Golf Tournament	Jason Finucan	Tournament date September 19th
	Mailing Volunteer	Jason Finucan & Belinda Hummel	Stuff envelopes a few times per year
	Lice Check	Patricia Cardillo (junior) Maureen Powers (senior)	4 times per year
	Elementary Lunch Parent	Patricia Cardillo	Mon – Tue – Wed – Thurs - Fri
	Baking Committee	Rosie Wilson	Bazaar, Holiday Tea, Staff Appreciation week, etc...
	Trillium Shop Volunteer	Joscelyne Charbonneau	Please indicate availability.
	Library	Susan Papini	Elementary school Senior School
	Decorating	Heather Monaghan	Fall – Holiday – Spring
	Decorating Sponsors	Heather Monaghan	Fall – Holiday - Spring
	Translation Team	Erika Ludwick	Translate English - French
	Welcome Back BBQ	Outdoor contact: Heather Monaghan & Erika Ludwick Indoor contact: Susan Kouri	Set up - Outdoor Food Servers - Clean up Set up – Clean Up
	BBQ Sponsors	Heather Monaghan	Juice/water, Decorations, Prizes for games, Popcorn-Sno-cone machine
	Class Photo Day	Johanne Denis & Maureen Powers	Help organize the students, and tidy uniforms
	Girls for the Cure	Chantale Lewis	Grade 5 – 6 – 7 – 8 – 9 – 10 – 11
	Admissions and Open House	Pattie Edwards	Greeting and mingling
	School Bazaar	Anik Low	Class parents projects - Set up Pricing items for sale
	Holiday tea	Erika Ludwick & Heather Monaghan	Set up & Clean up Decorations
	Carolling	Chantale Lewis	Grade 5 – 6 – 7 – 8 – 9 – 10 – 11
	Science Fair Judge	Anna Palumbo	Help judge the science fair
	Teacher Appreciation Luncheon	Robin Grover	Set up & Food
	Teddy Bear Breakfast	Susan Kouri	Greeting, set up & food

VOLUNTEER DESCRIPTION FOR YOUR REFERENCE

CLASS PARENT

Class parents are volunteer representatives from each class. There are usually two class parents for each grade. Please refer to the detailed description at the end of this document.

GOLF TOURNAMENT VOLUNTEER

11:30 start, working in pairs outside on the course, greeting players, supervising Hole contests.

MAILING VOLUNTEER

Several times a year, the school needs volunteers to stuff envelopes. Come join the “stuffing parties”.

LICE CHECK VOLUNTEER

Approximately 4 times per year, we ask 2 parents per grade to check the girls’ hair.

ELEMENTARY LUNCH PARENT

Lunch parents help out in the cafeteria 1 day per week, pouring milk and water, and heating up meals in the microwave. This responsibility can be shared to make it bi-monthly Time: 11h20-12h30pm

BAKING COMMITTEE

Baking peanut/nut free snacks for school events.

TRILLIUM SHOP - Shop Hours: Mon/Wed 8:00-8:30, Wed 11:30-1:30, Tues/Thurs 3:00-3:30 Changes pending.

Working in the shop, taking orders and selling merchandise.

LIBRARY VOLUNTEERS

Organizing books in the appropriate spot.

DECORATING

Set up and take down decorations for the holidays and various school events throughout the year.

Sponsorship: FALL \$100 HOLIDAY \$100 SPRING \$100

TRANSLATION TEAM

We are actively searching for a team of parents to help us provide our SPA information in both French and English.

WELCOME BACK TO SCHOOL BBQ – ROYAL COURT Theme (September 8 - 2010 3:00-6:00 p.m.)

The BBQ is a long standing tradition at The Study, sponsored by the Parent Association. It is a perfect beginning to the school year; a warm welcome back to returning students and families, and for the new girls and their families, a wonderful introduction to The Study Community. See you there! Set-up (day of 9h00-12h00) - Outdoor food servers/helpers (3h00 – 6h00pm 1hr shift) - Clean-up (6-6:30pm) - Indoor Games set up (2h00-4h00pm)

DONATIONS*: We are looking for families to help sponsor the Barbeque, if you would like to assist please check off the appropriate box on the Volunteer Form, and circle the item you would like to sponsor. Thank you!

