



# Charlotte Prep Parent Association

## 2011-2012 Volunteer Opportunities

One of the main goals of the Parent Association is to coordinate a variety of committees that support our school community. Each committee is made up of parent volunteers working together to accomplish a common goal. It is vital to the success of the Charlotte Prep community that parents volunteer to help with these events. It's a great opportunity to share your gifts with the CPS community and support our school. Please sign up for at least one committee this year. We also have event chairperson roles open. As an event chair, you lead the committee to product the event. Event chairs are needed for most of this coming year's PA events. You will find that most of the work can be done by email and phone, so helping out will fit into your busy schedule.

Enclosed with this letter is a sign-up sheet. PLEASE SIGN UP!! And return the sheet in the enclosed PA envelope. During Orientation, there also be sign-up sheets for each PA event. Please don't leave the planning of these events to just a small handful of people. Show your support of the school. Remember: IT IS ALL FOR OUR CHILDREN.

Each of these events is a self-supporting social event. A committee is responsible for setting a budget; managing expenses for food, entertainment and decorations; selling tickets, collecting funds; and advertising the event to encourage participation. By volunteering at one or more of these events, you are providing opportunities for social interaction and community building among our parents, students, faculty and staff.

### One-Day Annual Events

<b>Event</b>	<b>Date</b>	<b>Chairperson</b>
Hoe Down	Friday, September 16 <sup>th</sup>	Stacey Frost

Members of this committee plan for the school's largest event. This celebration kicks off the school year and is usually attended by more than half the school. The committee coordinates the hiring of a caterer and an entertainer, and the purchase of decorations. The main need for help is on the day of the event. Volunteers set up, decorate, staff the check-in table, work with the caterer and entertainment, staff activities such as face-painting and a photographer, and finally, help put decorations away in the PA storage closet.

<b>Event</b>	<b>Date</b>	<b>Chairperson</b>
Fall Extravaganza	Saturday, October 15 <sup>th</sup>	Leslie Flanagan-last year

Members of this committee plan and coordinate the games, rides, food, prizes and the Teacher Time Auction for this popular carnival event. The committee will meet at the beginning of the school year and also work on the day of the event. Volunteers also help put away decorations at the end of the event.

<b>Event</b>	<b>Date</b>	<b>Chairperson</b>
Teacher Appreciation Brunch	Wednesday, December 7 <sup>th</sup>	Margaret DeMello

This committee coordinates the celebration of our teachers and staff to show them how much we appreciate all that they do for our children. The committee solicits gifts/donations to be given at the faculty brunch on December 7th. The committee coordinates catering and collects food items for the brunch.

<b>Event</b>	<b>Date</b>	<b>Chairperson</b>
Father/Daughter Social	Saturday, January 21 <sup>st</sup>	Dru Quarles-last year
This is very popular for both our Dads and daughters. Committee members select a theme and organize the music, refreshments and photographer to create a fun environment for dads and daughters. Volunteers also work at the event.		

<b>Event</b>	<b>Date</b>	<b>Chairperson</b>
Mother/Son Outing	Sunday, February 12 <sup>th</sup>	Tiffani Wagner
This is always a popular event for mothers and their boys. The committee chooses a location and arranges for food. In recent years, competitions have been held requiring the selection of prizes. Volunteers also work at the event.		

<b>Event</b>	<b>Date</b>	<b>Chairperson</b>
Winter Social	Saturday, February 25 <sup>th</sup>	Karen Gerkin – last year
This is the school’s only adults-only event. The committee selects a location; arranges catering, entertainment and decorations; and creates and distributes invitations. Planning begins prior to the Winter Break. Volunteers also work at the event.		

Winter Social Silent Auction	Saturday, February 25 <sup>th</sup>	Karen Gerkin-last year
This committee solicits and organizes donations for the school’s Silent Auction. Volunteers help advertise the auction items, track bidders, notify winners and follow up the winning bids to ensure payment.		

### **Multi-Day Events**

<b>Event</b>	<b>Date</b>	<b>Chairperson</b>
Toys & Co. Fundraiser	November 14-18 <sup>th</sup>	Karen Gerkin-last year
This committee contacts Toys & Co. to schedule a week where CPS parents may shop and a percentage of the sales proceeds are returned to the CPS-PA. The committee is also responsible for advertising the event on campus.		

<b>Event</b>	<b>Date</b>	<b>Chairperson</b>
Fall Book Fair	November 18-20 <sup>th</sup>	Karen Gerkin-last year
This committee contacts and coordinates with a bookstore (historically we have used Barnes & Noble on Morrison Blvd), to allow our students and parents to shop. A percentage of the sales proceeds are returned to the CPS-PA. November 18 <sup>th</sup> will be MS night, in which a set-price dinner is available at nearby Earth Fare. This committee works with the Media Center Committee to track attendance and determine an appropriate reward for the class with the highest percentage of participation.		

<b>Event</b>	<b>Date</b>	<b>Chairperson</b>
Teacher Appreciation Week	Mon. – Thurs. April 2 <sup>nd</sup> -5 <sup>th</sup>	Margaret DeMello
This committee continues the annual tradition of supporting our teachers with a week of planned activities that encourage students to show their appreciation. The week culminates in a teacher brunch. The committee solicits gifts/donations to be given at the faculty brunch. The committee coordinates catering for the brunch and collects food items for the brunch.		

<b>Event</b>	<b>Date</b>	<b>Chairperson</b>
Spring Book Fair	Thurs.- Fri. April 19 <sup>th</sup> -20 <sup>th</sup>	Ann Powers-last year
This committee contacts a book fair provider – last year we used Cardinal Lane – to provide books on campus for the Book Fair. This committee procures the summer reading lists and makes those order forms available. Committee members work with the Media Center committee to staff the Book Fair both days.		

<b>Event</b>	<b>Date</b>	<b>Chairperson</b>
Grandparents' Day Tea	Friday April 20 <sup>th</sup>	Sharon Levine-last year
Volunteers help solicit food donations for the tea, collect food items, and set them up in the cafeteria on the day of the event.		

<b>Event</b>	<b>Date</b>	<b>Chairperson</b>
Media Center	Ongoing	Karen Gerkin-last year
This committee determines the needs of the Media Center, and how the CPS-PA budget can assist it with meeting the needs of our students. It also assists in the 2 book fairs that take place throughout the year. The committee coordinates volunteers for the classroom visits to the Media Center.		

<b>Event</b>	<b>Date</b>	<b>Chairperson</b>
Drama Productions	April 19-20th	Sharon Levine - last year
The Drama Committee will assist our new Director of Fine Arts, Angela Stefanini, with drama productions. Please volunteer to help with costumes, set design and all of the ingredients for superb drama productions!		

<b>Event</b>	<b>Date</b>	<b>Chairperson</b>
General Mill Box Tops Campaign	Ongoing	Kelly White-last year
One or two volunteers are needed to help promote the collection of box tops, which is free money for the school!! Volunteers send out reminders in the school's Monday Memo, collect the box tops from each class, offer prizes to the winning class and build up enthusiasm so children to remind parents to save/bring in box tops throughout the school year.		