

# BUILDING A STRONG VOLUNTEER COMMUNITY

There are many opportunities for parents and guardians to become actively involved at The Catherine Cook School. Volunteers are an important part of our community. They offer their time and talent and in return reap the rewards of contributing to the success of the school and its students. Whatever your schedule, abilities or interests, there is a volunteer opportunity for you!

## VOLUNTEER IN THE COMMUNITY & IN THE CLASSROOM

This handbook provides a detailed explanation of the opportunities to get involved in the CCS community. These opportunities are in addition to the classroom support requested by the teachers (e.g., holiday celebrations, 100th Day celebrations, field trips and curriculum based celebrations). Each teacher will work with their Room Parent to coordinate opportunities for all parents to participate in class, grade, or division level support, as appropriate.

## WHY VOLUNTEER AT CCS?

- Volunteer contributions significantly impact the community.
- It is a great way to meet other parents and forge friendships.
- It is a great way to learn more about your child(ren)'s education.
- It is a great way to get to know faculty and staff.
- Volunteers are positive role models for our children.

# COMMUNITY EVENTS

## BACK TO SCHOOL CELEBRATION

FRIDAY, SEPTEMBER 10, 2010

CHAIRS Sandee Lee  
Merilee McDougal  
Sharon Pratt

[drsandeelee@hotmail.com](mailto:drsandeelee@hotmail.com)  
[merileemcdougal@gmail.com](mailto:merileemcdougal@gmail.com)  
[sharonpratt@sbcglobal.net](mailto:sharonpratt@sbcglobal.net)

The Back to School Celebration is an annual event held to celebrate the beginning of a new school year. Parents, faculty and staff are all invited for the evening to meet and socialize over food and cocktails on the school's unique (and hopefully sunny!) rooftop deck. Volunteer opportunities to assist with the event include planning, set-up, clean-up and working at the welcome table that evening.

## HALLOWEEN FESTIVITIES

FRIDAY, OCTOBER 29, 2010

CHAIRS Julie Fuller  
Wendy Roseth

[juliefuller@gmail.com](mailto:juliefuller@gmail.com)  
[wroseth@comcast.net](mailto:wroseth@comcast.net)

Halloween is always an exciting time of year. Volunteers are asked to support the school in age appropriate celebrations by decorating the school, distributing a festive snack and serving as Halloween Parade Route Guides.

## VIP DAY

FRIDAY, NOVEMBER 19, 2010

VIP Day (formerly Grandparents' and Special Friends' Day) is an annual event that welcomes Grandparents and other Special Friends to come and interact with their favorite CCS student and experience a visit to The Catherine Cook School. Parent volunteers are needed to welcome and guide guests during their visit.

## MIDDLE SCHOOL HISTORY FAIR\*

TUESDAY, MARCH 8, 2011

Middle School students work for months on their History Fair projects. Judging is an important role, and key to the success of the fair. Serving as a judge, you'll be able to provide students meaningful appreciation and response to their work. This volunteer opportunity is open to those who do not have children in sixth through eighth grade.

*\*Sign-up opportunities will be made available in January 2011*

## FACULTY & STAFF APPRECIATION\*

WEDNESDAY, MAY 11, 2011

*"Better than a thousand days of diligent study is one day with a great teacher."*

- Japanese Proverb

CHAIRS Lisa Coconato

lcoconato@aol.com

Catherine Gilmore-Lawless

cgilmore@cinnfoundation.org

One day each year, the parent body celebrates faculty and staff at an Appreciation Luncheon. Volunteer opportunities include planning the celebration, coordinating with faculty, organizing a gift for the teachers, coordinating parent volunteers and assisting in supervising classrooms and the lunchroom during the teachers' absences.

## VOLUNTEER APPRECIATION DAY\*

TUESDAY, MAY 17, 2011

This day is designed to celebrate YOU, our volunteers! Please come to the May Parent Association meeting to enjoy a celebration in appreciation of your contributions.

## MIDDLE SCHOOL ATHLETIC BANQUET\*

WEDNESDAY, MAY 18, 2011

In recognition of the accomplishments of the Middle School student-athletes, the Athletic Banquet is held annually and attended by families and coaches. Volunteer opportunities include planning the event, set-up and clean-up.

