



## VOLUNTEERISM AT STANLEY

Dear Stanley BPS Parents,

The enclosed packet brings you important materials regarding Stanley's volunteer program for the 2018-19 school year. Stanley invites parent participation in a values-based way, and we never want your participation to be a chore or a constraint. In the way that our mission calls us to value the distinct contributions of every child, so too, do we value the array of contributions made by our parents. As you know, the success of our community relies on the involvement and engagement of each and every one in our midst.

Here's what this packet includes:

### **The Full Scope of Volunteer Opportunities**

For the coming school year, we have more than 130 volunteer positions to choose from. We aim to provide opportunities for all families to experience the inspired giving of time, talent and treasure that is both cherished and impactful. We genuinely hope you will take some time to read through the descriptions so you can find a placement(s) that aligns with your time, interests and expertise.

Our online request form makes it easy for parents to select volunteer opportunities that are the best fit for their families. Please read the enclosed instructions, and be sure to request your volunteer placement(s) between **July 1-31, 2018**. If you have any questions about the request process, please contact the Office of Community Engagement at [communityengagement@stanleybps.org](mailto:communityengagement@stanleybps.org).

### **The Stanley Parent Association**

Stanley BPS is very fortunate to have a vibrant and active Parent Association, led this year by Rebecca Olgeirson, mom to rising 6<sup>th</sup> grader, Asher Olgeirson. Rebecca and her leadership team will work throughout the year to help enhance our school community, facilitate communication between parents and the school administration and fundraise on behalf of our teachers and classrooms. There are myriad ways for you to get involved with the Stanley Parent Association – email [parentassociation@stanleybps.org](mailto:parentassociation@stanleybps.org) for more information!

### **Questions?**

We appreciate your time in reviewing these materials, and even more importantly, we thank you for the time, talent and treasure you'll provide to Stanley BPS this year. Please direct any questions at [communityengagement@stanleybps.org](mailto:communityengagement@stanleybps.org) or call 303-360-0803, ext. 173.

Best wishes for a wonderful summer!

Karin Jonas  
Director of Community Engagement



# STANLEY

BRITISH PRIMARY SCHOOL

## 2018-19 VOLUNTEER OPPORTUNITIES AND INSTRUCTIONS

**We truly value the partnership between our parents, our teachers and our students, and it is our hope that all Stanley families will commit to one volunteer position during the 2018-19 school year.**

If you are inclined, please consider taking on more than one volunteer role; for example, sign up for a classroom position to get a perspective of what it's like inside your child's classroom, or consider all-school positions such as serving lunch or helping organize the Stanley Coffeehouse in October.

- **VOLUNTEER REQUESTS OPEN SUNDAY, JULY 1:** Online requests begin; you'll receive a link via email.
- **SUBMISSION DEADLINE TUESDAY, JULY 31:** Online request submissions close; assignments confirmed by end of August.

### Categories

Volunteer Opportunities are divided into the following categories:

**K-1-2 Classroom Positions**  
**All-School Positions**

**3-4-5 Classroom Positions**  
**Auction Event Positions**

**Middle School Positions**

### Note to 8<sup>th</sup>-grade Families:

All 8<sup>th</sup>-grade families are asked to participate on a committee that directly supports the 8<sup>th</sup>-grade trip to England or the graduation dinner. However, we encourage you to request an additional volunteer position (i.e. 8<sup>th</sup>-grade musical, school lunch, Coffeehouse committee, sustainability committee, etc.).

### Please Submit Three Choices

To complete the volunteer request process, please submit three choices for your primary placement. *Each of your three choices should be unique and at least one of them should be outside the classroom. Please do not request three classroom positions.*

**Leadership Positions:** If you hold a leadership position for 2018-19 (room parent, 8<sup>th</sup>-grade committee chair, Parent Association committee chair), these positions have already been selected for you, and you do not need to do anything more. However, if you'd like to request an additional volunteer position, please do so through the online request process.

### Volunteer Request Process Opens July 1

**We will email you a link to the Parent Volunteer Opportunities form and instructions on how to submit your requests on Sunday, July 1.** You may request your parent volunteer positions online July 1-31. Volunteer requests will receive equal consideration; assignments are *not* made on a first-come, first-served basis. All requests received by July 31 will be considered at the same time.

### Deadline: Tuesday, July 31

Volunteer requests should be submitted online by Tuesday, July 31. We will confirm your assignment(s) via email by the end of August.

If you would like more information about a particular position or committee, or need help with the online request process, please contact us in the Office of Community Engagement at [communityengagement@stanleybps.org](mailto:communityengagement@stanleybps.org).

Thank you!

