

## **Grace Christian School Volunteer information**

### **Homeroom Parent Responsibilities**

- Work with classroom teacher to insure class party details and other school events run smoothly.
- Gather class list and information from classroom teacher.
- Contact parent volunteer confirming which party/event they volunteered for.
- Be a liaison between Advancements Director and classroom parents.

### **Class Parties or Activities**

- Contact teacher two weeks prior to class party or special event, to establish time, length of event, and materials needed.
- Identify any specific needs for each event.
- Contact classroom volunteers to coordinate and/or delegate accordingly.

### **Crusader Fun Run**

- Coordinate with Admissions Director
- Promote the event
- Assistance needed marking laps, water stations, and clean up

### **Taste of Grace**

- Coordinate with Advancement Director planning event.
- Solicit local restaurants to participate.
- Assist with set up and cleanup.
- Promote the event.

### **Golf Tournament**

- Coordinate with Advancement Director planning event.
- Solicit event sponsors and golfers.
- Set up and clean up.
- Work the day of the event.
- Promote the event.

### **Spring Auction**

- Coordinate with Advancement Director planning the event.
- Solicit auction items.
- Auction basket assists in coordinating items for each basket.
- Coordinate decorations and set up for event.
- Coordinate class projects, pottery ect.
- Computer data entry
- Assist during the auction with guest check in, bid spotters, live auction item display, and check out.
- Event set up and Clean up

### **Teacher Appreciation**

- Coordinate with Admissions Director
- Bring food on designated days.

### **Grandparents Day**

- Coordinate with Admissions Director
- Held during school hours for 1st-8<sup>th</sup> grade
- Set up and clean up
- Greet grandparents and direct to classrooms

### **Christmas Program**

- Coordinate with Admissions Director
- Transporting equipment
- Set up
- Clean up

### **Fine Arts Festival**

- Coordinate with Admissions Director
- Assist Art teacher with set up
- Assist in transporting equipment
- Assist in take down

### **8<sup>th</sup> Grade Play**

- Coordinate with Play Director
- Assist in costume design
- Assist in set design