CLASS PHOTO DAY - September 21

Help organize the children in groups, and tidy hair and uniform.

GIRLS FOR THE CURE WALK (Grades 5-11) - September 22, 2010

Walk the girls to the mountain and cheer them on, as they raise money for cancer.

ADMISSIONS TESTING & OPEN HOUSE EVENTS

- Full School Open House October 6 - Greeters & minglers
- Kindergarten Open House November 15 – Greeters and minglers, tours.
- Admissions visits to take place January 18-20 - Greeters & minglers

SCHOOL BAZAAR - November 17

A Senior Student run even; fun for the entire family. The Bazaar is a Study success story with the senior girls raising funds for their chosen charities. Come see them in action.

- Pricing and wrapping of baked goods (8h15-10h00pm)
- Set up of tables for sale items (afternoon of in the performance hall)
- Set up of elementary projects (afternoon of in the performance hall)
- Monitors for elementary projects (during the Bazaar 3h00-6h00, 1hr shifts)

HOLIDAY TEA - December 6, Set Up 12:00 - 1:00pm

A lovely holiday tea held in the Library, come celebrate the season and mingle with parents and staff.

HOLIDAY CAROLLING (grades 5-11) - December 6

Chaperone the girls as they spread Holiday cheer!

SCIENCE FAIR JUDGE - February

Help judge the science fair. No experience necessary.

TEACHER/STAFF APPRECIATION LUNCHEON - February 10

Set up and clean up the lunch, as well as contribute to the meal. One of the Staff's favorites!

TEDDY BEAR BREAKFAST - May 10

Enjoy a delightful morning with the incoming kindergarten students. Come help set-up the room with decorations and delicious food. Mingle with the new parents as you welcome them to the school.



****CLASS PARENT RESPONSIBILITIES****
2011-2012

Class parents are volunteer representatives from each class. There are one or two class parents for each grade. You can request to be a class parent on the volunteer form.

Class parents are selected in the following order based on the submission of the volunteer form:

- 1) Any parent who has not been a class parent before will be selected first.
- 2) Then it will be on a first come first serve basis.

Their role includes:

- Attendance at monthly SPA meetings (usually the first Tuesday of every month at 8:30am). Please ensure that at least one class parent from each grade attend the meeting, so that the information discussed can be relayed to the class.
- The SPA secretary will prepare a short e-mail summarizing the topics covered at the meeting. This email will be checked by the school and then it will be sent to the class parent who will forward it on to all the parents in their grade.
- Find volunteers for the Lice Checks (approx. 3 yearly, which take place in the morning)
- The class parent might be asked to act as a "New Family Liaison" to a family entering their particular grade.
- Assisting teachers in coordination of class events and driving to outings for the junior school K to grade 2.
- Occasionally telephoning or e-mailing other parents on behalf of the SPA concerning school events.
- Recruiting volunteers for different events throughout the year.
- Coordinating an informal get together with the parents in your grade, to help get to know each other and promote good communication.
- Coordinating Bazaar project for your grade if in K-6.
- Organizing a class gift for teachers during the Holidays and at the end of the year. This has been done in the past and is much appreciated by the teachers, but this is not mandatory. If you choose to organize a class gift please make sure that you give each parent the opportunity to participate and that you give a range of \$10-\$30 per family. If you would like we can provide you with a template letter to email to parents.

All class parents will be invited to attend a luncheon hosted by Mrs. Sweer to say thank you for taking on this role. This is also an opportunity to meet the teachers, staff and other class parents.

Once we have the list of all class parents and their contact information, it will be emailed to you, so you can communicate with them.

The SPA e-mail is: parentassociation@thestudy.qc.ca

Please feel free to communicate your ideas or questions to your SPA Co-Chairs.

Thank you,

Heather Monaghan and Erika Ludwick