



VOLUNTEER GUIDE
2019-2020



GUIDE TO VOLUNTEERING AT OAKHILL DAY SCHOOL

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GET INVOLVED. MAKE A DIFFERENCE.

Volunteers play a key role in the classroom and other school-related activities. 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!

This guide contains 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

Volunteer Coordinator

Terri Ferris, terri.ferris@oakhilldayschool.org

Director of Admissions and Financial Assistance

Dorothy Beckham, dorothy.beckham@oakhilldayschool.org

Director of Marketing

Michelle McDaniel, michelle.mcdaniel@oakhilldayschool.org

Head of School

Suzanne McCanles, suzanne.mccanles@oakhilldayschool.org



2019-2020 VOLUNTEER OPPORTUNITIES

FUNDRAISING EVENTS

Throughout the school year, the Development Office will host several events where volunteers are needed to help make the events a success. Watch for emails to come out prior to events with volunteer opportunities.

CHILDREN'S AUCTION: February 19, 2020

The Children's Auction, located in the gymnasium, is part of Annual Auction and is a major Development fundraiser for Oakhill. Children's Auction allows the students to be part of the fun surrounding the Auction by offering them an opportunity to "bid" on fun children's items, along with games, concessions, and other fun child-centered activities. Members of this committee must attend a minimum of two auction meetings. Smartphone and basic computer skills would be helpful in this role but not required.

Children's Auction Committee: One committee that works together on the event

- **Event Setup:** Setup will take place in the gymnasium at 12:00 on the day of the event. Placing items on the tables with placards, setting up the games and raffles.
- **Items:** The committee will help organize donation drop off events, photograph the items for the event, and help with donation forms.
- **Raffles/Games:** This committee will help organize creative games and raffles for the event
- **Concessions:** The committee will help secure donations of food to sell at the event

ANNUAL AUCTION: February 29, 2020 Contact: Amy Potts, Auction 2020 Chairperson, amy.potts@oakhilldayschool.org

The Annual Auction located in the gymnasium, commons, library, and main hallway 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. All committee members are asked to help with setup on the morning of the event. There will be monthly meetings starting in the month of August and run through the month of March.

Auction Committee: A committee composed of subcommittee teams

- **Event Set-Up:** This team works with the décor team to determine layouts, settings, lighting, etc. Also responsible for helping to organize rentals of tables, chairs, linens.
- **Donation Procurement:** This team is responsible for contacting businesses for item donations, submitting online donation requests to national and local companies, organizing donation pick up and drop off, recording donation requests on a shared google file, and logging secured donations. Availability to a computer and google docs is helpful. This role is behind the scenes and mostly done during normal business hours. Some evenings if available to help from home and record donations. Training will be available and solicitation materials will be provided by the Event Director.
- **Item Marketing:** This team is responsible for photographing the silent items and downloading them into the auction database. Each item has a picture paired in the online bidding page. This role is done behind the



scenes and during normal business hours. Availability to a smartphone and computer is helpful. This team might be asked to help with item descriptions and donation forms. Training will be available for pairing pictures to the items. Very heavy workload during the months of November, December, January, and February.

- **Décor:** This team is responsible for event décor based on the theme. This team works closely with the Event Director to stay within the given décor budget. Décor consists of centerpieces, colors, etc. No computer skills are needed - just a creative mind and budget-conscious.
- **Bar Services:** This team is responsible for securing all bar materials needed for auction night, organizing and stocking all three bars the day of the event, and securing donations of garnishes, mixers, and glassware. Working the day of the event is required. No computer skills are needed.
- **Event Clean up:** This team is responsible for touching base with the décor and event set up teams to organize clear specific tasks needed to be done. Work is all done at the end of the event. Must be able to lift at least 20 lbs. The timeline will be between 8-11:30pm.
- **General Event:** This team of volunteers will work closely with the Event Director on random tasks needed for the event.

