

# THE COVENANT SCHOOL VOLUNTEER SURVEY 2011-2012

Name: \_\_\_\_\_ Phone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_ May we use your e-mail for PTC purposes?  Yes  No

Students: name(s)/grade(s) \_\_\_\_\_

All parents of students at The Covenant School are members of the Parent Teacher Council (PTC), and all are welcomed and encouraged to participate in the many activities of the PTC. **Please review the PTC committee and volunteer descriptions below, and indicate your areas of interest by circling headings or subheadings** if you are interested in serving on a committee or simply helping out with a particular activity. Volunteer support is also needed for various school-wide events and programs indicated on the second half of this survey. In addition to providing important services to the school, volunteering provides a chance to meet and work with other parents and staff, and apply hidden talents in creative ways. Thank you for taking the time to complete this survey.

Please return completed surveys to the survey box at each campus located near the receptionist's desk, or mail to Marcie Llera at 241 Foxmoor Road, Troy, VA 22974 or e-mail to MarcieLlera@aol.com.

## 1. SPIRITUAL LIFE COMMITTEE – provides opportunities within the school to foster the spiritual growth of families and students through prayer, service, and community outreach.

- A. Live Nativity** – set-up/clean-up, actors, recruiters of animals, refreshments, advertisement or costumes for five short performances at the lower school one night before Christmas
- B. Operation Christmas Child** – promotion, collection, or delivery of shoeboxes for the collection site for Samaritan's Purse, working with faculty coordinators at lower or upper campus
- C. Prayer Groups** – host or participate in weekly prayer time at the lower or upper school
- D. Prayer Team** – a prayer group committed to interceding on behalf of the Board of Directors, administration, faculty and staff, as well as making special prayer requests, on a daily basis
- E. Community Service Committee** – arranges community service opportunities for 5<sup>th</sup> through 8<sup>th</sup> grade community service days
- F. Speaker's Committee** – arranges and promotes presentations for the school community

## 2. NEW FAMILY CONNECTIONS COMMITTEE – enthusiastically welcomes new families and fosters friendships through community building gatherings and mentorship programs.

- A. New Family Mentor** - welcome with phone call/meeting and follow-up throughout the year
- B. Welcome Coffee Assistance** - (i) set-up (ii) clean-up (iii) food prep
- C. Mailing Assistance**
- D. Grade-level Coffee Host** - (i) fall (ii) spring

**3. FAMILY LIFE COMMITTEES (UPPER OR LOWER SCHOOL) – organizes community-building activities, facilitates communications, and coordinates class representation.**

**A. Lower School Class Representatives** – work on campus specific jobs such as library, spirit shirts, orientation, back-to-school nights, family movie nights, Fall Fling and Spring Fest

**B. Upper School Class Representatives** – parent representative for each grade level with communication and grade-specific responsibilities

**C. Fall Fling** – annual school-wide event to welcome all to school with entertainment, food, and children’s activities

**D. Spring Fest** – annual school-wide event with entertainment, food and children’s activities

**4. TEACHER LIFE COMMITTEES (UPPER OR LOWER SCHOOL) – provides hospitality and a variety of gracious services to TCS teachers.**

