**Volunteer Opportunities**

As a parent cooperative, our mission is to provide an enriching and stimulating developmental preschool experience for young children through dedicated and committed parent participation. Volunteering is a wonderful way to be involved in the planning and operation of the school as well as your child’s preschool experience. We offer volunteer opportunities within the classroom as well as for the school. While it is not mandatory to volunteer, it is much appreciated by the staff, children, and other families. Below is a list of volunteer opportunities. Each one requires a different amount of time. Please select as many options as you would like. It is important that if you do volunteer that you are committed to completing the tasks required. Please embrace your role and enjoy it. Thank you for contributing your time and talents to help Sandy Hill function successfully. The goal is for Sandy Hill to be an exceptional place for children, their parents, and our staff. Together, we make up the wonderful Sandy Hill community. Thank you!

**School Opportunities**

* Board of Directors (7 volunteers)

Attend monthly board meetings during school hours for 2-3 hours one time per month. Occasionally, there will be additional meetings that may be after school hours. Assist with the functioning of the organization through various tasks. Attend and assist with set up and clean up at events.

**Positions available:** President, Vice President, Secretary, Treasurer, Members at Large.

* Extended Day Care (EDC) (3 volunteers)

Supervise children on playground during staff meetings and Parent/Teacher conferences. Report to the playground 12:30 – 2:30 once per month on Tuesdays. Maintain EDC supply box monthly with paper and markers (solicit for recycled paper). Put caps on pens, replace old pens with new pens, replace tape in dispensers, etc… These items are all in the office.

* Halloween Carnival (2 volunteers)

The team is in charge of planning the event. This is a family event held during school hours (about 1 hour). Solicit and organize volunteers to manage events (trunk or treat, pumpkin patch, game area). Solicit for pumpkins for pumpkin patch and prizes for games. Remove games from shed and set up. Set up pumpkin patch and decorating station. Clean up and return items to shed.

* Children’s Art Gallery (2 volunteers)

This is a new event this year. Children will create masterpieces to be displayed in Founder’s Hall. Collect artwork from teachers and display with name tags. Solicit for or purchase food and drinks. Set up and clean up.

* Spring Carnival (4 volunteers)

The team is in charge of food, entertainment, advertising (flyers and emails), set up and clean up. Solicit and organize volunteers to manage events (bounce house, carnival games, musical entertainment, ice cream station). Last year was our first spring carnival so feel free to add more events. Solicit suppliers for donations of food, drinks, prizes. Send thank you letters to any vendors who donated goods or services including tax ID # for write off.

* Soliciting for Spring Carnival (4 volunteers)

Solicit businesses as well as Sandy Hill families for auction items for the Spring Carnival. For example: Hotels stays, local and out of town, health club memberships, restaurant certificates, spa packages. We have a list of past donors that we can provide. Group items and create baskets. Create bid sheets. Work with the Spring Carnival time to plan for set up and timing of auction. Each class will also provide a class basket for the auction. We would like to have a minimum of 40 baskets.

* Social Media/Marketing (1 volunteer)

Manage Facebook, Instagram and other social media accounts, keeping in mind which students have completed social media consent forms. Post upcoming events, pictures and content. Work with website committee and create a marketing plan. Create and distribute marketing materials for enrollment and upcoming events. Research local magazines or websites for advertising.

* Marketplace (1 volunteer)

Create a Sandy Hill Marketplace. Solicit Sandy Hill families to advertise on our website with a link to their website in exchange for a percentage of their sales generated as a result. Work together with website team to develop and maintain.

* Website (1 volunteer)

Update website monthly with current information. Upload current documents and photos. Work together with Marketplace team to develop and maintain marketplace.

* Spirit Gear (1 volunteer)

Design new Sandy Hill t-shirt. This should be done over the summer and ready to advertise at Parent Orientation. Responsible for creating order form, setting up a table during a TTH and MWF to take orders. In charge of compiling orders, placing order with screen printer and distributing orders. We have the screen printer and t-shirt vendor. Set up table at Orientation and End of the Year Performance. Set up table in the spring with leftover merchandise.

* Maintenance & Special Projects (1 volunteer)

Address any maintenance concerns on campus. Check with teachers and director for any maintenance issues.

* Bathroom (1 volunteer)

Clean bathrooms and storage closet once per week. Replenish toilet paper, paper towels and soap. Items are in storage closet. Make note of any items needing to be purchased on supply list in closet. Take trash to the dumpster and replace trash bags.

**Classroom Opportunities**

Teachers will have more information on these opportunities at the Orientation as well as sign up sheets. You will also have the opportunity to volunteer in the classroom as long as you have a TB test and Covid Vaccinations. You can discuss with your teacher on days that need volunteers or days that you would like to volunteer.

* **Room Parent** - Communicate with teacher and parents in class regarding classroom events, teacher needs, and school needs. Keep parents informed of upcoming events and encourage families to participate in events and fundraisers. Organize attend cleaning/work party. MWF classes – October, TTH classes – March.
* **Party Planners** - Teachers will have a list of parties at the beginning of the year that you can sign up for. Assist teacher in the classroom on the day of the party. Teacher will provide list of necessary items. Parties include Halloween, Thanksgiving feast, Holiday celebration, Valentine’s Day, St. Patrick’s Day, Spring celebration, Earth Day and End of the Year Picnic. Assist teacher and director with Mother’s Day Tea (May) and Dad’s, Donuts and Drop off (June).
* **Auction Art Item for Spring Carnival** - Assist teacher with creating an auction item for Spring Carnival. Schedule times to come into class and create item with children. Take pictures of children as they are creating and provide a small album with pictures to accompany piece. Purchase items needed for item. Submit check request for purchases.
* **Class Basket for Spring Carnival Auction** - Create classroom basket for Spring Carnival Auction. Create a theme for the basket and solicit parents to donate items for the basket or collect money for the basket and purchase items. Provide Spring Carnival Soliciting team with list of items and value.
* **Play Doh** – Make Play Doh for class every 2 weeks. Teachers will provide supplies and any instructions or scents.
* **Yearbook** – Create class yearbook using school photos as well as photos from other parents and teachers. Create order form, compile orders, and distribute.
* **Special Projects** - Assist teachers with any special projects. (cutting, prepping, organizing, etc.)
* **Laundry** – Take home and wash laundry when necessary. This consists mainly of towels and rags.

Thank you for being part of the Sandy Hill community and all of your time and efforts to make it a magical place for our children and families!!!