ANNUAL FUND CLASSROOM REPRESENTATIVE

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

This is an ongoing commitment throughout the school year. If you are interested in being the representative in your students' grade level, contact development@oakhilldayschool.org

ADDITIONAL SCHOOL EVENTS

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 opportunities include set up, tear down, helping students pick out books, and run the cash register. Hourly shifts are available. For more information contact lacey.meier@oakhilldayschool.org

BOOSTER CLUB (PANTHER CLUB)

The Oakhill Booster Club is here to support the athletic programs at Oakhill Day School in a variety of ways; fundraising, events/concessions, athletic banquets, locker décor, etc. Booster Club helps promote, support, and improve extracurricular and athletic programs. A strong Booster Club is an essential element to a school's athletic programs; it helps to enhance the student and student-athlete experience.

We are an organization composed solely of volunteers; Booster Club is always looking for volunteers (parents/grandparents/any member of the Oakhill community) to get involved and assist with athletic events, and other school events which Booster Club assist with throughout the year. Becoming a member of the Booster Club and getting involved is a great way to support your athletic programs here at Oakhill Day School. Volunteers/Members play a key role in the growth and success of the athletic



program, along with the success of our organization. Listed below are some examples of volunteer opportunities for Booster members.

Volunteer Opportunities:

- Home athletic events – concession stand
- Carnival – concession stand and spirit wear sales
- Chess Tournaments – concession stand
- School Events
- Scorer's Table – scoreboard/scorebook @ home athletic events (contact Coach Smith if interested @ Kellen.Smith@oakhilldayschool.org)

Volunteer Time Commitment (Ongoing/one-time):

- 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. The event days and times vary, middle school athletic events typically begin around 5pm.
- Volunteer opportunities range from 1-hour to 4 hours, depending on your schedule and what you would like to help with. Volunteer opportunities are ongoing; you can sign up to help at athletic and school events throughout the year. There is no commitment. Sign up as you see fit, and as your schedule allows.

Volunteer Roles/Responsibilities:

- Concession Stand: oversee and run the concession stand, manage the student volunteers. Prepare food and beverages to be sold; includes hot dogs, popcorn, snacks, and beverages. Basic concession that does not require training.
- School Events – working the Booster Club table at school events, promoting sign-ups, chatting with members of the Oakhill community, and providing information on Booster Club and its role.
- Scorer's Table – scoreboard/scorebook @ home athletic events (contact Coach Smith if interested @ kellen.smith@oakhilldayschool.org)

Volunteer Contact Information:

- **An Le Nguyen** (Booster Club President/Coordinator) – Anle1214@yahoo.com
- **Kellen Smith** (Athletics Coordinator) – Kellen.Smith@oakhilldayschool.org

If you are interested in volunteering with Booster Club throughout the school year, please contact one of the individuals listed above. They will provide you information regarding upcoming volunteer opportunities, along with how to get signed up to volunteer! We appreciate your support of the Oakhill Booster Club and Panther Athletics. You play an important role in helping us provide our students with a great athletic experience.

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 include attending meetings, and responsibilities are dependent on the position of service to the board. Time commitment can be 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. If you have any questions please email pto@oakhilldayschool.org and we can help you find a way to get involved!

PTO Executive Board

Mick Freyermuth, 2019-2020 President
Vice President, Michele Yager
Treasurer, Jennifer Wilkin
Vice President-Elect and Advisory Board, Eric Mangum
Past President, Leecil Culbertson
Terri Ferris, Oakhill, Faculty Liaison
Suzanne McCanles, Head of School

PTO EVENT - CARNIVAL: Friday, August 23, 2019

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. The time commitment is before the event, day of event, and clean up. If you are on the planning committee you are required to attend 2 meetings.

