

# 2011–2012 Wingra School Parent Service Form

At Wingra School, parents are essential participants in school events and activities. There used to be a small group of parents who organized and ran all the school events, but now we ask that all families contribute to the events and activities that enrich our students and community.



## Three Options

There are three ways you can fulfill your service to Wingra:

1. **Leadership:** Many of our events and activities are coordinated by parents. By coordinating an event or activity, serving on the Board, serving as a parent class representative, or helping with hot lunch once per month, you fulfill your service to the school. These positions often offer a lot of flexibility, and you can focus all of your attention on helping Wingra in one specific way.
2. **Support:** In a support role, you often bring treats to an event, do some of the leg work for a fundraiser, or offer your suggestions through a committee that meets occasionally. You get to participate in fun events or activities you care about without all the responsibility of being in charge. You'll be assigned to three support roles. We've tried to help you choose which activities fit your schedule by marking which ones have a fixed schedule and which ones have more flexibility.
3. **Support Without Active Participation:** If you only have enough time for routine classroom participation, you can choose to pay \$400 per enrolled child (due with your June payment) instead of helping in these other ways.

## Who's Actually Expected to Be There?

This form is per family. Many parents share the responsibilities for their service activities, especially in the support roles. If you sign up for something, we don't necessarily expect each parent to be involved, but we do need at least one person to be available.

## Service Assignment Process

Please complete the form on the reverse side and return to Rebekah Bovenmyer by **Monday, May 16**.

Rebekah Bovenmyer, Parent Service Coordinator, and a parent volunteer will sort through all the forms and make the service assignments based on your requests and event/activity needs. Rebekah will email you with your assignments by early August. A staff member or parent coordinator will contact you with more information when your help is needed.

## Questions?

Contact Rebekah Bovenmyer at 238-2525 or [rebekah@wingraschool.org](mailto:rebekah@wingraschool.org) with your questions. Thanks for all you do!

## All Parents' Participation

Parents routinely undertake these tasks. Thanks so much for being involved!

- Drive for class field trips.
- Provide classroom snack as assigned.
- Participate in class-level activities as requested by classroom teachers.
- Sky parents (*except graduating families*) plan and host the graduation picnic.
- Share personal/professional expertise and interests.

Skill(s) to share (graphic design, programming, etc.) \_\_\_\_\_

Area(s) of interest \_\_\_\_\_

# 2011-2012 Wingra School Parent Service Form

Student name(s): \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

## Availability during the school day:

as needed  with sufficient notice  not available

## Availability during the school day:

as needed  with sufficient notice  not available

## Option 1: Leadership (Choose Any, Assigned 1)

Parents who serve in any of the following ways fulfill their parent service for the year. Please select all that interest you.

### Board of Trustees

- Board Member (must be approved by Board)
- Board Committee

### Events

- Parent Coffee Coordinator (monthly)
- Wingra Family Dance Coordinator (October 7)
- Community Celebration Coordinator (May 5)
- Fun Day Coordinator (June 5)
- Graduation Coordinator (June 8, prefer 7<sup>th</sup> grade parents)

### Classrooms

- Parent Class Representative

### Lunch

- Monday Pizza Coordinator
- Friday Hot Lunch Coordinator

### Recurring Help

- Monday Pizza Help (one hour per month)
- Friday Hot Lunch Help (one hour per month)
- Kitchen Clean-up (one hour per month)

### Fundraisers

- Coffee Fundraiser Coordinator (quarterly)
- Square 1 Art Coordinator (already filled)
- Wingra Wear Coordinator

## Option 2: Support (Choose 5, Assigned 3)

We will evaluate school needs and assign you to **three** activities, but please choose **five** possibilities. Please make choices here, even if you pick leadership roles above, in case we need more help in these areas than for the options above.

### Ongoing Support

#### Classroom/Subject Area (Flexible Schedule)

- Art Support
- Community Partnerships Support
- Library Support
- Physical Education Support
- Technology Support

#### Development/Communication (Flexible Schedule)

- Annual Fund Support
- Community Celebration Planning
- Photograph Archivist

#### Fundraisers (Fixed Schedule)

- Coffee Fundraiser Distribution
- Square One Art Distribution
- Wingra Wear Distribution

