

# The Parents' Association Volunteer Sign-Up Sheet 2008-2009



Name: \_\_\_\_\_

Grade(s) of your Key School student(s): \_\_\_\_\_

Best way to contact you: \_\_\_\_\_

**PLEASE CHECK ALL BOXES THAT INTEREST YOU. IF YOU WOULD BE WILLING TO ASSUME A LEADERSHIP ROLE IN ANY EVENT DO NOT WORRY ABOUT PRIOR EXPERIENCE— THE ROLES OFTEN ROTATE AND WE CAN QUICKLY GET ANYONE UP TO SPEED WHO IS INTERESTED AND WILLING TO LEARN.**

**L**      **V**  
Lead    Volunteer

## VOLUNTEER OPPORTUNITY OR EVENT

- |                          |                          |   |   |          |          |          |       |       |
|--------------------------|--------------------------|---|---|----------|----------|----------|-------|-------|
| <input type="checkbox"/> |                          | Serve on the Parents' Association Board   |   |          |          |          |       |       |
| <input type="checkbox"/> |                          | Be a Grade Parent   |   |          |          |          |       |       |
| <input type="checkbox"/> |                          | Be a New Family Mentor  |   |          |          |          |       |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Sally Foster Gift Wrap (delivering boxes of gift wrap to classrooms, labeling and stuffing envelopes for mailing) |   |          |          |          |       |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Gift Cards (assisting with sales at events, distribution, forms)  |   |          |          |          |       |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Book Store  | Days Available (circle):  | Mon      | Tues     | Wed      | Thurs | Fri   |
|                          |                          | Times Available:  | _____   | _____    | _____    | _____    | _____ | _____ |
| <input type="checkbox"/> |                          | Community Service: Division:  | PS _____  | LS _____ | MS _____ | US _____ |       |       |
| <input type="checkbox"/> |                          | Administrative Assistance (spreadsheets, databases or making name tags)   |   |          |          |          |       |       |
| <input type="checkbox"/> |                          | Performing Arts (helping backstage, sets, costumes)   |   |          |          |          |       |       |
| <input type="checkbox"/> |                          | Lower School VIP (clerical tasks during the school day)   |   |          |          |          |       |       |
| <input type="checkbox"/> |                          | Annual Fund Activities (stuffing envelopes, making phone calls)   |   |          |          |          |       |       |
| <input type="checkbox"/> |                          | Fall or later   | Grade potlucks—for your child's grade(s)                        |          |          |          |       |       |
| <input type="checkbox"/> |                          | Sept 9, Nov 20  | School Picture Day and/or Makeup Picture Day                    |          |          |          |       |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Sept 10   | Outdoor Education Gear Swap                                     |          |          |          |       |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Oct 4   | Head of School Picnic   |          |          |          |       |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Oct 19  | 5K/10K Run & Family Fun Run (registration, timekeeping, awards) |          |          |          |       |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Oct 31  | Halloween Lunch (serving pizza, clean-up)                       |          |          |          |       |       |
|                          | <input type="checkbox"/> | Early Nov   | Lower School UNICEF collection                                  |          |          |          |       |       |
| <input type="checkbox"/> | <input type="checkbox"/> | Nov 19-20   | Thanksgiving Community Outreach Projects                        |          |          |          |       |       |

- Dec 7 Lower School Gently Used Toy Drive
- Jan 19 Dr. Martin Luther King, Jr. Holiday Ice Skating Event
- Oct 17 & 20 Vision & Hearing Testing
- Feb 7 Family Talent Show
- Apr 2, May 7 Lower School Music Performance (bring cookies)
- Apr 16, May 27 Middle School Music Performances (bring cookies)
- Apr 3 Faculty/Staff Appreciation Luncheon  
(decorating, clean-up, bringing food)
- Apr 20-24 Earth Week
- Mar 28 50th Anniversary Party and Auction (soliciting items, set-up,  
decorations, auction night volunteers, clean-up)
- Apr 18 ANNAPOLIS BOOK FESTIVAL (book sales, parking, assisting  
authors, children's activities, storybook chairs raffle, information  
booth)
- May 1 Grandparents Day (Pre-School through 6<sup>th</sup> grade)
- May 18 Art Shows (hanging or removing artwork)
- May 29 Lower School Book Swap
- June, August Used Textbook turn-in and sale for Middle & Upper School
- August New Family Mentoring program
- 1<sup>st</sup> Day School Back-to-School Coffee  
Next Year
- All year Contact me if a school office or classroom needs any help
- All year Contact me if you need help with a P.A. event
- Anytime Please feel free to suggest a way in which you would like to  
volunteer: \_\_\_\_\_
- Would you be interested in mentoring a 12<sup>th</sup> grade student for his or her Senior  
Project? Seniors may do a three-week internship at the end of the school year where  
they learn about a specific profession, volunteer for a non-profit organization, or  
participate in the fine arts. We're building a database of potential internships for  
students.

**Return to Smith House—P.A. mailbox  
or mail to  
The Key School, 534 Hillsmere Drive, Annapolis, MD 21403**

**Questions please contact:  
Alanna Wright at [alannaw@comcast.net](mailto:alannaw@comcast.net)**