Committee Responsibilities:

- Event Planning: This group will work to organize the games, rides, concessions. This group will work to get prizes needed and donations that are needed for the event. 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. No Computer skills are needed just creativity.
- Event setup 8:30 AM -2:00 PM
- Event tear down 7:30-9:00 PM
- Assisting with rides or games

Event Time: 3:30-7:30

Set Up Time: 8:30 AM – 2:00 PM

Volunteer Contact: pto@oakhilldayschool.org

Leecil Culbertson, Carnival Chair, leecil@msn.com

Michele Yager, Carnival Co-Chair, onelmichele70@gmail.com

PTO EVENT - Red Barn Farm: Thursday, October 11, 2019

- Event Planning: This group will work together to determine venue details, décor, and food choices.
- Event Setup: 2:00 PM, This group will help set up tables, chairs, and décor at the venue.
- Event Cleanup: 8:00-9:00, This group will help put tables and chairs away along with boxing up all décor.

Event Time: 4:00-8:30

Volunteer Contact: Chairpersons, Kristen Naghshineh-Smith, Bijal Patel, and Kristin Ruth



PTO EVENT - 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! These are two separate events, Mother/Son and Father/Daughter. They will be held on the same weekend just on different days. They will also be located at the same venue. Volunteering at these events gives you the opportunity to talk with other parents and attend the fun evening! Volunteers for these events are encouraged to attend 2 meetings depending on what event committee you are on. This is a great opportunity to volunteer during the weekend and evenings.

Chairperson for the 2020 event: Tammy Wright, tammywright09@gmail.com

Committee Responsibilities:

- Event planning: This group is responsible to organize the event and determine the venue, theme, and food menu for both events.
- Event Setup: Will take place at the venue on Friday, January 31st from 10:00 AM- 2:00 PM
- Friday night re-set crew: This group of volunteers will reset the room for the Father/Daughter dance that will take place on Saturday. This volunteer group will help put new table cloths on the tables, fix décor, clean up the room, and make sure it is ready for the Saturday night event.
- Mother/Son Dance:
 - Event Date: January 31, 2020
 - Event time: 6:30-9:30 PM
- Father/Daughter
 - Event Date: February 1, 2020
 - Event Time: 6:30-9:30

PTO EVENT - 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:

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

Event Date: September 26-27, 2019

Event Time: Times vary throughout the day for this event. Morning and afternoon volunteer opportunities are available.

Parent Chair: Dina Hamilton dina@hamiltonlink.org

Parent Co-Chair: Jennifer Wilkin jenniferwilkin25@gmail.com



PTO EVENT - HOLIDAY HOOPLA

We hope that you will make plans now for your whole family to come and shop for holiday goods and treats!

We will have a variety of vendors with homemade goods, local products, fun items for the holidays, decor and so much more! Even the Oakhill Mercantile will be there! Families can shop together and enjoy the holiday atmosphere and fun! We will also have a Kids Area in the Commons for them to shop with Holiday Elves, wrap and be ready to celebrate their family and friends with homemade items straight from the heart.

Volunteer Responsibilities:

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

Event Date: December 14 Noon-4pm, Oakhill Main Campus

Volunteer Contact: Cassie From, Chairperson cassandra.claxton@gmail.com

PTO EVENT - ROOM PARENT VOLUNTEERS

Room Parents help serve as the point person for communication with parents from your given class and help organize parties within the classroom. The time commitment for this is one school year.

PTO EVENT - ROOM PARENT PARTY COORDINATOR

This person will help organize and facilitate classroom holiday parties. This volunteer is responsible for organizing the snacks and games for the classroom parties. Classroom parties will be emailed to volunteers after signing up.

Volunteer Contact: Kristin Reavley, Chairperson kreavley@gmail.com

PTO EVENT - TEACHER APPRECIATION

Chairs: Eric Mangum and Miralda Moreno, eric_mangum@yahoo.com

This committee of parents provides snacks and other special treats for Oakhill faculty and staff at various times throughout the year. Volunteering for teacher appreciation is great for those who have busier schedules during working hours Monday-Friday. There are after-hours opportunities available.