#### Around the School (Flexible Schedule)

- Lost and Found
- School Garden

#### As Needed (Flexible Schedule)

- Volunteer Pool

### Daytime Events (Fixed Schedule)

- School Pictures (fall)
- Friends and Family Day (November 23)
- Parent Coffees (2-3 Friday mornings during the year)
- Health Screening Assistance (one afternoon in spring)
- Parent Follies Host (one Friday afternoon in spring)
- Jump Rope for Heart (one Friday afternoon in spring)
- Aldo Leopold/MATC event
- Fun Day (June 5)

### Evening or Weekend Events (Fixed Schedule)

- Family Picnic & Ice Cream Social (September 1)
- Fall Benefit (September)
- Wingra Family Dance (October 7)
- Band and Choir Winter Concert (January 19)
- Open House Ambassador (January 21)
- Alumni Night (February 2)
- Open House Ambassador (February 12)
- Solo and Ensemble Concert (February 22)
- Community Celebration (May 5)
- All-School Spring Concert (May 31)

## Option 3: Support Without Active Participation (SWAP)

- We're only able to help in the classroom this year. We will send \$400 per enrolled child in June. Please make the check out to Wingra School and put it in Bonnie's mailbox.

## 2011–2012 Service Opportunity Descriptions

Below please find a brief description of each event and activity for the coming school year. Each volunteer would not be doing all of the tasks described for each event or activity. The tasks listed are examples of what a volunteer's role could be. For further information, please email [rebekah@wingraschool.org](mailto:rebekah@wingraschool.org) or call (238-2525).

### All Parents' Participation

Drive for class field trips	As requested by classroom teachers.
Provide classroom snack	Per the monthly schedule sent home in Friday Folders and posted on the Wingra Family section of the website.
Participate in class-level activities	As requested by classroom teachers.
Share expertise with school	Share your knowledge with our students or your skills with our administrative staff.
Sky parents plan and host the graduation picnic.	Help the coordinator(s) plan, decorate, and host the potluck picnic and graduation on the last day of school on Friday, June 8, 2012.

### Option 1: Leadership

#### Board of Trustees

Board Member	Please choose this option if you are already on the Board of Trustees or if you would like to be considered for the board. If you are not currently on the board, please know that all applicants will go through a nomination process and not all will be added. There are limited openings each year, and board members are selected based on the board's current needs. The Board of Trustees meets monthly during the school year.
Board Committee	Development, Building, Finance, Mission/Education (these are existing committees; please choose this option if you are already serving on these committees or if you would like to).

#### Events

Parent Coffee Coordinator	Coordinate the monthly Parent Coffees on Friday mornings. Get two or three volunteers to set-up, bring snacks, and clean-up after each event.
Wingra Family Dance Coordinator	Plan and supervise the Friday, October 7 Wingra School dance. Elizabeth, Administrative Secretary, has a helpful list of what needs to be done. Must be able to stay for the dance and supervise clean-up.
Community Celebration Coordinator	Work with Ashley, Director of Development, to plan the Saturday, May 5 Community Celebration.
Fun Day Coordinator	Work closely with Elizabeth, Administrative Secretary, to plan and organize volunteers for Fun Day on Tuesday, June 5.
Graduation Coordinator	Work with parents of 7 <sup>th</sup> grade students to plan, decorate, and host the graduation picnic at Olin Park on Friday, June 8. To-do lists are available from staff to help the coordinator(s)!

#### Classrooms

Parent Class Representatives	Serve as liaison between classroom teachers and parents. Specific tasks include sending weekly snack reminders to families, emailing families about upcoming events or needs from classrooms, and assisting classroom teachers with notifying families of (rare) emergency closings.
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#### Lunch

Monday Pizza Coordination	Coordinate parent assistance with pizza from the Glass Nickel on Mondays. Get volunteers for each week and send out reminder emails.
Friday Hot Lunch Coordination	Coordinate parent assistance with hot lunch from the Willy St. Co-op on Fridays. Get volunteers for each week and send out reminder emails.
Pizza Help on Mondays	Participate in serving and dish clean-up for Monday pizza (on Mondays, one hour per month; this completely fulfills your family volunteer service for the year). Must have availability between noon and 1 p.m. at least one Monday per month.
Hot Lunch Help on Fridays	Participate in set-up, serving, and dish clean-up for Friday hot lunches (one hour per month; this completely fulfills your family volunteer service for the year). Must have availability between noon and 1 p.m. at least one Friday per month.
Kitchen Clean-up	Help keep the kitchen clean and organized (one hour per month; this completely fulfills your family volunteer service for the year). Tasks could include organizing shelves, thoroughly wiping down counters, or whatever else you see the kitchen needs.

