



# FRENCH AMERICAN INTERNATIONAL SCHOOL

## VOLUNTEER OPPORTUNITIES

2018-2019

Welcome to the 2018-2019 FAIS School Year!

Parent participation via volunteer commitment plays an essential role at FAIS and allows FAIS to keep administrative expenses low relative to many other schools. Parents who volunteer:

- (1) Model responsible, service-oriented behavior to students,
- (2) Support the student's social and educational life
- (3) Affirm the School's goal of exposing students to diverse experiences and cultures.

### Requirement

FAIS requires that every family commit to 20 hours of service each year. If the 20 hours are not met, families will be charged \$20 per unfulfilled hour. To log your volunteer hours online, visit the "volunteer" tab of the FAIS website's parent portal and enter your pick-up number, first and last name, and the number of hours you spent doing the volunteer work.

### How to sign-up for a volunteer opportunity:

1. Visit the volunteer tab on the FAIS website – volunteer opportunities will be listed and updated on the website frequently.
2. Read our weekly parent newsletters – This emailed newsletter often features a "Volunteer Corner" where opportunities are listed. Keep an eye out!
3. Respond to emails sent by your room parent – Room parents are assigned to each classroom and are tasked with filling classroom volunteer roles. Volunteer opportunities are offered at throughout the year by email, as well as at "Back to School" night.
4. Sign-up to serve on existing FAIS committees/fill an existing role (see below) – From the gala committee to serving as the "lost and found" coordinator, all volunteers are valued and much needed on campus. Complete the online form at [www.faispdx.org/volunteerinterestform](http://www.faispdx.org/volunteerinterestform), or email [shernando@faispdx.org](mailto:shernando@faispdx.org).

To satisfy your 20-hour volunteer requirement for the school year, please consider contributing your time and talents to one or more of the following volunteer opportunities.

## Existing FAIS Volunteer Opportunities

### **Admissions Support**

**Contact:** Arezu Movahed, Admissions Director  
New Family Welcoming Group

### **Annual Gala Committee**

(April 6, 2019)

**Contact:** Jenny O'Brien, Chair

Graphic Design

Advertising & Sponsor Development

Salon Parties

Donation Pickups

Data Entry

Online Auction

Class Art Projects/Baskets

Centerpieces / Decorations

Photo / Video Projects

Gala Set-Up (Day of Event)/ Clean-Up Crew

Night of Auction Support

### **Carpooling Crew**

**Contact:** Sara Hernando, Volunteer and Special Events  
Manager

Transportation to and from school

Logistical support

### **Eco Action Team**

**Contact:** Beth Clifton, Gilkey Science Teacher

Earth Day SOLVE event

Support Green Team initiatives

Forest Action Parties

Grant Writing Support

### **Fête du Vin Committee**

(November 3, 2018)

**Contact:** Andrea Vloon, Chair

Wine Procurement

Ticket Sales

Centerpieces / Decorations

Printed Material creation

Entertainment

Set-Up (Day of Event)/ Clean-Up Crew

Photography

### **Gilkey Volunteers**

**Contact:** Lauren Yamasaki, Middle School Admin. Assistant

Day Field Trips

Specific Class Projects

Gilkey Carnival

Graduation

Gilkey TEAM Day

Gilkey Green Team

### **Grandparents and Special Friends Day Committee**

(May 24, 2019)

