



IRVINGTON SCHOOL'S volunteer form.

2011/2012

Name	Phone	Email
→	→	→
→	→	→

Child's Name (list all at Irvington this year)	Child's Grade (in 2011/2012)

If you'd like to get more specific in your interests, talent, or project idea, tell us about it...

- When can you help?**
- _ During the school day (8am - 3pm)
 - _ After School (3pm - 5pm)
 - _ Evenings (5pm or later)
 - _ Weekends
 - _ It varies - Just ask!
- What kind of help MOST appeals to you?**
- _ Classroom
 - _ Fundraisers
 - _ Community events
 - _ Communication and Publicity
 - _ Behind the scenes
 - _ Leadership role
 - _ Assist/ Helper role
 - _ It varies - Just ask!

The process goes like this: check items that interest you and someone will be in touch. Questions? Contact Jessica Nesseler-Cass djessnd@gmail.com 503-331-9733

FUNDRAISING & SCHOOL EVENTS

- FUNDRAISING**
- FUNDRAISING COMMITTEE planning & research
 - AUCTION**
 - Procurement Logistics: neighborhood canvassing & business outreach
 - Donor Communications: thank you letter, phone calls, mailings
 - Administration Support: database entry
 - Set up: pick-up / display / basket making
 - Post-Auction: delivery / return loaned items
 - SCRIP / every other week
 - E-SCRIP
 - COFFEE SALES / every other week
 - PLANT SALE / once a year
 - IRVINGTON YARD SALE / once a year
 - CHINOOK BOOK

- EVENTS**
- After School Enrichment Programs
 - Lego Robotics Club (needs coordinator)
 - Book Fair (needs coordinator)
 - Chess Club - Go Club
 - Write Night Events (needs coordinator)
 - Pumpkin Carving Contest
 - School Pictures / Class Photos
 - Spelling Bee (needs coordinator)
 - Jungle Night
 - Ice Cream Social / BBQ (Fall)
 - Spaghetti Dinner (Spring)
 - Black History Celebration
 - Grandparents' / Special Friends' Day
 - Field Day (Spring)
 - Irvington Reads (book giveaway)
 - OBOB (Oregon Battle Of The Books)
 - Arts Night

CLASSROOM

- FOR EACH CLASSROOM WE NEED TO IDENTIFY THE FOLLOWING ROLES:**
- Classroom Coordinator / Communication
 - Auction Procurement Rep
 - Auction Project
 - Auction Basket
 - Library Volunteers
 - TAG
 - Arts Enrichment
 - Run For the Arts
 - Bear Mail: 1st, 2nd & 3rd Grades
 - 4th Grade: Oregon Trail
 - 5th Grade: Performance
 - 6th, 7th, 8th Grade: Leadership Class

COMMUNICATION & COMMUNITY

- COMMUNITY & PUBLICITY**
- _ Irvington Newsletter Communication
 - Email / Web Communication
 - Student Directory
 - Volunteer Database
 - Yearbook
 - Kindergarten Roundup
 - COMMUNITY ENHANCEMENT**
 - Green Team (not yet started)
 - Hearing and Vision Testing
 - Grounds Committee/ School clean up
 - Family Gym Night
 - Irvington Gear - shirts, etc.
 - SMART
 - Arnerich Massena
 - PTA Clothes Closet / Lost & Found
 - School Garden
 - Staff Appreciation