



Section F

Volunteer Program



The Richmond Jewish Day School
Parent Volunteer Program
2010-2011

It's all about our children!

Dear Parents,

We have always relied on parent participation to facilitate the implementation and successful execution of our in-school and extracurricular programming. The introduction of the Parent Volunteer Program (PVP) in the 2003-2004 school year provided a more efficient way to meet the academic, social and emotional needs of our children. Our goal is to improve yearly on our volunteer program, offering our children a more fulfilling experience here at RJDS by ensuring their health and safety and by offering a variety of fun and informative programs to suit their individual needs and interests.

Aside from the obvious benefits our children receive as a result of our involvement, we as parents become more aware of what goes on in our children's school, we have the opportunity to introduce new activities and effect change, and we are able to network and socialize with other parents, creating the family feeling we are so proud of here at RJDS. Leading by example, we encourage our children to grow up to be involved members of their community, helping others, and themselves by extension.

For the 2010-2011 school year, each family with children in **Kindergarten through Grade seven who is participating in the VRP (Volunteer Recognition Program) or otherwise paying less than full tuition fees**, will be required to complete **either fifteen (15) or twenty-five (25) hours** of volunteer participation (depending upon the level of tuition discount). While we appreciate any time you can offer in any area, to fulfill your family's commitment, a **minimum** of half of the PVP hours are to be dedicated to general school activities. General activities are those that benefit the school as a whole, such as the hot lunch program, school concerts and assemblies, and building the Sukkah (to name a few opportunities). A **maximum** of half your volunteer hours can be devoted to class specific activities, namely providing transportation for school outings, reading in the classroom, etc. Again, your child's class will benefit from all the time and assistance you are able to devote, however only half of these hours can be used toward your volunteer requirement.



In the 2008-2009 school year, preschool parent volunteer participation was introduced as a way to more fully immerse the children and families new to our school into life here at RJDS. Families with children **only** in the **preschool** classes are now required to do **five** volunteer hours, class specific or general school. While the minimum requirement is five, preschool parents are encouraged to offer as many hours of volunteer participation as they are able. The more involved you become, the more your family and our school will benefit.

The registration process requires families in grades kindergarten to seven to submit a \$500.00 post-dated cheque and families in preschool a \$100.00 post-dated cheque for June 24th, 2011 (made out to The Richmond Jewish Day School). This cheque will **NOT** be cashed unless parents choose not to complete their required hours of contribution to the school. **Please note that a child's registration will NOT be processed if this cheque is not included with the registration paperwork.**

RJDS offers a wide variety of events, programs and fundraisers to accommodate every family's tastes, talents, and availability. We have regular volunteer needs during school hours, as well as, a host of after school opportunities. A preference sheet describing various volunteer categories at the school is included with this package. If you have any ideas or special abilities that you feel would benefit our students, please let me know, as we are always looking for ways to enrich our children's experience here at RJDS.

Let's work together to make the 2010-2011 academic year the best ever here at RJDS, and the parent volunteer program the most successful.

Sincerely,

Jocelyn Brown, PVP Coordinator

Please indicate the activities which you would be willing to volunteer and submit your preferences with your registration forms. All preference forms MUST BE SUBMITTED no later than May 31, 2010.

**** Late preference forms will not be included in some schedules. ****



Parent Volunteer Program: Process

The hours for each family may be completed by an immediate family member or a family designate such as an aunt/uncle, nanny, grandparent, etc. Under no circumstances are hours transferable between 2 different families of RJDS.

- 1) Based on what you indicate on your preference sheet, your name will be forwarded to the chairs of the appropriate committees and activities. When the need arises, you will be contacted to volunteer for that activity. Most volunteer opportunities, however, will be advertised in the weekly newsletter throughout the school year. It is your responsibility to watch for these “job postings” and to sign up for these opportunities.
- 2) Volunteer hours completed **must** be recorded by parents in a binder located at the front office of the school. Each family will have its own page to record the events in which you have participated and the number of hours that were completed during each event. You will be required to indicate on your family’s log sheet whether the volunteer hours were completed for “general school activity” or a “class specific activity”. This should be an ongoing process to ensure accountability for your hours. Please do not leave it to the last minute.
- 3) It is the responsibility of the parents to ensure that this information is properly recorded. If the information on your family’s page does not indicate that you have attained the minimum required hours at the end of the school year, **your cheque will be cashed.**
- 4) At the end of the school year, your cheque will **NOT** be cashed (and it will be torn up) if you meet the requirements defined above.
- 5) If you **choose not** to meet these hours or have **not properly recorded** your hours (and thus not met your family’s requirement), **your cheque will be cashed.**



If you have any questions regarding any of these volunteer opportunities, please contact Jocelyn Brown @ 604 244 7913 or email jocelynabrown@gmail.com.

