



MAYFIELD SENIOR SCHOOL

PARENT VOLUNTEER FORM 2006-2007

We invite you to enjoy your daughter's years at Mayfield by volunteering in various capacities. What a great way to join in your daughter's experience while meeting new people! Please indicate your willingness to participate by completing this form and returning it to Mayfield on or before **June 1st**. The school and your daughters truly appreciate your help. **Simply circle your preferences and areas of special interest.**

Name _____

Daughter(s) Name(s) _____ Grade _____

_____ Grade _____

Home Phone _____

Mother's E-mail _____ Father's E-mail _____

Mother's Work Phone _____ Father's Work Phone _____

Mother's Cell Phone _____ Father's Cell Phone _____

Any special talents, skills or interests that you could share with Mayfield Senior School:

I/we can only help during the Day _____ Evening _____ Both _____ Weekends _____

_____ I am willing to be contacted throughout the year to assist on short notice for various school activities and events when only a few volunteers are needed.

Parent Board Meetings are generally held on the first Thursday of the month at 8:30 a.m. in the Strub Hall Conference Room. Anyone interested is invited to attend.

The following activities are sponsored by the school and Parent Board. Your involvement in one or more areas will be most helpful. Please circle:

1=Mother, 2=Father, 3=Both Parents to represent your desired participation.

ANNUAL GIVING PROGRAM

Annual Giving supports every aspect of the school – from teacher compensation and professional development to classroom supplies and financial aid. The success of this parent-to-parent program depends on volunteers from every class. Tuition covers only 81% of our annual operating budget. The remaining portion comes from fundraising including annual giving.

1 2 3 I/We are willing to be Class Captains for the Annual Campaign. Meetings are held quarterly and include all three nights of the fall phonathon scheduled for Monday, Tuesday, and Thursday, October 23, 24, and 26.

1 2 3 I/We are willing to make calls one or more evenings of the fall phonathon scheduled for Monday, Tuesday, and Thursday, October 23, 24, and 26.

CAMPUS MINISTRY

Volunteers are needed to help drive and chaperone students at local service projects.

- 1 2 3 Assist as a service project chaperone:
Day___Evening___Both___Weekends___
- 1 2 3 Help on Cornelia Connelly Day, Friday, October 13.
- 1 2 3 Assist with Food, Toy and Clothing Drives during the Thanksgiving, Christmas and Easter Seasons.
- 1 2 3 I have a connection with a non-profit/religious organization of need.

LIBRARY

No previous library experience is required. Library volunteers assist with library tasks including using the check-in/check-out circulation system for books, shelving books and magazines, and processing new books. Please circle the days and time periods you would be available. Regular library hours are 8 a.m. to 5 p.m. Monday through Friday.

- 1 2 3 Early Morning Midday Late Afternoon
- Monday Tuesday Wednesday Thursday Friday
- _____ Occasionally participate in a group workday for special library projects.
- _____ Help with the library fundraising event held on Grandparents Day, Wednesday, March 28.

HOSPITALITY

Throughout the school year there are many events that require volunteers to assist the various committees in providing refreshments for on-campus events

- 1 2 3 Back to School Night, Thursday, September 28, 2006.
- 1 2 3 Carol Night, Wednesday evening, December 13, 2006.
- 1 2 3 Faculty Appreciation Luncheon, TBA (held in February).
- 1 2 3 Grandparents Day, Wednesday, March 28, 2007.
- 1 2 3 Junior Ring Night, Thursday, April 19, 2007.
- 1 2 3 Career Day, Friday, April 27, 2007.
- 1 2 3 Senior Tea, Wednesday afternoon, May 23, 2007.
- 1 2 3 Graduation, Sunday afternoon, June 10, 2007.

CHRISTMAS LUNCHEON – DECEMBER 6

- 1 2 3 Volunteers are needed to set up and decorate the day before, to help the morning of the luncheon and to clean up.

DECK THE HALLS SHOPPE – DECEMBER 6

Holiday centerpieces, wreaths, garlands, greens and gift items will be for sale on the day of the Christmas Luncheon.

- 1 2 3 I/we will help at workshops to make wreaths and to decorate garlands and centerpieces on December 4 and/or December 5, 2006.