CLASSROOM VOLUNTEER OPPORTUNITIES

Volunteering in the classroom is a great opportunity that allows you to help our teachers and foster relationships with the students. If you are a family of a student we ask that you do not volunteer in their specific classroom. Please contact terri.ferris@oakhilldayschool.org for more information about volunteering!

TODDLER

During the week of September 30th the toddler class will be learning about community helpers. They would like a police officer or any other community related professional to visit the classroom to discuss how they help keep our community safe.

During the week of February 3rd the toddler class would like a medical professional to come into the classroom during healthy habits weeks.

PREKINDERGARTEN

Mrs. Tenner: Volunteer needed in the classroom once a month to make sensory bins and help organize.

KINDERGARTEN

Mrs. Driskill: Play games or supervise a group during small group time. This will take place in the morning. Help with various class projects throughout the school year.

Mrs. Pearce: Reading with students. Can be ongoing throughout the school year.

Mrs. Clevenger: Reading with students. Can be ongoing throughout the school year.

FIRST GRADE

Mrs. Manley: Make A-Z books for the classroom. These books are printed from a website. Tasks would include printing from the website and assembling the books. This opportunity is ongoing throughout the school year.

Mrs. Egbert: Practice sight words with the students and assist with making A-Z books. These books are printed from a website. Tasks would include printing from the website and assembling the books. This opportunity is ongoing throughout the school year.

SECOND GRADE

Mrs. Forsen: Reading with students and to the class. Practice math facts and play educational games with the students. Make A-Z books for the classroom. These books are printed from a website. Tasks would include printing from the website and assembling the books. This opportunity is ongoing throughout the school year.

During the start of the 2nd quarter, the students will start their cursive letters. A volunteer is needed to come into the classroom to help students reinforce their formations and help support the students as they practice. This opportunity starts in the 2nd quarter and runs through the school year.

THIRD GRADE

Mrs. Scheidecker: Listen to students read. This would be an opportunity available twice per week for one hour. Help students with math flashcards.

FOURTH GRADE

Miss. Boyd and Mrs. Vinson: Guest reader to the classes combined. Help with bulletin boards. The teachers would like guest volunteers to come into the classroom and present different topics to their classes combined. Topics can include culture, traditions, or career.



MIDDLE SCHOOL ART

Ms. Stallman: Help by uploading student artwork into an online art gallery. Computer skills will be required to volunteer. This opportunity will be available twice per quarter. The shift will be 1-2 hours.

KINDERGARTEN-3RD GRADE ART

Mrs. Hyatt: Help students with various art projects.

TECHBRARIAN

Sara Verwers: Help with shelving books and checking out books at the South Campus.

MIDDLE SCHOOL SCIENCE

Maggie Newhouse: Help with counting student service hours and entering them into a spreadsheet. A volunteer is needed every Friday on the last day of the quarter for 1 hour. Help with bulletin boards. These are both ongoing commitments.

SCIENCE

Help the science team with compost maintenance of sifting and stirring and garden maintenance. Both are ongoing commitments depending on the weather and seasons.

MUSIC DEPARTMENT

Jo Hill:

- Accompanying the Choir.
 - Time: 12:30-1:15 in the first four weeks of 2nd quarter and first four weeks of the 4th quarter
- Paint sets for the Holiday Show for 2nd quarter
- Help with set design in 1st quarter, for the Middle School Drama "Anything Goes" The set will be a ship on 2 levels.

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 – if you work all three shifts- you get to experience Oakhill Lunch!!

Main Campus Volunteers: Help kitchen staff wipe tables, cut and open yogurt, open apple sauces, lead birthday singing, and other duties assigned by the kitchen staff.

South Campus: Help kitchen staff wipe tables, lead birthday singing, and other duties assigned by the kitchen staff.

Shifts:

- Two volunteers are needed on Monday, Wednesday, Friday
- One volunteer needed on Tuesday and Thursday

Volunteer Contact:

Justin Kieslich, Food Services Director justin.kieslich@oakhilldayschool.org