Karin Jonas, Sarah Tiedemann and Laura Becker  
-The Office of Community Engagement



Dear Stanley Parents,

My name is Rebecca Olgeirson and I'm happy to welcome you to the upcoming school year as your Parent Association (PA) president. Our family has been a part of the Stanley BPS community since my stepdaughter, Emma began K12 in 2004; currently our son, Asher is a 6<sup>th</sup> grader in David and Laura's homeroom. Although the school has evolved over the last 14 years, the involvement of parents in every aspect of the school remains a key element of what defines Stanley BPS. We look forward to helping all parents and families become involved in your child's education and our community.

As a group, the PA hosts several community building events and raises funds that go directly into the classrooms. So, when you swipe that grocery card at Safeway (more about that below) or purchase the new Stanley gear at our pop-up store, you are directly supporting our teachers. Likewise, when you sign up to help with the K12 Sock Hop, volunteer for a committee, or bring a dish to our annual teacher appreciation luncheon, you are continuing a tradition of involvement that is the heart of Stanley. Whatever your talents or time commitments, you are a part of the PA and we welcome you.

The PA hosts 4 meetings a year, with the first scheduled for Friday September 14, at 8:30 am in the cafeteria. At these hour-long meetings we invite a speaker (usually someone from the school) to share their expertise with our group and then we discuss upcoming events and volunteer opportunities. Of course, Friday morning doesn't work for everyone, so this year we are planning for an evening meeting that will coincide with a Stanley Speaker series event in February. These are low-key affairs with snacks and coffee and offer a great place to connect with other parents.

The official mission of the Stanley Parent Association is four-fold.

1. Enhance community
2. Facilitate communication among parents
3. Be a voice for parents in representing ideas to the school's administration and board
4. Fundraise to grant our teachers' requests to enhance student experiences

Up-to-date PA information is included in the school's weekly newsletter, *The Weekly Bulldog*, as well as our PA page at [www.stanleybps.org/parents](http://www.stanleybps.org/parents). But the best place to receive news, calendars and notifications is the Stanley British Primary smartphone app. Additionally, throughout the year you will receive emails directly from the Parent Association regarding upcoming events and volunteer requests. Please feel free to contact me directly at [parentassociation@stanleybps.org](mailto:parentassociation@stanleybps.org). If I can't answer your question I will find the person who can.

Our primary goal in fundraising is to fund our annual teachers' grants. We also use PA income to support the Stanley Speakers Series events and host various social activities throughout the school year. Along with "parent-night out" events at local restaurants and special shopping opportunities, we have two major fundraising initiatives.

1. Grocery Card Program: Currently we participate in programs with King Soopers and Safeway. When you purchase your groceries with our school-issued reloadable gift card, a percentage of your total purchase comes back to the Parent Association. It adds up quickly!
2. Stanley Store: We carry a great variety of school spirit wear. The Stanley Store is open most Friday mornings and at some special events throughout the year.

If you've made it to the end of this letter, you get a gold star! Thanks in advance for your time — we are fortunate to be a part of the Stanley community and we the PA very much appreciate your engagement.

Sincerely,

Rebecca Olgeirson  
Stanley Parent Association President  
[Rebecca@rebeccamedia.com](mailto:Rebecca@rebeccamedia.com)



## 2018-2019 PARENT VOLUNTEER OPPORTUNITIES

Volunteer Placements may be requested online from  
Sunday, July 1 – Tuesday, July 31, 2018.

## 2018-2019 K-1-2 CLASSROOM VOLUNTEER OPPORTUNITIES

Classroom volunteer opportunities directly support Stanley teachers and their work in the classroom, but many do not regularly involve working directly with children in the classroom.

**NOTE:** All K-1-2 classroom teachers have identified their classroom volunteers needs individually; therefore, *not all of the positions listed below are available in every K-1-2 classroom.* **The volunteer positions available in your classroom are specified correctly in the online database.**

Jobs that have double asterisks (\*\*) can be done during evening and weekend hours or can be completed from home.

### **BOOK ORGANIZER \*\***

**Time Frame: September 2018 – May 2019**

Responsible for collecting and returning books and materials from/to the Denver Public Library or Stanley BPS library (or other organizations) to complement classroom learning units. Some classrooms also require weekly or bimonthly organization and sorting of classroom-owned books into proper bins and/or shelves. Good for evening and weekend hours; some classes will require daytime availability to maintain classroom library.

### **CLASSROOM HELPER**

**Time Frame: September 2018 – May 2019**

Assist teacher(s) in the classroom and with occasional off-campus errands. Specific duties, hours per week/month vary by classroom and may include room organization, supervision of academic work and projects, one-on-one time with students, and occasional errands. Hours are flexible and both during and after school.

