



Volunteer

GUIDEBOOK

2019-20

Thank you for considering to volunteer at Brookwood!

The purpose of this Guidebook is to ensure that you have all of the relevant information you need to determine how or if you would like to volunteer at Brookwood. We want all Brookwood families who choose to give their valuable time to feel that their efforts were meaningful, productive and had a positive impact on the school. In addition to the below opportunities, there are events throughout the year that also require volunteers so if you don't see something below that fits with what you are looking for, the school's weekly e-newsletter, *Looking Ahead*, will list ways in which you can help and have an easy sign up tool for doing so.

All parents of students at Brookwood School are members of the Parents' Association (PA). The mission of the PA is to foster connection, communication, collaboration and a sense of community at the school.

The PA consists of an Executive Committee with oversight of Committee Chairs and Co-Chairs and general members.

- ▶ Executive Committee Officers serve a one or two-year term
- ▶ Committee Chairs and Committee Co-Chairs serve a one- or two-year term
- ▶ The commitment of all other volunteer opportunities are outlined in more detail over the next few pages

▶ EXECUTIVE COMMITTEE

The Executive Committee consists of a President, President-Elect (in appropriate years) and Vice Presidents

▶ GRADE SOCIAL COORDINATORS

Responsibilities

Work with other interested parents from your child's class to arrange a grade social. A casual gathering for parents to spend time with one another. In addition, if interested, parents can also plan a gathering that includes the full family.

Meetings: None required

Commitment: One-time commitment

▶ EIGHTH GRADE PLAY PARENT COORDINATORS

Responsibilities

The Parent Coordinators split, organize, and oversee the volunteer committees. This position was created to ensure that we have enough help in each area. The coordinators are also the prime communicator between the director and the parents. These parents attend back-to-school-night to enlist volunteers, set up initial committee meetings, help with the cast board, and check in with committees throughout the play process.

Meetings: Parent coordinators meet with Debbie Gantt bi weekly Sept–March.

Commitment: One-year term.

ART DEPARTMENT

Committee Chair Responsibilities

As Art Committee Chair, responsibilities include working with Art teachers to coordinate the volunteer needs of the Art Department. The Chair solicits volunteers through the PA and organizes volunteer opportunities for the year. The Chair also works with Art Department staff on special projects /events and organizes volunteers (i.e. the Annual All School Art Celebration).

Meetings: One meeting at the start of the year to be scheduled with the Art department coordinator to determine the needs of the department members.

Commitment: Chairs serve a one-year term.

Volunteer Responsibilities

Ongoing responsibilities include: preparing artwork for display; helping art teachers to arrange bulletin boards and three-dimensional displays throughout the school with student artwork; small projects within each teacher's art rooms based on the needs of the individual art teacher.

► CULTURAL ENRICHMENT

Co-Chairs Responsibilities

As a Cultural Enrichment Co-Chair, responsibilities include meeting with Debbie Gantt, Andy Luman, and Eliza Cowan to go over general theme, school meeting dates to be covered, and guidelines for the following year's enrichment line-up. Additionally, Co-Chairs meet with the PA to go over the budget at the beginning of each year. Co-chairs also contact division heads for potential workshops as necessary/desired.

Co-chairs generally spend the school year planning out the following year so enrichment programming is all set by May. Set up meetings five to six times during the school year with the committee, during which Co-Chairs brainstorm ideas and gather information, and then come back each meeting with new data so that programming can be put into place. Once programs are decided on and approved (by Debbie Gant, Andy Luman and Eliza Cowan) and within budget, Co-Chairs move forward with getting contracts signed and deposits out. Co-Chairs are also responsible for sharing brief descriptions of each program with Eliza Cowan to place in *Looking Ahead*.

In preparation for each program Co-Chairs confirm with the performers a few weeks in advance, relay the performers needs with Andy and make sure the setup is complete, order food for the group (via Eliza), have a check there when necessary and pass on introduction info to Debbie and Andy.

Meetings: Co-chairs meet three to four times a year (one with Debbie, Andy and Eliza, one with PA, and one to two times together to stay on track).

Commitment: Cultural Enrichment Co-Chairs serve at least a one-year term.

Committee Members Responsibilities

As a committee member we ask that you attend as many of the meetings that you can and help us brainstorm and gather information about potential programs. Often if a member brings a program to us they help facilitate the booking, and are involved the in the preparation and execution of the event.

Meetings: Committee members meet five to six times during the year.

Commitment: Attend scheduled meetings as you are able or make cultural enrichment programming recommendations remotely to the co-chairs.