**Contact:** Sara Hernando, Volunteer and Special Events  
Manager

Program Development

Centerpieces / Decorations

Set-Up (Day of Event)/ Clean-Up Crew

### **Library Support and Book Fair Committee**

**Contact:** Elizabeth Serreau, Library Director

Shelving books

Organizing book fair

### **Lost and Found**

**Contact:** Sara Hernando, Special Events and Volunteer  
Manager

Sort lost and found items

Wash and donate items

### **Marketing and Communications Support**

**Contact:** Zach Laney, Director of Marketing and  
Communications

Graphic Design and Writing

Photography and Videography

### **Parent Liaison Committee**

**Contact:** Denisse Reyes, Chair

Staff and Teacher Appreciation Events

Coffee Fridays

Parents' Night Out

PLC Meetings

### **Yearbook Committee**

**Contact:** Mark Boschert

Layout and Compilation

Photography

# Existing Volunteer Committee Descriptions

## Admissions Support

### New Family Welcoming Group

- Co-Chairs:** Diana Fundak and Lee Nguyen
- Staff Contact:** Arezu Movahed, Director of Admissions, ext 324, [amovahed@faispdx.org](mailto:amovahed@faispdx.org)
- Purpose:** The New Family Welcoming Group (NFWG) welcomes and provides support to families new to the FAIS community over the summer. The goal is to help new families to integrate quickly into the FAIS community by facilitating the making of personal connections and to provide new students with a friend or familiar face when school begins. Volunteers will encourage current FAIS families to attend as many of the summer off campus events.
- Member Profile:** Interested in meeting new people, and being available to attend events from end of May through September.
- Time Required:** Volunteers are expected to attend the New Family Social, the reception at New Parent Orientation, and various summer/fall gatherings on campus to welcome new families. Volunteers earn double hours during July and August.

## Annual Gala Committee (April 6, 2019)

- Chair:** Jennifer O'Brien
- Staff Contact:** Sara Hernando, Special Events and Volunteer Manager, ext 330, [shernando@faispdx.org](mailto:shernando@faispdx.org)
- Purpose:** This annual spring event, a gala dinner/auction, is the School's single largest fundraiser. Attendance is 275-300; revenue is applied to the operating budget, and a Special Appeal raises funds for special projects.
- Profile:** While team leadership positions require substantial time commitments, many other volunteers are needed during the year to assist with specific projects such as taking pictures of children for a video montage or selling ad space /sponsorships. Additionally, parent volunteers are needed pre-Gala to help with preparing items for sale, as well as the day and night of the Gala for setting up the pre-function displays, transporting items from truck to venue, decorating, staffing registration, fulfillment (sorting purchases by winning bidder) and cashiering areas, providing runner services, taking pictures, recording bids, helping with cleanup, etc. These day/night shifts are usually 3-5 hours long, beginning at 8am and concluding with cleanup afterwards (10pm to midnight). *Volunteers working the day of the Gala accrue double volunteer hours, clean-up crew accrues triple volunteer hours.*

## Carpooling Crew

- Staff Contact:** Sara Hernando, Special Events and Volunteer Manager, ext 330, [shernando@faispdx.org](mailto:shernando@faispdx.org)
- Responsibilities:** Work with others parents in the Carpooling Group to identify the best routes and capacity for carpooling.
- Purpose:** Alleviate parking issues through carpooling while also being environmentally friendly.
- Time Required:** Families that participate in carpooling more than twice/week will meet their volunteer hours by end of year.

## Eco Action Team

- Staff Contact:** Beth Clifton, Gilkey Science Teacher, [bclifton@faispdx.org](mailto:bclifton@faispdx.org)
- Purpose:** This team of staff, parents, and students promotes environmental stewardship by integrating the FAIS mission and Eco School sustainability pathways in the course of eco-actions, learning goals, and nature spaces at FAIS.
- Responsibilities:** Meet monthly to organize and monitor Eco School [Pathways to Sustainability](#) themes, manage Adopt-a-Space program, and confirm eco actions in nature spaces meet the Eco-Action Team vision and Eco-Code. Specific activities committee members can coordinate include Earth Day SOLVE event, support of Lower School and Gilkey Green Team initiatives, bi-annual Community Care and monthly Forest Action Parties, and grant writing support.
- Profile:** Passionate about environmental stewardship and willing to work within FAIS structure to elicit long-term change.
- Time Required:** 1-3 hours per month