***** Please submit your completed Preference Sheets with your completed registration paperwork. *****
It's all about our children

If circumstances change prior to the beginning of school and you are no longer able to fulfill your commitments, kindly inform the PVP coordinator. Otherwise, your indication here will stand.

Note: late preference forms will not be included in first schedule.

Parent Association Committee (PAC)

Throughout the school year, the PAC helps run many special events and organize numerous Jewish holiday celebrations.

PAC Administration

- President
- Treasurer
- Secretary
- Parent Volunteer Program Coordinator
- Parent Volunteer Program Committee: assist coordinator with various duties

Hot Lunch – preparation and service of hot lunch on Tuesdays, Thursdays and Pizza Friday. The hot lunch program may be expanded to include all week days. Should this happen in the 2010-2011 school year you will be contacted to reassess your availability.

- Tuesday
- Thursday

Please indicate the number of times per month: _____

- Friday Pizza lunch
- I am interested in being the Hot Lunch/Pizza Coordinator

Serve on Various Committees

Each committee deals with the management of RJDS and is chaired by a member of the Board of Directors.

- Premises Committee
- Finance Committee
- Marketing/Public Relations Committee (getting the RJDS name “out there”)
- Security Committee



- Fundraising Committees (Golf tournament, Battle of the Bands)
- Chanukah Fair Coordinator
- Holiday Chair/Committee
- Strategic Planning Committee

There are several fundraising events planned throughout the school year, so many opportunities exist in this category. Time commitment varies due to complexity of event or the role a volunteer assumes for that committee.

- Recruitment Committee – undertakes various projects to attract new families to the school.
- Computer support and assistance. Please indicate skills:

- Uniform Committee - coordination and advertising of uniform information.
- Earthquake kits - notification for assembly of kits, collection and storage, and end-of-year distribution to students
- Emergency kit maintenance
- Help coach various sports teams:
 - Volleyball Basketball Track & Field
 - Provide transportation for sports teams to other schools.
- Help out with various clubs or rainy day (indoor recess) activities – chess club, book club, art, dancing, computer lab, drama, knitting, journalism, etc. (please indicate your skill): _____
- Class parent – with direction from PVP, recruit volunteers for all major PAC functions by phone or email. Great for working moms - most hours earned at home.
 - Arrange for approved drivers for school field trip
 - Recruit for other volunteer needs as necessary using lists provided
 - School wide phone outs and/or email availability as required by PAC
 - Teacher Appreciation Lunch Coordinator
- Library help – shelving, labeling, book repair.
- Scholastic Book Fair- (1 week event)
 - Coordinator
 - Help with the selling of books at various times of the school day
- Represent RJDS as a volunteer for larger community events (e.g. Federation activities)
- Volunteer for CJA campaign telethon in September
- Entertainment Book Fundraiser
- Security guard patrol



- Playground Sweeper (approximately one hour per week)
- Be a RJDS Buddy family: Help a new RJDS family adjust to the “ins and outs” of RJDS life.
- Join the “Chesed” (kindness) Committee: be available to assist an RJDS family through a difficult time. e.g.: hospitalization or death in the family
 - Coordinator of Chesed Committee

The following activities/committee work are grade specific and no more than 10 hours may be counted towards your PVP requirement

- Preparation of materials for teachers (make play-dough, cut up materials, sew)
- Read with students: Hebrew English
- Shabbaton planning committee (grade 6)
- Strathcona planning committee (grade 7).
- Graduation planning committee (grade 7)

Special Skills, Abilities and Talents:

- | | | |
|--|---|--|
| <input type="checkbox"/> Sewing | <input type="checkbox"/> First aid/CPR | <input type="checkbox"/> Electrician or Plumber |
| <input type="checkbox"/> Gardening | <input type="checkbox"/> Event planning | <input type="checkbox"/> Baking/food preparation |
| <input type="checkbox"/> Handyman skills | <input type="checkbox"/> Photographer | <input type="checkbox"/> Videographer |
| <input type="checkbox"/> Artistic skills | <input type="checkbox"/> Musician (please indicate) _____ | |
| <input type="checkbox"/> Graphic arts | <input type="checkbox"/> Lawyer | <input type="checkbox"/> Accountant |
| <input type="checkbox"/> Language assistance: | <input type="checkbox"/> French | <input type="checkbox"/> Hebrew <input type="checkbox"/> English |
| I am available during school hours: <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| <input type="checkbox"/> Engineer (Mechanical or electrical) | <input type="checkbox"/> Physician | |
| <input type="checkbox"/> Other (please indicate your special skill): | | |
