



# Oakhill Day School Volunteer Guide

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## GET INVOLVED. MAKE A DIFFERENCE.

In order to host the numerous events and activities beloved by the Oakhill community, we rely heavily on the service of volunteers! There is a volunteer position that suits everyone's interests and schedule – whether you have lots of time to give each month or very little... we have a spot for you!

Below is a list of our current volunteer positions, a brief description of duties, and time commitment needed. Please do not hesitate to ask our Volunteer Contacts if you have any questions regarding volunteering at Oakhill Day School!

### VOLUNTEER CONTACTS:

Dorothy Beckham, Advancement Coordinator [dorothy.beckham@oakhilldayschool.org](mailto:dorothy.beckham@oakhilldayschool.org)  
Rebecca DiGerlamo, Director of Development [rebecca.digerlamo@oakhilldayschool.org](mailto:rebecca.digerlamo@oakhilldayschool.org)  
Leecil Culbertson, 2017-18 PTO President [leecil@msn.com](mailto:leecil@msn.com)

[Sign up now](#) for volunteer opportunities!

## 2017-18 Volunteer Opportunities

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### ANNUAL AUCTION

The Annual Auction is the largest event organized by the Oakhill Development Office. The Auction Committee, comprised of parents and school administration, plans the event from start to finish, which produces over \$150,000 in funds each year to help offset the "gap" in tuition.

#### Volunteer Responsibilities:

- Solicit and gather donations
- Event setup or tear down
- Participation in pre-auction events
- Attendance at committee meetings
- Event planning

#### Time Commitment:

One-time or ongoing

The Auction Committee meets 12-15 times per school year, usually early morning. (Approx. 25-30 hours)

*Minimum meeting attendance is required to sit on the Auction Committee, with the exception of volunteers performing specific duties. If you volunteer on a one-time basis (setup or teardown), meeting attendance is not required.*

**Event Date:** Saturday, March 3, 2018

**Start Time:** TBD (Early Evening)

**Set Up Time:** 12:00 noon

#### Volunteer Contact:

Rebecca DiGerlamo, Development Director [rebecca.digerlamo@oakhilldayschool.org](mailto:rebecca.digerlamo@oakhilldayschool.org)

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### ANNUAL FUND CLASSROOM REPRESENTATIVE

We need you to be the Annual Fund cheerleader for your class, updating giving percentages, sending reminders on Annual Fund deadlines, and supporting the Development Office by planning classroom participation incentives while encouraging others to give!

**Volunteer Responsibilities:**

- Donating to the Annual Fund
- Communicating Annual Fund messages
- Regular communication with the Development Office on class status
- Assist in planning classroom giving incentives

**Time Commitment:**

Ongoing

Annual Fund Class Representatives meet with the Development Director, as needed, at a time convenient for both volunteer and Development Director. *This is a great volunteer opportunity for those who have busier schedules during working hours Monday-Friday. There are many **after-hours and weekend opportunities** available.*

**Volunteer Contact:**

Rebecca DiGerlamo, Development Director     [rebecca.digerlamo@oakhilldayschool.org](mailto:rebecca.digerlamo@oakhilldayschool.org)

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**ART AND SCIENCE EXPO**

The Art and Science Expo is a fun open house event where students display work completed throughout the year.

**Volunteer Responsibilities:**

- Event set up or tear down
- Preparing artwork for display (matting, etc.)
- Science display board set up

**Time Commitment:**

One-time (Approximately 2-3 hours)

**Event Date:** Tuesday, February 27, 20178

**Set Up Time:** TBD

**Start Time:** 5:00 pm

**Volunteer Contact:**

Dena Cole, Lower School Science Specialist  
Lori Stallman, Art Specialist

[dena.cole@oakhilldayschool.org](mailto:dena.cole@oakhilldayschool.org)  
[lori.stallman@oakhilldayschool.org](mailto:lori.stallman@oakhilldayschool.org)

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**BOOK FAIR**

The Book Fair is an event that occurs twice per year, fall and spring. Book Fair funds are used to purchase new books for student use in the Libraries.

**Volunteer Responsibilities:**

- Event set up or tear down
- Help students pick out books
- Run cash register for purchase

**Time Commitment:**

One-time, hourly shifts available

**Event Date:** October 23-27 and Spring 2018 (TBD)

**Start Time:** Various daily hours (1+ hour shifts)

**Volunteer Contact:**

Claudia Feaster, Library Specialist  
Haley Eisler, Parent Chair

[claudia.feaster@oakhilldayschool.org](mailto:claudia.feaster@oakhilldayschool.org)  
[hlf85@kc.rr.com](mailto:hlf85@kc.rr.com)

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## BOOSTER CLUB

The Booster Club at Oakhill promotes and fosters both growth and interest in the athletic programs. This support includes promoting parent and community involvement with athletic teams, attending athletic events, as well as sponsoring and organizing programs to honor the athletic participants.

