

### VOLUNTEER OPPORTUNITIES AT KEATSWAY

AROUND THE SCHOOL/EVENTS/FUNDRAISERS	POSITIONS	DUTIES	TIME COMMITMENTS
School Council Officers	Chair/Co-Chair	Administer council meetings, collaborate with principal	Monthly meetings; Varies
	Secretary/ Co-Secretary	Scribe and distribute School Council Meeting Minutes Can be shared by more than one person	Monthly meetings; Varies
	Treasurer	Manage and monitor council finances	Monthly meetings; Varies
Nutrition for Learning	Coordinator	Oversees the Nutrition for Learning program within the school, which includes ordering snacks, maintaining health requirements and arranging volunteers. (Position filled but looking for someone to take it over in the fall 2019)	Varies
	Volunteer	1) One morning per week from 9:15-10:00 a.m. to fill a small bin with food for each class, which is then delivered to each room. 2) Unload class bins, approximately one hour anytime between noon and 4:00 p.m. High school students are able to volunteer and their time counts toward high school volunteer requirements	See duties
Pizza Day	Coordinator	Places weekly pizza orders and counts money (Position filled)	1 hour per week
	Volunteer	Distribute pizza on Mondays at First Break - 11:00-12:00	1 hour per week

Home Reading	Coordinator	Recruit Home Reading volunteers and assist with volunteer duties as needed	1-2 hours per week
	Volunteer	Maintain home reading materials by repairing home reading books, tidying shelves, wiping down bins, organizing misfiled books, replacing missing cards.	About two hours per week or every other week on any day, during school hours. Some aspects can be done from home (preparing and printing labels for cards, repairing books from "Problem Bin").
Fundraisers	Chair	Arrange and chair a Fundraising Committee, who will select which fundraisers will occur during the school year.	Varies
	Volunteer	Assist or run one or more of the fundraisers throughout the year. Past fundraisers have included chocolate bars, Fresh from the Farm, Move-a-thon, Yogurt/Popcorn Day, Pasta Night, Movie Night. Can include collecting and distributing orders and chocolate bars in the morning during and after drop-off time, serving food (Pasta Night), distributing produce bundles, handing out glow bracelets.	One to two hours at your Fundraiser of choice
Fun Fair	Coordinator	2018-2019 is a Fun Fair year (held every other year in early June) and is the event the whole school community looks forward to. Coordinate and organize the event and volunteers for the event. (Position filled for this year)	Organizing occurs throughout the school year but the bulk of it takes place from early spring to the day of the event
	Volunteer	Assist with planning and/or help on the day of the event. Can include collecting silent auction items, putting together classroom baskets, running a game, selling food, setup and cleanup. (The event day requires many volunteers, which can include parents, teens, and teachers)	1-2 hours between 12pm and 9pm on the day of event.

Pasta Night	Coordinator	Organize a pasta night at the school. This is an event that provides an opportunity for the whole community to come together. Create and distribute order forms; collect orders, place pasta order, recruit volunteers to assist with event	Varies. This can be organized from home. Usually held in Jan/Feb.
	Volunteer	Can include promoting event, distributing order forms, collecting money, serving food, setting up and cleaning up.	One hour leading up to the event or one hour at the event
Science Fair	Coordinator	Organize and plan Science Fair, which includes booking tables, ordering science boards, arranging registration, recruiting volunteers (Position filled this year)	Varies
	Volunteer	Assist coordinator with distribution of science fair information to students, take registration, setup and cleanup of tables. There are also volunteer positions for science fair professionals who attend the day of the science fair and are available for the participants to present their projects	One to two hours - morning registration leading up to the event or assisting with the day of the event. Event is usually held late Feb/early March
Holiday Market	Coordinator	Organize the holiday market event/fundraiser. Be the main contact for vendors, book tables, recruit volunteers	Event usually occurs late November, early December
	Volunteer	Setup and cleanup of tables the day of the event. Assist coordinator as needed	One hour the day of the event
Holiday Cookies	Coordinator	Contact and reserve a baker who can offer peanut-free cookies. Create, distribute and collect order forms. Sort and distribute cookies to classes.	Usually occurs last week of school before holiday break in December
Boston Pizza	Coordinator	Schedule a date with the manager at Boston Pizza Ira Needles that works also with school staff (check with principal). Distribute flyers to promote event. School gets 10% of sales at that evening	One hour total and no need to be in attendance at event

Grade 6 Farewell Ceremony (“Grad”)	Co-coordinators	Typically two parents of children in grade 6 organize School Council portion of the grade 6 graduation ceremony. Create approx. 15-minute video to present at ceremony. Take photos at events, trips, in school. Purchase gift from school council for each student. Coordinate volunteers.	Varies.
	Volunteers	Typically two parents of children in grade 5 order cake and purchase supplies for making and serving punch. Serve refreshments after ceremony.	Varies. Setup, serving, cleanup on day of ceremony, usually in the final week of school in June, from 12pm to 3:40pm.
Movie Night	Coordinator	Organizes an evening where a movie is projected in the gym. Schedule event, promote via email and flyers Coordinates volunteers	2 hours prior to event, 2 hours at the event
	Volunteers	Setup, cleanup, sell popcorn and drinks	1-2 hours
Gardens	Coordinator	Heads committee to tend garden outside library windows/exit...looks for other garden opportunities??	Varies
	Volunteers	Attend spring and fall cleanup	1 hour