



German-American International School

Description of Parent Volunteer Jobs and Teams

Book Fair Teams:

German and English books fairs are offered each year and a percentage of the sales goes to our School for library collection improvement. Members of these teams work on both organizing and running the fairs and must be available during the fair days to help with set up, selling etc.

Facilities Projects Team:

This team works on special projects to help keep our school in shape. Members of this team work on projects to maintain and improve school facilities. This team is ideal if you have a hand for repairs yourself and know what needs to be done if things fall apart. Activities could include bike repairs in preschool, picnic bench overhaul, minor repairs in classrooms, building flower pots, IKEA furniture assembly, smaller paint jobs, power washing, etc. Maintaining the schools veggie garden (in coordination with the Vorschule teachers) is also part of this Team. Generally the projects will be done after school or on weekends, though there might be projects that one could do during school time

Fundraising Team:

Members of this team help work on the auction catalogue, can assist with data input for the auction software, pick up auction items, help with solicitation, set up and break-down on day of party and are available during auction party for various tasks.

IT Team:

The IT Team plans for and supports the school's IT infrastructure (network, hardware and software) for classrooms and office. Members of this Team should have skills in trouble shooting (computers, networks, etc.) and be available to come to school within a reasonable time frame when needed (ie. within 48 hours).

Library Team:

Help in the library with shelving books, keeping the library neat and tidy and assisting students during their library visiting hours.

Marketing/PR Team:

This team works with the administration to increase GAIS visibility. There are both very specific and open-ended projects. There are some creative projects, and others that are defined business projects. Team members can work on: marketing strategy, merchandizing, website content, relations with German companies, advertising, re-enrollment analysis, and/or representing the school at local Preschool fairs held throughout the year. For pre-school fairs, team members will be partnered with experienced staff or parents in attending the fair and provide all necessary materials and support. Please indicate your preferences within this team.

Preschool Helper Team:

This team needs 3 people per group for the following tasks, please choose one:

- 1 Laundry Person: Take home laundry every Friday and bring it back Monday.
- 1 Toy washer: Take home a box of toys every week or every other week and wash the toys over the weekend.
- 1 Classroom Helper: Help with chores in the classroom. Stay about 30 min./week or 1 hour every other week in the morning to help with chores, such as sharpening pencils, fill paint, sort art work, etc.

**School Events Team:**

This team organizes a number of important school and social events during the year. This team will be comprised of sub-teams to organize the Beach Party, St. Martin's Parade, Holiday Festival, Easter Picnic, Sport Fest, Open Houses, Information Evenings, Members Meetings (3 per school year) and Summer Fest. Please see the School Calendar for dates of these events.

Tasks for event team members may include: shopping for supplies, decorating before event, set up and break down, help during the event. This is an ideal task for families that cannot help on a continued basis during the year but rather help at 2 designated times a year.

School Grants Team:

We are looking for people who have experience in grant writing. Members of this team would research the various grant opportunities and then prepare the applications. This is an ideal job for those parents that need a job that they can do at home.

Speakers Series Team:

In collaboration with GAIS teachers, members in this team organize a series of speaker events throughout the school year on topics that promote the social and emotional development of the child and support the community at large. The team will research possible speakers and prepare public relations materials for the events.

Vorschule Helper Team:

This team needs 3 people per classroom (Jungle and Aquarium) for the following tasks, please choose one:

- 1 Laundry Person: Take home laundry every Friday and bring it back Monday
- 1 Toy washer: Take home a box of toys every week or every other week and wash the toys over the weekend
- 1 Classroom Helper: Help with chores in the classroom.

Yearbook Team:

Our yearly production captures the moments of the last school year, with contributions of teachers, parents and our kids. The yearbook team puts together the events section which makes up about 20 -25 pages. Skill with power point software and a general idea about layout are the skill set that fit with this job, as well as interest in photography and a creative disposition.

New Families Welcome Team:

This team will help new families with the process of getting to know the school. This will involve not only email or telephone communication but maybe meeting occasionally for a coffee or chat. The goal is to make our new families feel part of the community by giving them advise on the school or how to adapt to the local environment and culture. As such this job would be appropriate only for parents already at the school.

Morning Drop-off Team:

This team will help with the morning drop-off from 8:00 to 8:30am. Each team member will complete a total of 40 mornings over the school year to achieve the 20 volunteer hours.



German-American International School

Parent Volunteer Form

Please fill out one form only per family

The program of Parent Volunteering serves two important purposes at GAIS. First of all it is a means to involve all parents in the educational experience of their children and take an active interest in the development of the school. Secondly, it helps the school reduce its costs and keep the tuition at a lower level, thus making the school more accessible to a larger number of families.

To this end, all parents that have signed up for the self-payer rate are required to do certain tasks every year. These tasks are:

- **Traffic Duty at least 2 times per school year**
- **Participation in one volunteer Team (at least 20 hours/year/family)**

Please fill out and indicate your Team preferences indicating **1st, 2nd 3rd and 4th choice**. We will try to put you on your Team of preference but if there are too many subscribers for one Team we will use the other choices to create a balance of Team participation. Descriptions are on the reverse side.

Parents Name: _____

Children's Last Name _____ Grades: _____

GAIS Volunteer Teams

- Book Fair Team (English) _____
- Book Fair Team (German) _____
- Facilities Projects Team _____
- Fundraising Team _____
- IT Team _____
- Library Team _____
- Marketing/PR Team (incl. Preschool fairs) _____
- Preschool Helper Team _____
- School Events Team _____
- School Grants Team _____
- Speaker Series _____
- Vorschule Helper Team _____
- Yearbook Team _____
- New Families Welcome Team _____
- Morning Drop-off Team _____