### Volunteer Responsibilities:

- Working the concession stand at home sporting and all-school events
- Promoting athletic events
- Preparing food to be sold at concessions
- Booster Club membership

### Time Commitment:

One-time or ongoing

### Event Date/Time: Varies

*Booster Club is a great volunteer opportunity for those who have busier schedules during working hours Monday-Friday. There are many **after-hours and weekend opportunities** available.*

### Volunteer Contact:

Kellen Smith, Athletics Coordinator     [kellen.smith@oakhilldayschool.org](mailto:kellen.smith@oakhilldayschool.org)

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## CARNIVAL

The Carnival is one of the first community events of the year and serves as a time for Oakhill families, old and new, to get to know one another during this fun, family-centered event.

### Volunteer Responsibilities:

- Event setup or tear down
- Event planning
- Assisting with rides or games
- Solicit volunteers

### Time Commitment:

One-time or ongoing

*Minimum meeting attendance is required to sit on planning committee; with the exception of volunteers performing specific duties. If you volunteer on a one-time basis (setup or teardown), meeting attendance is not required.*

**Event Date:** Friday, August 25, 2017

**Set Up Time:** 12:00 noon

**Start Time:** 5 pm

### Volunteer Contact:

Dorothy Beckham, Advancement Coordinator     [dorothy.beckham@oakhilldayschool.org](mailto:dorothy.beckham@oakhilldayschool.org)  
Leecil Culbertson, 2017-18 PTO President     [leecil@msn.com](mailto:leecil@msn.com)  
Michele Yager, Carnival Parent Coordinator     [onelmichele70@gmail.com](mailto:onelmichele70@gmail.com)

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## CHILDREN'S AUCTION

The Children's Auction is part of Annual Auction and a major Development fundraiser for Oakhill. Children's Auction allows the students to be part of the fun surrounding Auction by offering them an opportunity to "bid" on fun children's items, along with games, concessions, and other fun child-centered activities during this event.

### Volunteer Responsibilities:

- Solicit and gather donations
- Event planning
- Event set up or tear down
- Attendance at committee meetings

**Time Commitment:**

One-time or ongoing

*Meeting attendance is required to sit on planning committee. If you volunteer on a one-time basis, meeting attendance is not required.*

**Event Date:** Wednesday, February 21, 2018

**Set Up Time:** 12 noon

**Start Time:** 3:30 pm

**Volunteer Contact:**

Rebecca DiGerlamo, Development Director

[rebecca.digerlamo@oakhilldayschool.org](mailto:rebecca.digerlamo@oakhilldayschool.org)

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**COMMUNITY EVENTS**

PTO at Oakhill offers several community events each year, by Division. PTO helps execute these events... everything from set up and promotion, to giveaways, attendance, and more!

**Volunteer Responsibilities:**

- Event setup or tear down
- Giveaways at event
- Helping with food/concessions when offered
- Help promote events

**Time Commitment:**

One-time or ongoing

**Event Date/Time:** Varies

**Volunteer Contact:**

Leecil Culbertson, 2017-18 PTO President

[leecil@msn.com](mailto:leecil@msn.com)

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**DANCES (MOTHER/SON AND FATHER/DAUGHTER)**

The Dances at Oakhill are a great opportunity for Mother and Son or Father and Daughter to bond during a fun event full of music, dancing, and more!

**Volunteer Responsibilities:**

- Event set up or tear down
- Event planning
- Chaperone on event night

**Time Commitment:**

One-time or ongoing

*Meeting attendance is required to sit on planning committee. If you volunteer on a one-time basis, meeting attendance is not required. The Dances are great volunteer opportunities for those who have busier schedules during working hours Monday-Friday. There are **after-hours and weekend opportunities** available.*

**Event Date:** Mother/Son January 26, 2018 and Father/Daughter January 27, 2018

**Start Time:** 7:00 p.m.

**Volunteer Contact:**

Leecil Culbertson, 2017-18 PTO President

[leecil@msn.com](mailto:leecil@msn.com)

Dorothy Beckham, Administration Liaison

[dorothy.beckham@oakhilldayschool.org](mailto:dorothy.beckham@oakhilldayschool.org)

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**GOLF TOURNAMENT**

The Golf Tournament hosts 100-150 participants. This community building, fundraising event consists of players both inside and outside Oakhill and is a positive way to help support Oakhill Day School.