## SCHOOL'S OUT PICNIC\*

SUNDAY, JUNE 5, 2011

CHAIRS Leslie Christo

leslie@twosquare.com

Carrie Dunne

carrie.dunn@comcast.net

Brooke Tonneman

bigmouthtalent@hotmail.com

The School's Out Picnic is a fun family event the Sunday before the last day of school. The event is a great opportunity for all CCS families to get together for a relaxed day at the park. Volunteer opportunities include planning and preparing for the event, set-up, clean-up and working at the welcome table.

\*Sign-up opportunities will be made available in January 2011

# COMMUNITY PROGRAMS

## AMBASSADOR PROGRAM\*

2011-2012 SCHOOL YEAR

The Ambassador Program pairs an incoming family with an existing CCS family to help them become integrated into the community. An Ambassador Family welcomes new families to the school, introduces them to other families, answers questions and introduces children at play dates. Ambassadors are also asked to attend an August parent-only evening reception. Volunteers that express interest in serving as an Ambassador Family will be matched with an incoming family in the Spring of 2011 and will sponsor them through the 2011-2012 school year.

## COMMUNITY SUPPORT

CHAIR *Heather Haukness*

*hhaukness@yahoo.com*

The Community Support Committee provides assistance to CCS families during times of special need (such as a death in the family or a sick relative). Volunteer opportunities include assisting with play dates, rides to and from school, meals, or other forms of reaching out as appropriate when a fellow community member needs help.

## MOMS' CLUB

CHAIRS *Lesli Dahlberg*  
*Kristin Feurer*

*lesli.dahlberg@gmail.com*  
*kastoj@aol.com*

Each year the Moms' Club holds several special events that bring Moms (and female guardians) together to socialize and celebrate the importance of Moms in the community. Volunteers are needed to plan, communicate, and execute meaningful activities for CCS Moms.

## DADS' CLUB

CHAIR *Ryan Harris*

*rharris@mwe.com*

Each year the Dads' Club holds a few events to celebrate the importance of Dads in the school community. All Dads (and male guardians) are welcome to join. Volunteers are needed to plan, communicate, and execute meaningful activities for CCS Dads.

\*Sign-up opportunities will be made available in January 2011

## STAFF APPRECIATION TREATS

CHAIR Julie Rosario

[mjrosario@sbcglobal.net](mailto:mjrosario@sbcglobal.net)

What better way to show faculty and staff how much their hard work is appreciated than with some fuel for their day! One morning a month, parents bring in treats to share with faculty and staff. This is a great opportunity to volunteer if you don't have a lot of time to spare. Treats are set-up in the teacher's lounge before school, and one time commitments are welcome.

## MIDDLE SCHOOL SPECIAL LUNCHES

Several times a year the Middle School parents plan, shop for, cook and serve a special lunch to the Middle School students. Volunteers are needed to help execute each of the special lunches.

## LUNCHROOM RELIEF PROGRAM

CHAIRS Julie Stamato

[jstamato@sbcglobal.net](mailto:jstamato@sbcglobal.net)

Sarah Slaughter

[sslaughter@mccormickfoundation.org](mailto:sslaughter@mccormickfoundation.org)

Every day two parents will help in the lunchroom from 10:50-12:30 during the lunch periods for SK-4th grade. Parents help wipe tables, sweep floors, and monitor children. You can sign up now to be a part of the pool of parents who participate. Each month parents will be sent notice of the upcoming days requiring coverage and be given the opportunity to sign up for specific days at that time. For this reason, lunchroom duty can be marked on calendars ahead of time, which makes it easy for all busy parents to become involved. This has become a popular and fun way to help out at school, and the students love to see parents each day!

## TEACHER LUNCHROOM RELIEF

CHAIR Stephanie Sherman

[stephanie@davis.keil.com](mailto:stephanie@davis.keil.com)

Twice a month parent volunteers supervise the lunchroom to give teachers an opportunity to enjoy a free lunch period. This is a fun opportunity for volunteers to see their children in the lunchroom, be a part of school life, and thank the teachers with a little time off.

## MIDDLE SCHOOL ATHLETICS CONCESSION STAND

Volunteers are needed to run the concession stand during home sporting events which include purchasing supplies, as well as coordinating volunteers to run the concession stand.

# ENRICHMENT PROGRAM SUPPORT

## ART PROGRAM VOLUNTEERS

CHAIR *Julie Fuller*

*juliefuller@gmail.com*

Volunteers for our Art Program can assist our art teachers in the art classroom when needed. Volunteers are also needed to help with framing and displaying art work throughout the school and in the Greenberg Gallery.

