Parent Volunteer Opportunities 2012-2013

Please fill in the form, and check (√) the activities in which you would like to participate. Within each job, there are many large and small tasks and you can choose what is right for you. By checking the box, you are indicating interest and will be contacted by the Chairperson from the Activity/Event/Program with more information and specific dates, times, tasks. You can then commit to the activity (large or small) as your schedule allows.

Name: _____ Preferred Phone Number _____

E-mail _____

Student(s) Name(s): _____ Grade Level _____

_____ Grade Level _____

MAJOR PARENTS' ASSOCIATION AND SCHOOL EVENTS

___ Bish Bowl (fall)
___ Grandparents' Day (Nov)
___ Annual Giving Program (fall)
___ Christmas Tea (Dec)
___ Auction (spring)

OTHER PARENT VOLUNTEER OPPORTUNITIES

___ Admissions Events
___ Book Exchange
___ CPR Instructor
___ Diversity Events
___ Faculty & Staff Appreciation
___ Global Education Events
___ Grad Nite (May) – *Parents of Jrs.*
___ Grad Reception (May)
___"Headlines & Footnotes" Reporter
___ Helper-in-General
___ Home Baked Goods
___ Roundtable Club (Athletics)
___ Ways and Means
___ Visual Arts
___ Ways and Means (eScrip)

Performing Arts Circle:	___ Box Office	___ Drama Volunteer	___ Dance Volunteer
	___ Choral Volunteer	___ Tech Volunteer	___ Costume Volunteer

Library:	___ a.m. Volunteer	___ p.m. Volunteer	Which days of the week _____

Bookstore:	___ a.m. Volunteer	___ p.m. Volunteer	Which days of the week _____

Comments, Special Talents & Interests

_____

_____

_____

Please return to Front Desk or Fax to (858) 459-3914 or fold, stamp and mail to school.

Parent Volunteer Job Descriptions

Admission Events	Assist chairpersons in set up, clean up, giving directions, answering questions for prospective families at Admissions Open House and Coffees, and admitted families at the Admissions Barbecue.
Annual Giving Program	Work with other parents to help raise money to support School's operating budget.
Auction	Help with arrangements, decorations, mailings, publicity, etc. for the Auction in spring – proceeds fund student need-based financial aid and faculty professional growth.
Bish Bowl	Participate in the School's major spirit event at a home football game.
Book Exchange	Help organize, evaluate, price and sell used textbooks in the fall and spring.
Bookstore	Assist manager by working a half day shift in a.m. or p.m. on alternating weeks or being available to fill-in as needed.
Christmas Tea	Help with arrangements, decorations, mailings, publicity, etc. for this traditional event.
CPR Instructor (s)	Teach CPR/first-aid to Bishop's 9th grade students. No experience required, instructor training and certification provided.
Diversity Events	Help organize and support School-sponsored events related to diversity.
Faculty & Staff Appreciation	Be added to an email sign-up request for monthly themed treats for the faculty and staff. These parent-hosted events include special treats for mid-morning break or dinner before a school performance.
Global Education Events	Help organize and support School-sponsored events related to global education.
Graduation Reception	Participate in preparations for this special event following graduation.
Grad Nite	Participate in preparations for this special senior event – parents of seniors plan the event and parents of juniors chaperone. Takes place the night of graduation.
Grandparents' Day	Assist chairperson in hosting this special event the Tuesday before Thanksgiving.
"Headlines & Footnotes"	Write articles for parents' newsletter in print and electronic.
Home Baked Goods	Provide home baked goods for various on-campus events for parents, faculty, staff, etc.
Library	Assist librarian with duties by working a half-day shift in a.m. or p.m. on alternating weeks or being available to fill-in as needed.
Helper-in-General	Help out on short notice with anything that needs an extra set of hands.
Performing Arts Circle	Provide behind-the-scenes support to performing arts program.
Roundtable Club	Attend club meetings (first Tuesday evening of every month) for athletic teams that benefit from having parent representative(s).
Visual Arts	Support visual arts dept. as needed; exhibition planning, hanging art, publicity**,** receptions.
Ways and Means	Communicate and market eScrip to support Parents' Association events.

Within each job, there are many large and small tasks -- you can choose what is right for you. Thank you!