### **DRAMATIC PLAY AREA ENHANCER**

**Time Frame: September 2018 – May 2019**

Themes change once every 4-6 weeks in the dramatic play area in your child's classroom (e.g. house area, store, vet, restaurant). The role of the Dramatic Play Area Enhancer is to set up, organize and add small enhancements to this area of the classroom. Role involves working with parents who have this job in other classrooms to organize the storage space for dramatic play props that are not in use. The time commitment for this role is approximately 2-3 hours per month.

### **LAUNDRY & DISH WASHING HELPER\*\***

**Time Frame: September 2018 – May 2019**

Wash, fold and return classroom items (dishes, smocks, rags, etc), typically on a bi-monthly basis. Good for evening and weekend hours.

### **PETS AND/OR PLANTS CARETAKER**

**Time Frame: September 2018 – May 2019**

Care for classroom plants and/or pets. Depending on the classroom pets, weekly pet care, including cleaning cages and/or fish tanks, re-filling food and water and other tasks may be needed. May include purchase of specific pet food. May be responsible for finding homes for pets during long weekends and school vacations. Out-of-pocket expenses are reimbursed.

### **PLAY-DOUGH MAKER\*\***

**Time Frame: September 2018 – May 2019**

The homemade play-dough maker is responsible for providing the class with fresh play-dough on Mondays throughout the school year. Recipe provided! Out-of-pocket expenses are reimbursed.

**PHOTO & MEMORY BOOK ORGANIZER\*\*****Time Frame: April – May 2019**

Using the school's online photo storage database, sort and organize classroom photos taken throughout the year to create an end-of-year memory book, collage or slide show for your classroom. The scope of and depth of these projects will vary by classroom.

**SCHOLASTIC BOOK COORDINATOR\*\*****Time Frame: September 2018 – May 2019**

Distribute monthly Scholastic book catalogs via email and paper catalog. Remind parents of ordering deadlines via email. Assist parents with ordering questions. Receive and distribute book orders. Requires computer skills and comfort with Internet shopping. Good for evening and weekend hours.

**SCHOOL LIBRARY HELPER****Time Frame: September 2018 – May 2019**

Volunteer in the school library *one time per week (or every other week)* during your child's classroom visits and assist our librarian and the children with checking in returned books, renewing overdue books, finding new books and using our online database. Occasionally, volunteers assist with tasks such as shelving and processing books.

**SCROUNGER & SHOPPER\*\*****Time Frame: September 2018 – May 2019**

This volunteer position is great for someone who has a flexible evening/weekend schedule and who can be available and happy to run last-minute shopping errands for the teachers. Out-of-pocket expenses are reimbursed.

## 2018-2019 3-4-5 CLASSROOM VOLUNTEER OPPORTUNITIES

Classroom volunteer opportunities directly support Stanley teachers and their work in the classroom, but many do not regularly involve working directly with children in the classroom.

**NOTE:** All K-1-2 classroom teachers have identified their classroom volunteers needs individually; therefore, *not all of the positions listed below are available in every K-1-2 classroom.* **The volunteer positions available in your classroom are specified correctly in the online database.**

Jobs that have double asterisks (\*\*) can be done during evening and weekend hours or can be completed from home.

### **BOOK ORGANIZER\*\***

**Time Frame: September 2018 – May 2019**

Responsible for collecting and returning books and materials from/to the Denver Public Library or Stanley BPS library (or other organizations) to complement classroom learning units. Some classrooms also require weekly or bimonthly organization and sorting of classroom-owned books into proper bins and/or shelves. Good for evening and weekend hours; some classes will require daytime availability to maintain classroom library.

### **CLASSROOM HELPER**

**Time Frame: September 2018 – May 2019**

Assist teacher(s) in the classroom and with occasional off-campus errands. Specific duties, hours per week/month vary by classroom and may include room organization, supervision of academic work and projects, one-on-one time with students, and occasional errands. Hours are flexible and both during and after school.

### **FIELD TRIP COORDINATOR\*\***

**Time Frame: September 2018 – May 2019**

Responsible for working with classroom teachers to research, plan and coordinate transportation for classroom field trips. Organize maps and a list of parent driver cell phone numbers. Ensure appropriate numbers of booster seats are available in class. Assist teachers to assign children to cars. Good organizational skills required; helpful to be available morning of field trip to handle any last-minute issues.

### **PARTY PLANNER**

**Time Frame: September 2018 – May 2019**

Work with teacher and room parent to create list of class parties/events. Coordinate parent volunteers to bring food and activities/crafts and to assist with set-up/clean-up for class parties throughout the year. Prior to each event, remind parents of their party assignments and ensure that all party needs are assigned. Requires organizational skills, communication skills, and availability on party dates to make sure parties are fully set up and ready to go. Coordination can be performed from home.

