



## Calling all Volunteers for 2016-2017!

⇒ Please fill out and return to your teacher tonight ⇐

Please check any areas below in which you would be willing to lend your help. Parent volunteers make a great deal of difference to the success of our school!

Name \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Email \_\_\_\_\_

To comply with Ohio State Law, all volunteers, who work directly with students (i.e. Parent Liasons, Drivers, Library) need to have a Background Check on file with the school. This can be obtained from the Lake Co. Educational Service Center (440)350-2563 for \$30, or if you have not lived in Ohio for the past 5 consecutive years you will need the Ohio+Federal background check for \$65. See Jamie in the front office for their schedule and more details.

**Hershey Arts Fest:** This wonderful community event benefits from a great crew of volunteers coming together to help with a variety of pre-event and day-of tasks that help pull it all together!  
*Save the date and spread the word to any artists and art-lovers you know for this year's Hershey Arts Fest! November 12, 2016 9am—4pm @ the Concord Campus*

**Spring Benefit:** Come and join a terrific and fun-loving group of parent volunteers to help with our biggest fundraising effort of the year. Any level of participation is welcome, and there are several different committees that work together for the event. This is a wonderful way to meet other parents and make a big difference for the school!  
*Save the date for this year's Spring Benefit celebration! April 29, 2017 5:30pm @ St. Noel, Willoughby Hills*

**Whole School Events:**

|   |   |
|---|---|
| <input type="checkbox"/> Help with set-up/clean-up for whole school events (like the Hershey Arts Fest, etc.) | <input type="checkbox"/> Prepare food for whole school events (coordinated by Parent Liasons)                                       |
| <input type="checkbox"/> Harvest Festival on the Huntsburg Campus   | <input type="checkbox"/> Shuttle drivers for either day of the Holiday Program between next street and our lot (using your own car) |

⇒ Please turn over

**Office:**

\_\_\_ Copying, assembling mailings, packets, etc.

\_\_\_ Answering phones when Jamie is out.

**Library:**

\_\_\_ This could include a variety of tasks, for example:  
Help children locate books, check books in and out, re-shelve and straighten books, label new books, etc.

**Parent Liasons/Drivers:**

\_\_\_ Coordinate with staff and other parents for classroom projects and other school events as needed

\_\_\_ We also need drivers for class field trips and/or outings. (A current copy of your driver's license and insurance must be kept on file in the office)

**Yearbook Coordinator/Designer:**

\_\_\_ We are always looking for people who are willing to coordinate and design a yearbook! Using readily available pictures from both Ellie Vayo and the classroom teachers, this volunteer(s) would create a yearbook using an online company such as Shutterfly or Picaboo. This project is ideally started in the fall and ready for May 2017 distribution.

May 2017 distribution.

**Coordinator for Retail Fundraisers:**

\_\_\_ This volunteer coordinates the 3 established retail funds currently in use: Heinen's, Giant Eagle and Amazon Smile. From the comfort of your home, generate flyers, emails or other forms of digital communication to keep parents informed and updated. Time commitment is approximately 2 hrs./quarter.

**Areas of Expertise:**

**Do you have special skills/hobbies/areas of expertise that you think would be helpful?**

Please list: (i.e. computer technology, "handy" tasks, marketing, baker/chef, musician, etc.)

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*Thank You for Your Time and Talent!*