DECK THE HALLS SHOPPE – DECEMBER 6 (Continued)

- 1 2 3 Help set up/clean up on the day of the Deck the Halls Shoppe.
- 1 2 3 Work/cashier at the Deck the Halls Shoppe.

75TH ANNIVERSARY GALA – MARCH 3

This committee is always eager for volunteers. This event, held this year with Mayfield Junior School, will be a joint celebration of our 75th year.

- 1 2 3 Soliciting a live auction item.
- 1 2 3 Donating a live auction item.
- 1 2 3 Securing advertisements from the local community.
- 1 2 3 Taking out an ad in the program. (Check one) Business _____ Personal _____
- 1 2 3 Working the night of the Gala.
- 1 2 3 Set up on Saturday, March 3.

ADDRESSING INVITATIONS/MAILINGS

- 1 2 3 I would like to help address invitations. (Christmas Luncheon, Benefit, Grandparents Day)
- 1 2 3 Assist with mailings for various events.

BIG RED BOOSTER CLUB

This organization supports our Mayfield Athletic Program. Booster Club meetings are held on the second Tuesday of the month at 7:00 pm in the library.

- 1 2 3 I/we would like to be a Booster Club Committee member.
- 1 2 3 I/we would like to be involved with the Booster Club.
- 1 2 3 Help with after-school spirit games and events.
- 1 2 3 Assist with the Newsletter: take pictures, write articles about specific sport (s).
- 1 2 3 Help with the sale of Booster Club merchandise at events throughout the year and/or during the school day.
- 1 2 3 Help supervise the Fitness Center on a regular basis.
- 1 2 3 Be a team parent.
- 1 2 3 Help with transportation of athletes.
- 1 2 3 Help supervise the Fitness Center on a regular basis. (We can train you for this position)
- 1 2 3 Help with athletic training and supervision of the training room.

CONSERVATORY FOR THE ARTS/PATRONS OF THE ARTS

This parent support group helps to support the Mayfield Conservatory Program.

- 1 2 3 Volunteer for a leadership role in school-wide Conservatory parent group.
- 1 2 3 Help with greeting artists and artist hospitality for ArtsQuest, Friday, November 17.
- 1 2 3 Help with student registration and registration lists for ArtsQuest.
- 1 2 3 Volunteer a light lunch for Arts Weekend artists and arts faculty the afternoon of ArtsQuest.
- 1 2 3 Volunteer to occasionally drive small groups of Conservatory students on field trips.

CONSERVATORY FOR THE ARTS/PATRONS OF THE ARTS *(Continued)*

- 1 2 3 Help to gather/sew costumes for dance and theatre productions.
- 1 2 3 Help to build and paint sets for theatre productions.
- 1 2 3 Help with prop or production crews for dance and theatre productions.
- 1 2 3 Help with publicity and program for productions.
- 1 2 3 Help with concessions during productions.
- 1 2 3 Help to organize, label artwork, and set up art exhibits.
- 1 2 3 Volunteer to organize and help with care of art supplies in the art studio areas.

Questions? Please call Nancy Wall, x276, Director of the Conservatory Program. We appreciate your help and support.

ADMISSIONS

- 1 2 3 Parent volunteers are always needed at our biggest event of the year - Open House on Sunday, December 3, 2006 and also New Parent & Student Orientation on Wednesday, May 9, 2007.
- 1 2 3 Assist with mailings.

DANCES/PROM CHAPERONING

- 1 2 3 Chaperone Fall Dance on Friday, October 20, 2006.
- 1 2 3 Chaperone the Winter Semi-formal Dance on Friday, February 9, 2007.
- 1 2 3 Chaperone the Prom on Friday, May 18.

DEVELOPMENT/ALUMNAE OFFICE SUPPORT

The Development and Alumnae offices need your help on a weekly basis. Tasks include clerical, mailings, gift-wrapping, event hospitality, event photography, flower arranging, etc. Please circle the days(s) and note a time that you would be available.

- 1 2 3 Early Morning Midday Late Afternoon

Monday Tuesday Wednesday Thursday Friday

- 1 2 3 I cannot help on a weekly basis but would be available for special events and needs.

THANK YOU FOR YOUR SUPPORT!