**Volunteer Responsibilities:**

- Secure raffle donations and sell raffle ticket during event
- Solicit sponsorships
- Assist with set up and tear down

**Time Commitment:**

One-time

*The Golf Tournament is a great volunteer opportunity for those who have busier schedules during working hours Monday-Friday. There are **after-hours and weekend opportunities** available.*

**Event Date:** Sunday, September 17, 2017

**Set Up Time:** 10:00 am

**Start Time:** 1 pm

**Volunteer Contact:**

Rebecca DiGerlamo, Development Director

[rebecca.digerlamo@oakhilldayschool.org](mailto:rebecca.digerlamo@oakhilldayschool.org)

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## GRANDPARENTS AND SPECIAL FRIENDS DAY

Grandparents and Special Friends look forward to these days when Oakhill invites them into the classroom for a presentation and reception with a student near and dear to their hearts.

**Volunteer Responsibilities:**

- Refill reception snack tables
- Event set up and tear down
- Welcome/Greet guests
- Assist guests to their special persons classroom

**Time Commitment:**

One-time

**Event Date:** October 5-6, 2017, various times both days

**Volunteer Contact:**

Leecil Culbertson, 2017-18 PTO President

[leecil@msn.com](mailto:leecil@msn.com)

Dina Hamilton and Jennifer Wilkin, Parent Co-coordinators

[dina@hamiltonlink.org](mailto:dina@hamiltonlink.org), [jenniferwilkin25@gmail.com](mailto:jenniferwilkin25@gmail.com)

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## HOLIDAY SHOPPE

Holiday Shoppe is a great time for students to get in the Holiday Spirit as they shop for family and friends, allowing them to shop independently for family gifts. NEW in 2017 – Holiday Shoppe will be moving to Friday only, in combination with Kid's Club's Polar Express!

**Volunteer Responsibilities:**

- Restock holiday gift items
- Assist students with shopping and gift wrapping
- Collect money and run cash register
- Event set up and tear down

**Time Commitment:**

One-time

**Event Date:** December 8, 2017

**Set Up Time:** TBD

**Volunteer Contact:**

Leecil Culbertson, 2017-18 PTO President

[leecil@msn.com](mailto:leecil@msn.com)

Michele Yager, Holiday Shoppe Parent Coordinator

[onelmichele70@gmail.com](mailto:onelmichele70@gmail.com)

Dorothy Beckham, Administration Liaison

[dorothy.beckham@oakhilldayschool.org](mailto:dorothy.beckham@oakhilldayschool.org)

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## LIBRARY

Have you ever wanted to work in a library? If so, then now is your chance! The time commitment can range from a few hours once a week to a few hours every other week, depending on the number of volunteers. Duties involve checking books in/out during your scheduled time slot, as well as filing books away and hanging with some awesome kids – it's a lot of fun!

### Volunteer Responsibilities:

- Checking books in and out
- Re-shelving books
- Helping faculty and students locate books in the library

### Time Commitment:

One-time or ongoing

**Event Date/Time:** Various

### Volunteer Contact:

Claudia Feaster, Library Specialist

[claudia.feaster@oakhilldayschool.org](mailto:claudia.feaster@oakhilldayschool.org)

Haley Eisler, Parent Chair

[hlf85@kc.rr.com](mailto:hlf85@kc.rr.com)

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## LUNCHROOM

Volunteering in the dining hall is a great way to volunteer and interact with students of all ages. There are three lunch shifts daily and we invite volunteers to sign up for one or all! PLUS – you get to experience Oakhill Lunch!

### Volunteer Responsibilities:

- Wiping down
- tables between lunch shifts
- Serving milk to students
- Sweeping and light clean up
- Assist with setup and service of salad bar on Fridays

### Time Commitment:

One-time or ongoing

**Event Date/Time:** Various

### Volunteer Contact:

Justin Kieslich, Food Services Director

[justin.kieslich@oakhilldayschool.org](mailto:justin.kieslich@oakhilldayschool.org)

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## PTO

Although every parent at Oakhill is officially a member of the PTO, we still need volunteers to serve on the PTO Board. The PTO Board is a great way to meet new people while helping organize fun events to help foster school spirit! **PTO Board meetings are open to everyone.**

### Volunteer Responsibilities:

- Board meeting attendance
- Responsibilities are dependent on position of service to the board

### Time Commitment:

One-time or ongoing

The PTO board meets approximately 9 times, once per month (typically afternoons), during the school year (10-20+ hours total – dependent on role). *Minimum meeting attendance is required to sit on the PTO Board; with the exception of volunteers performing specific duties. If you volunteer on a one-time basis, meeting attendance is not required.*