### **PETS AND/OR PLANTS CARETAKER**

**Time Frame: September 2018 – May 2019**

Care for classroom plants and/or pets. Depending on the classroom pets, weekly pet care, including cleaning cages and/or fish tanks, re-filling food and water and other tasks may be needed. May include purchase of specific pet food. May be responsible for finding homes for pets during long weekends and school vacations. Out-of-pocket expenses are reimbursed.

### **PHOTO & MEMORY BOOK ORGANIZER**

**Time Frame: September 2018 – May 2019**

Take individual photos of each child and groups of students throughout the school year. Help document the activities, events and magic that occur in your child's classroom. Sort and organize the photos you or other parents take to provide teachers with key photos for displays or student projects. Work with your classroom teacher to create an end-of-year photo album, book, collage or slide show for your classroom.

### **SCROUNGER & SHOPPER\*\***

**Time Frame: September 2018 – May 2019**

This volunteer position is great for someone who has a flexible evening/weekend schedule and who can be available and happy to run last-minute shopping errands for the teachers. Out-of-pocket expenses are reimbursed.

## 2018-2019 MIDDLE SCHOOL VOLUNTEER OPPORTUNITIES

### 6<sup>TH</sup>-GRADE POSITIONS:

#### **SHAKESPEARE COSTUME/PROP ASSISTANT (two 6<sup>th</sup>-grade parent volunteers needed)**

**Time Frame: September – November 2018**

Recruit and coordinate 6<sup>th</sup>-grade parents from each section to assist with sizing and coordinating costumes, organizing costumes during Shakespeare performances, supervising students during dress rehearsals and shows, assisting students with the creation of set pieces and props. This position requires a flexible schedule, interest in crafts, costuming and thrift store shopping. Availability during daytime hours in October/November is crucial.

#### **SHAKESPEARE PRODUCTION HELPER (three 6<sup>th</sup>-grade parent volunteers needed)**

**Time Frame: November 2018**

Act as production assistant for the 6<sup>th</sup>-grade Shakespeare performances on Wednesday, November 14, 2018. Help kids with make-up, props, costume organization and other tasks as assigned by the show director.

#### **SHAKESPEARE SET DESIGNER/PAINTER (two 6<sup>th</sup>-grade parent volunteers needed)**

**Time Frame: September – November 2018**

Assist students and teachers with the creation of set pieces and props. Availability during daytime hours in October/November is crucial.

#### **SOCIAL COORDINATOR (one 6<sup>th</sup>-grade parent volunteer needed)**

**Time Frame: September 2018 – November 2018**

Help plan and organize a 6<sup>th</sup>-grade parent potluck dinner in the fall and one pre-dance pizza party for the kids before the middle school dance on **Friday, October 12, 2018. Pre-Dance Party:** recruit at host or host committee, send out an Evite invitation to students and parents, coordinate pizza delivery, beverages and dessert and provide support as needed. **Parent Potluck:** choose a date, recruit an event host or host committee, send out an Evite invitation to parents and provide support as needed. **Note: the pre-dance party and/or the parent potluck can be held at Stanley BPS or at a private home/venue.**

### 7<sup>TH</sup>-GRADE POSITIONS:

#### **CAMPING TRIP ASSISTANT (one 7<sup>th</sup>-grade parent volunteer needed)**

**Time Frame: September 2018 and April/May 2019**

Work with middle school staff to make sure camping gear is in tip-top shape for homeroom and grade-level trips. The position helps with inventory management and purchasing as well coordinating with an outside vendor for tent repairs. Note: may require the use of an SUV or large vehicle for transporting tents to/from the repair shop.

#### **GRADUATION DINNER COMMITTEE (four 7<sup>th</sup>-grade parent volunteers needed)**

**Time Frame: Friday, May 31, 2019**

This committee will work with the 7<sup>th</sup>-grade graduation dinner coordinator to help set up and serve for the 8<sup>th</sup>-grade graduation dinner. Volunteers will supervise 7<sup>th</sup>-grade student servers throughout the evening on May 31, 2019. **Must have availability on the afternoon/evening of Friday, May 31, 2019.**

**PARENT POTLUCK COORDINATOR (one 7<sup>th</sup>-grade parent volunteer needed)**

**Time Frame: September 2018 – November 2018**

Help plan and organize a 7<sup>th</sup>-grade parent potluck dinner in the fall. Choose a date, recruit an event host or host committee, send out Evite invitations to parents and lend logistical support as needed. **Note: the potluck can be held at Stanley BPS or at a private home.**

**THEATER SHOWCASE ORGANIZER (one 7<sup>th</sup>-grade parent volunteer needed)**

**Time Frame: December 2018 – March 2019**

Assist the students and teachers with the creation of set pieces and props, costume organization and general show production. Flexible hours.