## MIDDLE SCHOOL FRENCH

Suzie Giacotto would like parent volunteers to chaperone the following field trips:

- Fall French Outing
- Busche de Noel Field Trip to Hotel Sofitel in December: half day outing including lunch
- French in Chicago: a spring afternoon walking tour for grades seven and eight
- May Language Olympics: supervision needed for the day to assist with games and a trip to the park

Additionally, parent volunteers who would like to speak to the students about international careers, especially those in French speaking nations, are invited to arrange a classroom visit with Mme. Giacotto.

## MIDDLE SCHOOL SPANISH TUTOR

Volunteer opportunities are available for fluent Spanish-speaking parents who are interested in providing extra-curricular tutoring to Middle School Spanish students.

# ADMISSION OFFICE SUPPORT

## ADMISSION OPEN HOUSE

SUNDAY, NOVEMBER 14, 2010

CCS holds an annual Admission Open House welcoming all families who have an interest in learning more about a Catherine Cook School education. Friendly parents who love CCS and would like to share their enthusiasm with prospective families are needed to attend the event, greet prospective parents and answer questions.

## ADMISSION PLAY DATES

From December through March, the Admission Office hosts play dates in PS, JK and SK classrooms for prospective students. Friendly parents who love CCS and would like to share their enthusiasm with prospective families are invited to assist in hosting the event. Volunteers will greet, coordinate and socialize with parents while their children visit classrooms. Play dates typically run from 8 a.m. to 12 p.m., and volunteers are welcome to sign-up for one or many play dates.

# FUNDRAISING SUPPORT

## ANNUAL GIVING GRADE LEVEL CAPTAINS

CHAIRS *Diana Sands*

*diana.l.sands@boeing.com*

*Christopher McKean*

*cm46@ntrs*

The annual giving campaign is one of two fundraising efforts at Catherine Cook; the other is the Annual Benefit. The campaign supports the CCS operating budget and helps to bridge the gap between tuition revenue and annual operating expenses. It is our number one philanthropic effort, and it is a gift that the school asks of trustees, parents, grandparents, faculty and staff, and friends.

Volunteers are needed to be Grade Level Captains to champion participation in their grade. Captains will be asked to attend a September evening orientation session, make calls at the annual Phone-a-Thon on January 9 and 10, and be proactive, positive advocates of supporting annual giving.

## ANNUAL BENEFIT COMMITTEE

CHAIRS *Harriett Kelley*  
*Lisa Wilkins*

*hekelleybrown@att.net*  
*lisawilkins1@hotmail.com*

The Annual Benefit is a night full of excitement for the CCS community! All parents, guardians, friends, faculty and staff are invited to get together in support of CCS and help raise funds for important items in the school's budget. It takes many parents to volunteers to make this event a success every year, and volunteers are needed for several committees:

### SILENT AUCTION COMMITTEE AND LIVE AUCTION COMMITTEE

- Procurement: *Secure donation commitments from local businesses and pick-up donations and displays; committee members will be assigned businesses in their neighborhood wherever possible*
- Packaging: *Plan auction solicitations, package auction donations, create package descriptions and price auction packages*
- Presentation: *Prepare display sheets and table displays*

**UNDERWRITING COMMITTEE:** Design sponsorship packages and secure sponsors to assist in underwriting event costs

**RAFFLE COMMITTEE:** Design, distribute, market and sell raffle tickets

**HOSPITALITY COMMITTEE:** Coordinate caterer, beverage, space, decorations, sound, lighting, entertainment and rentals for the event

**MARKETING COMMITTEE:** Creative design of theme and logo; graphic design and typesetting of printed materials including invitation and program book; plan and execute communications to the community

**TEACHER TIME COMMITTEE:** Secure, gather, package, price and present "Teacher Time" auction packages for presentation at the auction

**STUDENT ART PROJECT COMMITTEE:** Work with the CCS art teachers to create student art projects for presentation at the auction

**ROOM PARENT LIASION:** Liaison for each classroom to solicit volunteers or provide assistance for the Benefit

**VOLUNTEER COORDINATOR:** Help solicit and organize volunteers for night of the event volunteer needs including set-up and clean-up

**GUEST EXPERIENCE COORDINATOR:** Plan signage, flow of guests and guest seating for the night of the event