

Bancroft School Parent Faculty Association 2010-2011 Volunteer Form

Please fill out this form and return it to Bancroft to the attention of the PFA. Thank you!

Parents Name: _____

Best Phone #: _____

Email: _____

Is email the BEST way to communicate with you ___ Yes ___ No
If NO, what is the best way? _____

Please feel free to contact us with questions, concerns, suggestions and/or feedback; we want to hear from you.

Susan Cochrane
PFA President

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Laurie Levy
PFA Vice-President

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PFA Sponsored Events

These are events that the PFA initiates, and implements.

___ **Welcome Back Social**

Leads: Susan Cochrane, Laurie Levy *Date:* Friday 9/10

Description: Volunteers are needed to set up tables, organize food, greet parents and provide name tags, pass food and wine, tidy up at the end.

___ **Gift Wrap Fund Raiser,**

Leads: Janet Lavine, Deirdre Langway *Date:* Fall

Description: Volunteers are needed to tabulate the orders, and distribute orders when received.

___ **Book Fair**

Leads: Dale Rains, Angela Cheng-Cimini, Karen Landry

Dates: Wednesday 11/3, Thursday 11/4, Friday 11/5

Description: ___ Volunteers are needed to staff the floor and the café.
___ For Thursday 11/4 volunteers are needed for setup, serving and cleanup of the pizza dinner.
___ Volunteers are needed to provide snacks and drinks for the cafe.

___ **Community Dinner**

Leads: Janet Cyganski, Susan Cochrane, Laurie Levy *Date:* Friday 3/4

Description: A dinner in support of the Bancroft Community before the spring musical.
___ Volunteers are needed to setup, serve and cleanup.
___ Volunteers are needed to provide desserts.

___ **Faculty Appreciation Lunch**

Leads: Diane Mara, Martha Palermo *Date:* Wednesday 4/20

Description: ___ Volunteers are needed to set up, staff and clean up the event.
___ Volunteers are needed to provide desserts, salads and appetizers.

___ **Spring Social**

Leads: Susan Cochrane, Laurie Levy *Date:* TBA

Description: Volunteers are needed to set up tables, organize food, greet parents and provide name tags, pass food and wine, tidy up at the end.

PFA Supported Events

These are activities and events that are part of the school's programs and can be by division. You will learn more about these from teachers, parents and divisional communications from Liaisons, Parent Representatives and Room Parents.

All School

- ___ **Photo Day** *Date:* Thurs. 9/30
Description: Volunteers are needed to assist the photographer.
- ___ **Admission Office Volunteers** *Date:* Sunday 10/17 - 12:30 to 2:30
Thursday 1/6 -7pm
Description: Volunteers are needed to assist at the admissions open house.
- ___ **Health Center Volunteers** *Date:* on-going
Description: Volunteer Nurses are needed to fill in for the staff.
- ___ **Library Volunteers** *Date:* on-going
Description: Volunteers are needed to assist the library staff.
- ___ **Phone-a-thon** *Date:* on-going
Description: Volunteers are needed to staff development center phone-a-thons.
- ___ **Ski Program** *Date:* Winter
Description: Volunteers are needed to assist the ski programs.
- ___ **Bookstore Volunteer:**
Description: Help needed in September assisting with sales and in May with textbook returns, summer book orders, inventory, sales, etc. Training provided.
- ___ **Dog House:** *Date:* Fall and Spring Afternoons 3:00-6:00
Description: Staff and stock the Dog House with drinks and snacks during selected home games.

Lower School

- ___ **Literary Magazine** *Date:* Spring
Description: Volunteers are needed to edit and layout the magazine.
- ___ **Lower School Social Committee**
Lead: Audrey Feldman *Date:* on-going
Description: Volunteers are needed to organize lower school specific social functions, such as movie night.

Middle School

- ___ **Community Service Project** *Dates:* TBA
Leads: Karen Manning and Karen Wagner
- ___ **Liaison**
Description: Volunteers are needed to act as liaisons between Bancroft and the agencies.
- ___ **Driver**
Description: Volunteers are needed to drive to and from and chaperone during the events.
- ___ **Dance Chaperones** *Dates:* TBA
Description: Volunteers are needed to chaperone the middle school dances.
- ___ **Lunch Chaperones** *Date:* On-going
Description: Volunteers are needed to supervise the dinning hall on teacher off days.
- ___ **Family Fun Cookout** *Date:* Spring
Description: Volunteers are needed to set up, cook, provide baked goods, cleanup.

Upper School

- ___ **AP Parent Volunteer** *Dates:* Beginning of May
Description: Volunteer to monitor the halls during AP exams to keep traffic and noise down.
- ___ **Upper School Office Help** *Dates:* On-going
Description: Volunteer to help in the Upper School office with non-confidential tasks including mailings, copying and preparing materials for open house, evening in the classroom, parents night. Volunteers will **not** have access to student records and grades.
- ___ **College Host Volunteer** *Dates:* Fall Term as needed
Description: Volunteer to meet and greet college representatives during their on-campus visits.