**8<sup>TH</sup>-GRADE POSITIONS:**

Each 8<sup>th</sup>-grade family is asked to take on one volunteer position that directly supports the 8<sup>th</sup>-grade England trip or the 8<sup>th</sup>-grade class. The traditional Stanley capstone trip to England is not possible without the enthusiastic participation of every 8<sup>th</sup>-grade student and every 8<sup>th</sup>-grade family.

We also encourage 8<sup>th</sup>-grade parents to request a secondary volunteer role such as helping with the 8<sup>th</sup>-grade musical, serving lunch or participating on the Stanley Coffeehouse committee. These important activities are vital to life at Stanley and parent involvement is key to their success.

*Even if you have previously expressed your interest in one of the following committees, please make it official by selecting your first, second and third choices via the online volunteer process. Thank you!*

**BINGO FOR BRITAIN COMMITTEE (ten 8<sup>th</sup>-grade parent volunteers needed)**

Committee Chairs: Carrie Krambeck and Libby Neid

**Time Frame: September – early October.** Work with bingo chairs to help plan, organize and run the bingo event on Sunday, September 30. Solicit prizes, advertise, or sell tickets; plan concessions or supervise food sales. Supervise 8<sup>th</sup>-grade students in various tasks prior to and on event day. Assist with set up and clean up on event day. **Bingo for Britain is on Sunday, September 30, 2018.**

**CABARET COMMITTEE (four 8<sup>th</sup>-grade parent volunteers needed)**

Chair: Jim Chomas and Jenna Clark

**Time Frame: April 2019**

8<sup>th</sup>-grade students show off their artistic and performance talents at this annual family-friendly cabaret night. Plan food and decor, advertise, sell tickets, set up and clean up for this event. **Cabaret is on Wednesday, April 24, 2019.**

**HOLIDAY GREENS COMMITTEE (twelve 8<sup>th</sup>-grade parent volunteers needed)**

Chairs: JJ Gibson and Emily Redfield

**Time Frame: September – December 2018**

Work with holiday green chairs to support 8<sup>th</sup>-grade students in annual late-fall sale of holiday greens, plants and candles. Help students prepare marketing materials and sales plans; supervise students' solicitation of businesses. Assist with advertising, order-tracking and record keeping of student sales. Assist with distribution of products to students and delivery plans. Delivery and distribution of items occurs in early December. Volunteers needed during daytime, evening and weekend delivery times.

**SITTIN' FOR BRITAIN COMMITTEE (four 8<sup>th</sup>-grade parent volunteers needed)**

**Time Frame: August 2018 – April 2019**

Organize 8<sup>th</sup>-grade students and be parent supervisors to provide childcare for K-5 Stanley families during classroom set-up, Back-to-School night, Admission events, Discover Stanley, and other school events when babysitting is provided. Prepare communications for Weekly Bulldog to maximize use of this babysitting service. Must be available to supervise student babysitters at various school events. **Note: Sittin' for Britain is an opportunity for students to earn spending money for their England trip.**

**GRADUATION DINNER COMMITTEE: (five 8<sup>th</sup>-grade parent volunteers needed)**

Chairs: Jennifer Callahan and Liz Callender

**Time Frame: April – May 2019. The dinner is on Friday, May 31, 2019.**

Work with 8<sup>th</sup>-grade graduation dinner chairs to help plan the graduation dinner, which is attended by 8<sup>th</sup>-grade students, their parents and middle school faculty on the eve of graduation. Assist with preparation of dinner invitations, menu, décor, 8<sup>th</sup> grade portraits, graduation gifts, slideshow, etc.

**ADDITIONAL 8<sup>TH</sup> GRADE POSITIONS:**

**MUSICAL COSTUME/PROP ASSISTANT (two 8<sup>th</sup>-grade parent volunteers needed)**

**Time Frame: December 2018 – March 2019**

Assist with sizing and coordinating costumes, organizing costumes during performances. Assist student costume designers, and provide general creative support to the musical team. This position requires a flexible schedule, interest in crafts, costuming and thrift store shopping! A flexible schedule and availability in February is crucial.

**MUSICAL PRODUCTION HELPER (two 8<sup>th</sup>-grade parent volunteers needed)**

**Time Frame: March 5 – March 7, 2019**

Act as production assistant for the 8<sup>th</sup>-grade musical performances on Tuesday, March 5 and Thursday, March 7, from 8-11 a.m. and 6-9 p.m. Help kids with make-up, props, costume organization and other tasks as assigned by the show director.

**MUSICAL SET DESIGNER/PAINTER (two 8<sup>th</sup>-grade parent volunteers needed)**

**Time Frame: December 2018 – March 2019; specifically, February 4 – February 8, 2019**

Assist students and teachers with the creation of set pieces and props. Availability after school during tech week is crucial (February 4 – February 8, 2019).