**A. Coffee for Teachers** – help coordinate coffee provisions for teachers

**B. Teacher Birthday Cards** – help create cards for teachers

**C. Monthly Staff Meeting Refreshments**

**D. Teacher Conference Meals** – help provide food for conferences

**E. Teacher Appreciation Week Assistance**

**F. Teacher Appreciation Luncheon (June)** – chair, food prep, servers or decorations

**5. FUNDRAISING COMMITTEE (PTC) - raises funds to finance PTC activities and contributions.**

**A. Innisbrook Wrap Sales**

(i) Packet assembly – 1-3 hours service in mid-August

(ii) Assistant coordinator for upper school – 10-15 hours

(iii) Order distribution – 1-3 hours service in mid-November

**B. Boxtop Program Coordinator** – collects, bundles and submits boxtops

**C. Grocery Program Coordinator** – markets program and assists V.P.

**D. Flower Sale Assistance**

**6. PARENT TEACHER COUNCIL POSITIONS**

**A. Future PTC Officer**

**B. Future PTC Representative**

**7. FUNDRAISING EVENTS – SCHOOL-WIDE**

**A. Annual Fund Fall Phonathon**

**B. Book Fair, Lower School (Fall)**

**C. Annual Auction (March)**

- |   |                           |
|---|---------------------------|
| (i) Acquisitions – (solicits donations) | (iv) Decorations          |
| (ii) Mailings                           | (v) Food service at event |
| (iii) Setup                             | (vi) Checkout             |

**D. Yard Sale (June) – benefits 9<sup>th</sup> grade trip for following year**

- |           |              |             |
|-----------|--------------|-------------|
| (i) Chair | (ii) Sorting | (iii) Sales |
|-----------|--------------|-------------|

**8. HOSPITALITY – SCHOOL-WIDE**

**A. Food Chairperson** – regularly works with event chairs to coordinate food for events

**B. Occasional Hospitality Needs**

- |                  |                               |                          |
|------------------|-------------------------------|--------------------------|
| (i) Baked goods  | (iv) Greeters                 | (vii) Floral arrangement |
| (ii) Drinks      | (v) Setup – lunch, coffees    | (viii) Thank you notes   |
| (iii) Sandwiches | (vi) Cleanup – lunch, coffees |                          |

**9. FINE ARTS**

**A. Art Department** – assistance with art shows, events or 3D art and design projects

**B. Drama Department** - production assistance including costumes, makeup, lights, sound, sets, advertising, tickets, concessions, or photography

**C. Music Department** – assistance with music library, group trips or events

**10. LIBRARIES**

**A. Lower School** – shelving, processing or labeling books

**B. Upper School** – shelving, processing or labeling books

**11. YEARBOOK – LOWER SCHOOL**

**A. Advertisement Sales**

**B. Homeroom Photographer (Lower school, 1 per homeroom)**

**C. Picture Day Assistance (September)**

**12. CLERICAL SUPPORT**

**A. Photocopying**

**C. Mailings**

**E. Spreadsheet work**

**B. Laminating**

**D. Data entry**

**F. Simple document typing**

### 13. FACILITIES SUPPORT

- A. Handyman or yard work
- B. Game field preparation or mowing
- C. Emergency help on short notice
- D. Beautification for various events

### 14. ATHLETICS – UPPER SCHOOL

- A. **Concessions Coordinator** – work with team parents to stock and staff concessions
  - (i) Fall
  - (ii) Winter
  - (iii) Spring
- B. **Outdoor clock keepers**
  - (i) Soccer
  - (ii) Lacrosse
  - (iii) Field Hockey
- C. **Football field preparation**
- D. **Boosters Club** – raises funds and sprits to help support Covenant athletics

### 15. EVENTS

- A. **Orientation Days (August)** – greeting or refreshments
- B. **Open Houses** – setup, cleanup or refreshments
- C. **Middle School Events**
  - (i) Overnight Lock-in – dinner, snack or coffee
  - (ii) Field Day – timers, skit judges, etc.
- D. **Grandparents' Day (May)**
  - (i) Lower school – setup, decorations/flowers, service at event, or cleanup
- E. **Closing Ceremonies** – grades K through 6
- F. **Annual Book Swap** – school wide

### 16. ODDS & ENDS

- A. **Other Talents** – (i.e., artistic, musical, sewing, photography, sound or video engineering, floral arrangement, newsletter writing) Please specify: \_\_\_\_\_
- B. **Home/farm for school-related gatherings** – refreshments provided by others
- C. **Future Homeroom Parent (2012-2013)**
- D. **Future Homeroom Parent Coordinator (2012-2013)**
- E. **Times of Special Unavailability:** (i.e., accountants in April): \_\_\_\_\_

