

# **BROOKWOOD VOLUNTEER GUIDEBOOK**

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 do require volunteers so if you don't see something below that fits with what you are looking for, the school's weekly e-newsletter, *This Week at Brookwood*, 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, Class Ambassadors and general members.

- Executive Committee Officers serve a one or two-year term
- Class Ambassadors, Committee Chairs and Committee Co-Chairs serve a one-year term
- The commitment of all other volunteer opportunities are outlined in more detail below

## **Executive Committee**

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

## **Class Ambassadors**

### ***Responsibilities***

Ongoing responsibilities focus on: acting as liaison between Brookwood parents, the PA Executive Committee and the school; helping new families acclimate within each grade; planning a class social (informal gathering for each grade); and working closely with teachers to organize and support class activities and/or recruit volunteers.

### **Meetings**

One time in the fall for an orientation and one time in the spring to obtain feedback for the year.

### **Commitment**

Class Ambassadors serve a one-year term.

## **Grade Eight 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

## **Buddy Family**

### ***Responsibilities***

Make initial contact with new families by phone or by e-mail mid May, attend Newly Enrolled Reception (spring date) to meet buddy family, plan a get-together with student and parents off-campus before summer starts. In the past, buddy families have had casual parties on the beach, at a home, at a playground, at a restaurant, etc. Do what feels right for you and the age of your students. We ask that you check in one week before school starts to see if there are any lingering questions and meet your family at Brookwood Start of School BBQ.

### **Meetings**

No in person meetings, all communication over email.

### **Commitment**

One year commitment.

## **Admissions**

### ***Co-Chair Responsibilities***

As an Admissions Co-Chair, responsibilities include meeting and brainstorming with the Brookwood admissions team and coordinating volunteers for all admissions events. Co-Chairs are typically responsible for sending out emails asking for volunteers to give tours during open houses/classrooms, distributing lawn signs, and hanging posters in businesses within their local community. At times throughout the year, Co-Chairs may be called on to meet with prospective parents to share insight into Brookwood. Co-Chairs are also responsible for following up with Ambassadors to ensure that admissions materials have been distributed according to plan (i.e. yard signs, store posters, etc)

### **Commitment**

Admissions Co-Chairs serve at least a one-year term.

### ***Ambassador Responsibilities***

Admissions Ambassador's responsibilities include welcoming and touring potential families to Brookwood during Open Houses and Open Classrooms throughout the school year. While tours and greeting visitors is an important part of the admissions process, the role of an ambassador is to also allow families a "closer look" at Brookwood through the perspective of a current parent. Ambassadors are invaluable in sharing with visitors their own experience of the "day to day" routine of a Brookwood student and family. Ambassadors are also asked to distribute event

posters in their local communities and, on occasion, are asked to reach out during quick “phone-a-thons” reminding interested families of upcoming Open Houses.

### **Meetings**

Two to three times a year, typically held from 8:30 - 9:30 a.m.

### **Commitment**

We encourage those interested in being an admission ambassador to be able to help out with one or more admission event (depending on your schedule and availability) and to help distribute posters and lawn signs.

Open Houses - two to three times a year on Weekdays and one Saturday

Open Classrooms - three to four times a year during the week from 8:30 - 11:30 a.m.

Hanging posters - two to three times a year, can be done anytime within that same week

Phone-a-thons - two to three times a year during the week from 8:30 - 9:30 a.m.

## **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 *This Week At Brookwood*.

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 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.

**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

**Community Outreach**

***Co-Chairs Responsibilities***

The lead people for community gatherings in the towns Brookwood families live in. Hosts can have a casual gathering in their home, partner with other families or pick a local meeting spot.

**Meetings**

One meeting at the beginning of the year to review town groupings with Eliza Cowan, and to brainstorm host families.

**Commitment**

Easy work to do from a distance, check in with hosts a month before their event and to answer questions they have. Gather feedback from 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 Crosbys, Amazon and Box Tops.

***Please reach out to Eliza Cowan, Director of Alumni and Parent Relations at [ecowan@brookwood.edu](mailto:ecowan@brookwood.edu) to learn more about signing up or asking questions about any of our volunteer opportunities.***