**PARENT POTLUCK COORDINATOR (one 8<sup>th</sup>-grade parent volunteer needed)**

**Time Frame: September 2018 – November 2018**

Help plan and organize an 8<sup>th</sup>-grade parent potluck dinner in the fall. Choose a date, recruit an event host or host committee, send out Evite invitations to parents and lend logistical support as needed. **Note: the potluck can be held at Stanley BPS or at a private home.**

## 2018 - 2019 AUCTION VOLUNTEER OPPORTUNITIES

Now a bi-annual event, the Stanley BPS Auction is a school-wide community party and Stanley's largest fundraising event. ***The Auction will be held on Saturday, April 27, 2019.*** Participating on a committee that organizes the event is a great way to meet other parents and to support our mission to maintain socio-economic and cultural diversity by raising funds for financial aid at Stanley.

### **AUCTION ORGANIZING COMMITTEE**

**Time Frame: September 2018 – April 2019**

Be a member of the group that plans, executes and oversees all aspects of the Auction – from start to finish. Whether you choose to take on a leadership role or prefer to just lend your time and talent to help shape the event, there is a place for you on this committee! The organizing committee will meet monthly from September – April.

### **ACQUISITIONS COMMITTEE (four volunteers needed)**

**Time Frame: January – April 2019**

Work with the Office of Community Engagement to help solicit donations from local businesses as well as the Stanley BPS community.

### **BEVERAGES & BAR COMMITTEE (two volunteers needed)**

**Time Frame: March – April 2019**

Help coordinate all needs for the bar. May include procuring donations of alcoholic and non-alcoholic drinks and creating signature drinks. Coordinate and oversee bar set-up, take-down and hired servers.

### **BUY-A-SHARE COMMITTEE (two volunteers needed)**

**Time Frame: February – April 2019.**

Help Stanley parents brainstorm ideas for new and fun buy-a-share events, help write descriptions for entry into the database, maintain a calendar to avoid date conflicts and create fun buy-a-share displays.

### **DÉCOR COMMITTEE (one chairperson and two volunteers needed)**

**Time Frame: January 2019 – April 2019**

Plan and execute all design and décor needs for the Auction. Work closely with the Office of Community Engagement to plan and organize the set-up and operational logistics for the event. Help oversee a team of volunteers to put the plan into place during auction set-up.

### **DONATION/ITEM DATA ENTRY ASSISTANT (one volunteer needed)**

**Time Frame: March – April 2019**

Enter item descriptions from auction donation forms into an online database/catalog. Take pictures of items to help promote bidding in the online auction.

### **SPONSORSHIP COMMITTEE (one or more volunteers needed)**

**Time Frame: February – April 2017**

Work with the Office of Community Engagement to help procure financial underwriting and sponsorships for the Auction.

### **WINE STEWARD (one-two volunteers needed)**

**Time Frame: February – April 2018**

Help procure wine donations for the auction, inventory incoming donations, organize the wine cellar for sale at the auction, and help develop a display for event night.

## **ONE-DAY POSITIONS:**

### **EVENT SET-UP COMMITTEE (twenty volunteers needed)**

**Time Frame: April 27, 2019**

Responsible for all aspects of physical set up of the auction: decorations, tables, chairs, displays etc. ***Must be available on Saturday, April 27.***

### **EVENT NIGHT COMMITTEE (twelve volunteers needed)**

**Time Frame: April 27, 2019**

Socialize while you volunteer! Assist with registration/check-in, guest relations, bidding, monitoring tables. Must be available from 5-10 p.m. on auction night, April 27, 2019.

### **EVENT CLEAN-UP COMMITTEE (ten volunteers needed)**

**Time Frame: April 27 and April 28, 2019**

Help break down the bar, tables and displays, and clean up from the auction. *Shifts take place on Saturday April 27, 2019, after the auction (10 p.m.) and on Sunday April 28, 2019, in the morning.*

## 2018 - 2019 ALL- SCHOOL VOLUNTEER OPPORTUNITIES

### **5th GRADE MUSICAL COSTUME ASSISTANT/SEAMSTRESS (two volunteers needed)**

**Time Frame: March - May 2019**

Help with costume design and sewing for the spring musical. Work with the musical team to procure costume materials and props as needed. Help recruit additional parent volunteers to help with costumes and sewing. Availability in April and May is crucial and as well as flexible daytime hours for costume sizing.

### **5th GRADE MUSICAL PRODUCTION COMMITTEE (two volunteers needed)**

**Time Frame: March - May 2019**

Recruit and coordinate parent volunteers for defined projects that may include sewing, set design and costuming. Act as a scrounger/shopper for additional materials and props as needed. Provide general support for the musical team. Availability on Thursday afternoons in April and May is crucial.

