

TNSM Parent Volunteer Form

Volunteering as a New School Montessori parent is integral to the operation of the school. It is also a great way to meet fellow parents and help grow our wonderful community. To that end, we ask that you please indicate at least 4 activities you can help with throughout the year. Thank you for your support of TNSM! If you have any questions, please contact Volunteer Development Chair, Tammy Maring at 256-0013.

Name: _____

Phone: _____

E-Mail: _____

I want more information about volunteering for the following committees:

- **Community Committee:** A newly created committee focused on growing our wonderful TNSM community by celebrating our TNSM staff, families, and alumni. We also work to honor our diversity and assist in the marketing of our school to future, current, and alumni families.
 - Serve as a Host Family -send email reminders, make phone calls, be a new family contact (Yearlong)
 - Provide refreshments for school events (Various months)
 - Organize, set-up, clean-up Harvest Moon Festival (September)
 - Coordinate annual Staff Holiday Fund (December)
 - Organize Fall or Winter Open House
 - Organize, set-up, work Grandparents and Special Friends Night (May)
 - Organize, set-up, clean-up annual Staff Appreciation Luncheon (August)
 - Gather information for TNSM website/newsletter
 - Write information for TNSM website/newsletter
 - Create graphic materials for internal marketing
 - Write articles or press releases about TNSM for external papers and magazines
 - Organize book discussions (Fall)
 - Organize Family Movie Night-focuses on movies that are appropriate for the whole family which deal with diversity issues (February)
 - Organize or host Adult Movie Night-focuses on movies appropriate for mature audiences which deal with diversity issues (April)
 - Coordinate outings to events in the community-Cultural festivals, Underground Railroad Tour, North Avondale Parade (Various months)
- **Facilities Committee:** This committee is responsible for assisting with and encouraging other families to volunteer with the upkeep of our building and grounds. The committee also researches and develops plans for the future of the TNSM campus.
 - Participate in Parent work days-outside maintenance such as mulching, general landscape projects
 - Participate in Parent work days-inside maintenance such as painting, cleaning (Various weekend mornings)
 - Serve as a butterfly garden stewardship family by performing general maintenance (One month per year)
 - Long range facility planning -brainstorming, space utilization, asset management, architecture
 - I am handy and can help work on _____
 - I cannot make regular committee meetings, but will help with _____
- **Finance Committee:** If you are interested in the business side of TNSM, this is the committee for you. Volunteers assist in preparing the annual 5 year financial projections, managing the scholarship and operating endowments, and identifying opportunities for improvements in the financial health of TNSM.
- **Development Committee:** Volunteers on this committee lead short and long-term fundraising efforts from strategy to execution.
 - Coordinate magazine sale (September)
 - Annual giving fund (October-January)
 - Coordinate Box tops program (November/March)
 - Assist with coordinating the Art Show and Pancake Breakfast (Spring)

- **Auction Committee:** This committee is responsible for the planning and execution of the annual TNSM Auction, our school's largest fundraising event. (Fall-early March)
 - Request donations from local businesses
 - Stuff/mail invitations
 - Volunteer to help in the art room with auction projects
 - Computer registration/checkout (March)
 - Work the night of the auction -greeter, cashier, raffle ticket sales, set-up, etc. (March)
 - Sell ads for the auction program
 - Locate sponsors for the event

I want more information about volunteering for the following classroom work:

- **3-6 Preprimary Program**
 - Provide general classroom help
 - Drive/chaperone fieldtrips
 - Help make classroom materials
 - My expertise/interests are _____ and I would be happy to give a presentation

- **6-9 Elementary Program**
 - Provide general classroom help
 - Drive/chaperone fieldtrips
 - Read with students
 - Help make classroom materials
 - Direct/assist with class plays
 - My expertise/interests are _____ and I would be happy to give a presentation

- **9-12 Elementary Program**
 - Provide general classroom help
 - Drive/chaperone fieldtrips
 - Assist with 6th Grade Presentation Night -5th grade parents only (May)
 - My expertise/interests are _____ and I would be happy to give a presentation

I want more information about volunteering for the following general school work:

- Assist with school picture day (October)
- Organize and prepare after-school information and programs (3x/year)
- Photograph school events for website/newsletters, etc. (Yearlong)
- Assist with TNSM 40th anniversary celebration (August-October, Spring too.)
- Assist Robin in the art room