#### Fundraisers

Coffee Coordination	Coordinate our quarterly coffee fundraiser. Work with the coffee and tea distributor (Just Coffee) to set up the fundraiser, help with publicity, and coordinate volunteers to sort and deliver the orders.
Square 1 Art Coordination (filled)	Work with Art Teacher and other staff to coordinate a one-time order of art products as a fundraiser.
Wingra Wear Coordination	Work with Ashley, Director of Development, to coordinate and publicize Wingra Wear orders.

## Option 2: Support

### Classroom/Subject Area

Art Support	Art teacher Barbara Westfall occasionally needs parent help, usually during school hours.
Community Partnerships Support	Work with teachers on needed support tasks related to student participation in service (phone calls, organizing drivers, etc).
Library Support	Work with librarian on needed tasks (shelving books, cataloguing, etc).
Physical Education Support	Assist with PE equipment, class activities, or other support as needed.
Technology Support	Share your IT, software or other technology expertise with Wingra School.

### Development/Communication

Annual Fund Support	Works with Ashley, Director of Development, to secure support and spread the word regarding the importance of Wings for Wingra Annual Fund. Responsibilities include encouraging participation by signing letters, sending emails, making phone calls, and more.
Community Celebration Planning	Work with Ashley, Director of Development, to plan the Community Celebration on Saturday, May 5, 2012.
Photograph Archivist	Assist staff in organizing online photo archives.

### Fundraisers

Coffee Fundraiser Distribution	Help four Friday afternoons (< 1 hour) distribute order of Just Coffee Fundraiser.
Square One Art Distribution	Assist with publicity and distribution for Square One Art fundraiser in the fall.
Wingra Wear Distribution	Help distribute orders of Wingra Wear several times throughout the year.

### Around the School

Lost and Found	Inform families of Lost and Found items and deliver items to charity of choice (twice yearly).
School Garden	Participate in making our garden grow.

### As Needed

Volunteer Pool	Pitch in during events or activities where we need some extra hands, perhaps without a lot of notice. It would be great to have people with a fair amount of availability.
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### Daytime Events

School Pictures	Work with Elizabeth, Administrative Secretary, to help bring students to the photographer (fall date TBD).
Family and Friends Day	Help with registration and clean-up on Wednesday, November 23, in the morning.
Parent Coffees	Set-up, clean-up and/or provide snacks and/or beverages for occasional parent events (typically Friday mornings). Responsible for helping with 2-3 coffees/year.
Health Screening Assistance	Work with Elizabeth to coordinate vision and health screening day (Spring, during school)
Parent Follies Host	Recruit acts and coordinate once-yearly Parent Follies.
Jump Rope for Heart	Help set up for Heart on one Friday afternoon in the spring.
Aldo Leopold/MATC event(s)	Assist with supervision of outreach event with MATC and area elementary schools.
Fun Day	Help with set-up, clean-up, run one of the Fun Day events, assist with the Book Fair, and/or help Elizabeth with various set-up tasks prior to and on Fun Day on Tuesday, June 5.

### Evening or Weekend Events

Family Picnic & Ice Cream Social	Assist in prep, set-up, and clean up for annual picnic and Board of Trustees ice cream social.
Fall Benefit	Help with set-up, registration, and clean-up for the fall benefit in September.
Wingra Family Dance	Help with set-up, supervision, and clean-up on Friday, October 7 (2–3 hours).
Band and Choir Winter Concert	Help with set-up, supervision, and clean-up of Wingra gym on Thursday, January 19. (Pond, Lake and Sky families eligible; Nest students do not usually perform at this event.)
Open House Ambassador, Jan. 21	Attend the Saturday, January 21 Open House (10:00 a.m. –noon), talk with prospective families, show them the school, and help with snacks.
Alumni Night	Evening of Thursday, February 2; help with event set up, clean up, refreshments, and publicity.
Open House Ambassador, Feb. 12	Attend the Sunday, February 12 Open House (1:00–3:00 p.m.), talk with prospective families, show them the school, and help with snacks.
Solo and Ensemble Concert	Help with set-up, supervision, and clean-up of Wingra gym on Wednesday, February 22. (Pond, Lake, and Sky families; Nest students do not usually perform at this event.)
Community Celebration	Help with set-up and clean-up for the Community Celebration on Saturday, May 5.
All-School Spring Concert	Supervise students at the Overture before the concert and during intermission on Thursday, May 31.