### **ADMISSIONS AMBASSADOR (six volunteers needed - two per division)**

**Time Frame: September 2018 – February 2019**

These positive parents will work closely with the admissions team to enhance the recruiting process by serving as a resource and welcoming face to families new to Stanley. Ambassadors make follow-up phone calls after key admission meetings and events, attend grade-level events for prospective families, serve on a panel for open houses and tours, and be available to attend admission coffees and answer questions.

**Note:** this volunteer position is for parents who have been at Stanley for at least two years.

### **ANNUAL FUND COMMITTEE (two volunteers per classroom needed)**

**Time Frame: October 2018 – February 2019**

Work with the Community Engagement team and the Parent Chairs of The Stanley Fund to help solicit contributions and participation from current Stanley BPS parents. Volunteers will participate in a fall Phone-a-thon and a winter Thank-a-thon in addition to making personal phone calls and emails that can be completed on your own time. Strong communications skills, reliable follow-through and a friendly, outgoing personality are critical! Must be comfortable soliciting donations from fellow parents on behalf of The Stanley Fund. Please note that we place equal importance on both fundraising and participation with the goal of reaching 100 percent participation from Stanley families.

### **BOOK CLOSET ORGANIZER (several volunteers needed)**

**September 2018 - May 2019**

Seeking: Book Lovers One Hour Per Week! True lovers of books are needed to help maintain two libraries K-5. The book organizers will spend approximately one hour per week sorting and organizing the books in the communal book closet in the K-1-2 Teacher's Lounge and the multiple-copy section of the library. If you like to peruse books and help spread a love of reading, this job is for you!

### **COFFEEHOUSE COMMITTEE (5 volunteers needed)**

**Time Frame: September – October 2018**

Be a part of the committee that puts on the Stanley Coffeehouse, an adults-only evening of fun, music, wine & entertainment where Stanley parents, staff and friends are the stars. Coffeehouse is known in the Stanley as the best date night of the year! Volunteers will help with event marketing and promotion, ticket sales, catering, set-up and clean-up and provide general event support.

**The Stanley Coffeehouse is on Saturday, October 27, 2018.**

### **EXTENDED DAY COMMITTEE (three volunteers needed)**

**Time Frame: September 2018 - May 2019**

Work with the Extended Day Director to support the Extended Day program: Schedule and coordinate classroom parent volunteers to help with Special Days (e.g. Splash Day), special guests, events, activities and clean-ups. Assist Director with projects as needed, including the end-of-year survey and keeping the Weekly Bulldog e-newsletter up to date on Extended Day events open to the whole school community. Most of the projects can be done from home or during evening hours. Occasional assistance may be needed before or after school.

### **NEW PARENT DINNER COMMITTEE (six volunteers needed)**

**Time Frame: Wednesday, May 1, 2019**

Help the Admission and Community Engagement offices with all logistics for the New Parent Dinner where we welcome families whose children will begin at Stanley in the 2019-2020 school year. Duties include event set up, serving, clearing and general logistical support. This is a great position for a new Stanley parent! **Volunteers must be available from 4:30 pm – 9:00 pm on Wednesday, May 1, 2019.**

### **PARENT ASSOCIATION GROCERY CARD PROGRAM ASSISTANT**

**Time Frame: September 2018 – May 2019**

Assist the Parent Association Fundraising Chair with the school's Grocery Card Program. Participating stores include King Soopers and a myriad of others. Funds raised through the program directly support Stanley's teachers and classrooms.

### **PARENT ASSOCIATION SPECIAL EVENT COMMITTEES/POSITIONS**

The Social Committee organizes three community-building social events throughout the school year. These events include: The K12 Sock in September; the 345 Hoedown in January, and the Faculty & Staff Appreciation Luncheon in May.

#### **K12 Sock Hop Committee (one chair-person and eight volunteers needed)**

**Time Frame: September 2018, including the evening of Friday, September 21**

Think poodle skirts, white t-shirts, and a DJ spinning 50s tunes.... this event is for all K12 families and their siblings. Volunteers will help with event planning, publicizing, and rolling out Event Night on **Friday, September 21, 2018.**

#### **345 Hoedown Committee (one chair-person and eight volunteers needed)**

**Time Frame: December 2018 - January 2019, specifically the evening of Friday, January 18**

Giddy-Up, Cowboys and Cowgirls -- think hay bales, square dancing with our DJ, and cowboy boots.... this event is for all 345 families and their siblings. The committee is seeking help in planning, publicizing, and rolling out Event Night on Friday, January 18, 2019.

#### **Staff Appreciation Luncheon Committee (one chair-person and five volunteers needed)**

**Time Frame: April – May 3, 2018, specifically Friday, May 3**

Help plan and organize the annual Staff Appreciation Luncheon! Create a sign-up genius for food and beverage donations, organize table décor and party favors, and help set-up, serve and clean-up after this special luncheon concludes.