**Volunteer Contact:**

Leecil Culbertson, 2017-18 PTO President  
 Terri Ferris, Oakhill Faculty Liaison  
 Dorothy Beckham, Administration Liaison  
 Suzanne McCanles, Head of School

[leecil@msn.com](mailto:leecil@msn.com)  
[terri.ferris@oakhilldayschool.org](mailto:terri.ferris@oakhilldayschool.org)  
[dorothy.beckham@oakhilldayschool.org](mailto:dorothy.beckham@oakhilldayschool.org)  
[suzanne.mccanles@oakhilldayschool.org](mailto:suzanne.mccanles@oakhilldayschool.org)

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**ROOM PARENTS**

Room Parents serve as the point person for communication with parents from your given class and provide other support as needed within the classroom for class parties.

**Volunteer Responsibilities:**

- Facilitate and coordinate classroom parties
- Organize holiday/birthday gifts for classroom teachers
- Assist classroom teacher with various tasks (only when/as needed)
- Communicate with classes via email

**Time Commitment:**

Ongoing

The typical commitment for a Room Parent is one school year. Two volunteers can split this position so that a classroom has two active Room Parents.

**Classroom Party Schedule (2017-18):**

Halloween – 3 day (October 30) and 2/5 day (October 31)  
 Winter - 2 day (December 14) and 3/5 day (December 15)  
 Valentine - 2 day (February 13) and 3/5 day (February 14)

**Volunteer Contact:**

Leecil Culbertson, 2017-18 PTO President  
 Emily Abella, Room Parent Coordinator

[leecil@msn.com](mailto:leecil@msn.com)  
[emilyabella@aol.com](mailto:emilyabella@aol.com)

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**RUNNING EVENT AND HARVEST FEST**

Oakhill's Panther Scamper 5k and Fun Dash have become a fun and exciting annual event! We need your help getting this fun event ready... everything from setup to staffing spots on the course during the run to working the Harvest Fest.

The Harvest Fest will be held in conjunction with our 5K race. Items at the event have included, but are not limited to: bounce house, trunk-or-treating, game(s), face painting, DJ and a performance by our own Middle School Garage Band.

**Volunteer Responsibilities:**

- Run water
- stations on course
- Remove shoe tags from runners
- Hand out water
- Hand out race packets
- Place signs along course
- Man a station at the Harvest Fest

**Time Commitment:**

One-time or ongoing

*Volunteering for the running event is great for those who have busier schedules during working hours Monday through Friday. There are **after-hours opportunities** available.*

**Event Date:** Saturday, October 28, 2017

**Start Time:** 5K 9:00a.m., Kids Dash 10:00am, Harvest Fest 10:00am

**Volunteer Contact:**

Rebecca DiGerlamo, Development Director

[rebecca.digerlamo@oakhilldayschool.org](mailto:rebecca.digerlamo@oakhilldayschool.org)

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## TEACHER APPRECIATION

This committee of parents provides snacks and other special treats for Oakhill faculty and staff at various times throughout the year.

### Volunteer Responsibilities:

- Preparing and/or purchasing food for special faculty appreciation lunches

### Time Commitment:

One-time or ongoing

*Volunteering for teacher appreciation is great for those who have busier schedules during working hours Monday-Friday. There are **after-hours opportunities** available.*

### Volunteer Contact:

Leecil Culbertson, 2017-18 PTO President

[leecil@msn.com](mailto:leecil@msn.com)

Eric Mangum, Teacher Appreciation Parent Coordinator

[eric\\_mangum@yahoo.com](mailto:eric_mangum@yahoo.com)

Dorothy Beckham, Administration Liaison

[dorothy.beckham@oakhilldayschool.org](mailto:dorothy.beckham@oakhilldayschool.org)

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## TRAP SHOOT

The annual Trap Shoot event hosts participants and school volunteers. This community building and fundraising event consists of players both inside and outside Oakhill.

### Volunteer Responsibilities:

- Secure raffle donations and sell raffle ticket during event
- Solicit sponsorships
- Assist with set up and tear down

### Time Commitment:

One-time or ongoing

*Meeting attendance is required to sit on planning committee. If you volunteer on a one-time basis, meeting attendance is not required. The Trap Shoot is a great volunteer opportunity for those who have busier schedules during working hours Monday-Friday. There are **after-hours and weekend opportunities** available.*

**Event Date:** TBD

**Set Up Time:** TBD

**Start Time:** TBD

### Volunteer Contact:

Rebecca DiGerlamo, Development Director

[rebecca.digerlamo@oakhilldayschool.org](mailto:rebecca.digerlamo@oakhilldayschool.org)