▶ **STUDENT BOOK FAIR (FALL & SPRING)**

Co-Chairs Responsibilities

Co-Chairs are responsible for working with school librarian to contract and manage a book fair vendor. As fairs get close the co-chairs provide a list of volunteer needs to the PA Board liaison.

Meetings: Two meetings to coordinate with Sheila Geraty.

Commitment: On campus for book fair days to assist volunteers and overall management of the event.

▶ **LIBRARY**

Co-Chairs Responsibilities

Co-Chairs assist the school librarian with the coordination and management of the volunteers for the library using Signup Genius. They also assist with library special events such as author visits.

Committee Members Responsibilities

Responsibilities include shelving, covering books, checking out and finding books for library classes, and general library upkeep. At high traffic times there will be needs for extra shelving help.

Meetings: One meeting to coordinate with Sheila Geraty.

Commitment: Shifts can be as regular as weekly but can also be monthly. Signs ups are offered far in advance.

▶ **LIBRARY BIRTHDAY BOOK PROGRAM**

Tri-Chairs Responsibilities

Co-Chairs assist the school librarian with the selection and personalization of birthday books for students

Meetings: One meeting to coordinate with Sheila Geraty.

Commitment: Weekly commitment in the library to keep up with birthday flow.

► COMMUNITY OUTREACH

Co-Chairs Responsibilities

New this year is our Community Outreach Committee, whose goals are to encourage and facilitate community service opportunities for families and students throughout the North Shore and beyond. Moving forward, they will be a centralized resource for community outreach opportunities as well as coordinating organized parent responses to local and regional natural disasters and crisis, such as the Columbia Gas Leak.

- Develop relationships between Brookwood School and the community
- Encourage and facilitate community service and provide diversified experiences for students and their families
- Foster responsibility, respect and compassion for others
- Provide inspiration to the Brookwood community to engage in community outreach programs by providing a centralized resource about community outreach opportunities within North Shore communities;

Committee Member Responsibilities

Help brainstorm and coordinate community outreach programs. Often if a member brings a program to us, they help facilitate the program and are involved in the organization and execution of the program.

Meetings: Committee members meet two–four times during the year to stay on track.

Commitment: Attend meetings and participate in / attend Community Outreach programs.

Goals

- To coordinate an annual Day of Service (or days of service) at various locations and times throughout the communities of the North Shore.
- To coordinate a response to local or regional disasters and crisis
- To coordinate two in-kind donation drives during the school year (i.e. food, books, clothing, etc.)

▶ MAILING

Co-Chairs Responsibilities

Co-Chairs act as the point people for the PA and send out emails to convene the group as needed throughout the year.

Commitment: One hour after drop off two to three times during the school year.

Committee Members Responsibilities

Gather to stuff and seal mailings for the PA and Advancement Office.

Meetings: None

Commitment: One hour after drop off two to three times during the school year.

▶ PARENT EDUCATION

Co-Chairs Responsibilities

Find, review and invite guest speakers to Brookwood as approved by the Administration to educate parents and faculty on a variety of topics. Coordinate with the Communications Department to ensure there is no crossover with the 4-14 Speaker Series or any other educational program they may host.

Committee Members Responsibilities

Help brainstorm parent education speakers and activities.

Meetings: 2-3 per school year

Commitment: Attend meetings and Parent Ed planned events

▶ SCHOOL STORE

Co-Chairs Responsibilities

Organize volunteers for the School Store in partnership with the Business Office.

Meetings: One meeting at the start of the year to organize volunteer schedule.

Commitment: Ongoing throughout the year: ability to staff the school store personally, or to staff with volunteers, during high traffic shopping days.

▶ SHOP TO SUPPORT BROOKWOOD

Co-Chairs Responsibilities

Review and run auxiliary fundraising programs such as Crosby's Receipts, Amazon.com, and Box Tops for Education.

Commitment: Ongoing throughout the year: pick up receipts and box tops from campus and manage our accounts with Crosby's, Amazon and Box Tops.

▶ EMPLOYEE APPRECIATION

Co-Chairs Responsibilities

The co-chairs organize and facilitate the 4 Employee Appreciation breakfasts throughout the year. Responsibilities include soliciting parent food and decor contributions, help for set up, break down and clean up. In addition, the committee works with chairs to create additional opportunities to give thanks and show appreciation to all employees.

Commitment: With the exception of breakfasts work can be done remotely.

Please reach out to Anne Bolno, PA President at annebolno@gmail.com to learn more about signing up or asking questions about any of our volunteer opportunities.