#### **Graphic Design Assistant (one volunteer needed)**

Do you know how to whip up an HTML email? Make a snazzy poster or flyer? The Parent Association event committees could seriously use your help!

### **PARENT MULTICULTURAL AFFAIRS COMMITTEE**

**Time Frame: September 2018 – May 2019**

Working from the Stanley BPS Mission, the PMAC's mission is: To ensure, support, and develop SBPS's mission to provide an "...inclusive, diverse, and collaborative community that values distinct contributions and abilities..." The Committee meets once per month in the evening and works with all groups in the school community – students/families, board, faculty & staff – in three main areas of diversity and inclusiveness:

1. Education – Provide resources and ideas to support teacher and parent education, including conferences, speaker series and dialogues in differences.
2. Community Building – Oversee committee-run events, including our annual Multicultural Feast and Storytelling event.

**SCHOLASTIC BOOK FAIR COMMITTEE (ten volunteers needed)**

**Time Frame: Friday, October 26 - Thursday, November 1, 2018**

Assist with all aspects of Stanley's 2018 Scholastic Book Fair, including set-up, sales and break-down. Shifts are scheduled for Friday, October 26 between 10am – 3pm; Monday, October 29 – Thursday, November 1 from 8am -12 pm and 12pm – 4pm. Approximately 4-6 volunteers will be needed for each shift.

**SCHOOL LIBRARY ASSISTANT (two - four volunteers needed)**

**Time Frame: September 2018 - May 2019**

Assist school librarian regularly with checking in and shelving books, printing and sending home overdue reminders with students. Volunteers will also be asked to assist with the Scholastic Book Fair from October 26 – November 1.

**SCHOOL LUNCH COMMITTEE (thirty volunteers needed)**

**Time Frame: August 2018 – May 2019**

Work with school lunch staff and other parent volunteers to plate and serve hot lunch during shifts available from 11:15 a.m. to 1 p.m. Mondays through Thursdays and from 12:15-1 p.m. on Fridays for middle school lunch. ***Volunteers will choose their shifts via Sign-Up Genius and each volunteer will be asked to sign-up for approximately 3 shifts per month.*** Lunch is included when you work! Must be dependable and available weekdays between 11:15 a.m. to 1 p.m.

**SPECIAL EVENTS PHOTOGRAPHER (several volunteers needed)**

**Time Frame: August 2018 – April 2019**

Take pictures at Stanley events (Grand People's Day, Coffeehouse, Halloween, Holiday Program, Auction, field days, etc.) and middle school athletics matches for the 2018-2019 Stanley BPS yearbook. Parents volunteer to cover various events; please plan on covering at least two to three. Work with the Yearbook volunteers to curate – select only your best shots – and ensure photos are uploaded properly for use by the yearbook committee.

**SPECIAL EVENTS SET-UP COMMITTEE (five volunteers needed)**

**Time Frame: Evenings of October 30 and December 19, 2018**

This committee is responsible for the set up of the Halloween Parade (October 30) and the Holiday Program (December 19). ***Volunteers must be available on the evenings of Tuesday, October 30, and Wednesday, December 19.***

**STANLEY STORE COMMITTEE (two chair-persons and eight volunteers needed)**

**Time Frame: September 2018 – May 2019**

Love to shop? This committee requires energetic and outgoing volunteers to help run the Stanley spirit-wear store. Volunteers will sign up for one or two Friday morning shifts per month from 7:45 a.m. – 9 a.m. as well as occasional special events during the year (i.e. Grand People's Day, Holiday Program, etc.). Volunteers will be able to attend (and even reserve seats early) all special events. The Stanley Parent Association uses proceeds from the Stanley Store to directly support our teachers and classrooms.

**SUSTAINABILITY COMMITTEE (four to six volunteers needed)**

**Time Frame: September 2018 – May 2019**

The Sustainability Committee is a group of parents and staff working to support responsibility for our environment and community. The committee takes a proactive role in supporting and facilitating environmental leadership in all facets of school operations, maintenance, administration and learning. We aim to foster a connected green community in which students develop into life-long environmental stewards.

The committee is responsible for: Planning and implementing classroom and school-wide environmental programs, planning and organizing service learning and community sustainability and Earth Week events; managing school-wide trash and recycling programs, and raising awareness and enthusiasm about environmental sustainability throughout the Stanley community. The committee meets once per month in the evening and welcomes parents interested in helping Stanley become a leader in sustainability.

**WILSON PROGRAM PHOTOCOPYING ASSISTANT**

**Time frame: September 2018 – May 2019**

Support Stanley's learning resource teachers by photocopying, organizing and filing materials for the Wilson Program. This position requires approximately one hour of volunteer time, twice per month but the dates/times are flexible.