## Fête du Vin Committee (November 3, 2018)

- Chair:** Andrea Vloon
- Staff Contact:** Sara Hernando, Special Events and Volunteer Manager, ext 330, [shernando@faispdx.org](mailto:shernando@faispdx.org)
- Purpose:** Fête du Vin is an evening friend-and-fundraising event for FAIS supporters to celebrate the fall grape harvest and to sample delicious wines. Wines are available for purchase with a portion of the proceeds going to the School.
- Responsibilities:** Assist with creation of invitations, entertainment, catering, and winery and restaurant procurement for this social event. Arrange for volunteers to assist with decorations and registration.
- Time Required:** October – November: estimated 20 hours

## Gilkey Volunteers

- Staff Contact:** Lauren Yamasaki, Middle School Administrative Assistant, ext 620, [lyamasaki@faispdx.org](mailto:lyamasaki@faispdx.org)

**Responsibilities:** Work with teachers, staff and students to assist as needed.  
**Profile:** Interested in being involved at Gilkey, willing to help as needed.  
**Time Required:** Varies by project

## Grandparents and Special Friends Day (May 24, 2019)

**Staff Contact:** Sara Hernando, Special Events and Volunteer Manager, ext 330, [shernando@faispdx.org](mailto:shernando@faispdx.org)  
**Purpose:** Grandparents and special friends visit the campus and enjoy a brief program, followed by visits with students in the classrooms, and brunch. This event helps foster understanding and support among our extended family, promotes community, and allows students an opportunity to share their school experience with family and friends.  
**Responsibilities:** Develop a timeline, promote the event through the FAIS newsletters, and help put up signage for the day of the event, registration, plan for refreshments and flowers. Chairpersons organize a program of speakers, auction video montage, classroom visits, followed by a light brunch in the school lobby.  
**Time Required:** April – May: 20 hours total time (approximately 4 hours in planning meetings and 6 hours day of event)

## Library and Book Fair Support

**Staff Contact:** Elizabeth Serreau, Librarian Director, ext. 322, [eserreau@faispdx.org](mailto:eserreau@faispdx.org)  
**Purpose:** There are a variety of volunteer positions available in the library. Volunteers are needed year-round at the FAIS Library to help shelve books. Knowledge of Dewey Decimal classification a plus. Organizational skills are a plus.

## Lost and Found

**Chair:** TBD  
**Purpose:** Organize Lost and Found items; wash and donate unclaimed items to charity every seven weeks.  
**Responsibilities:** Organize the lost and found area weekly. Every seven weeks, wash and donate to charity all unclaimed items. Publicize the need for names to be in all clothing items. Gilkey students will sort and return items with names in them every seven weeks, prior to every charity donation.  
**Profile:** Service-oriented, positive attitude.  
**Time Required:** 2-3 hours per month

## Marketing and Communications Support

### Graphic Design

**Staff Contact:** Zach Laney, Director of Marketing and Communications, ext 408, [zlaney@faispdx.org](mailto:zlaney@faispdx.org)  
**Purpose:** Assist Communications Department in design of print/digital/promotional materials and advertisements.  
**Time Required:** As needed basis

### Photography and Videography

**Staff Contact:** Zach Laney, Director of Marketing and Communications, ext 408, [zlaney@faispdx.org](mailto:zlaney@faispdx.org)  
**Purpose:** Responsible for taking pictures and/or videotaping various FAIS events and occasions.  
**Time Required:** As needed basis

### Writing

**Staff Contact:** Zach Laney, Director of Marketing and Communications, ext 408, [zlaney@faispdx.org](mailto:zlaney@faispdx.org)  
**Purpose:** Parent representatives will identify and write stories, and submit photos for internal and external communication.  
**Time Required:** Approximately 1 – 3 hours per month.

## Parent Liaison Committee

**Chair:** Denisse Reyes, [dmreyes@gmail.com](mailto:dmreyes@gmail.com)  
**Purpose:** The Parent Liaison Committee, under the direction of the FAIS Administration, coordinates activities and events with the intent of fostering the ever-important links between our parent community and the school.  
**Profile:** Enjoys gathering with parents and finding ways to connect  
**Time Required:** 1-2 hour meetings per month, other hours vary by project/event

## Yearbook Committee

**Chair:** Mark Boschert, [markboschert@gmail.com](mailto:markboschert@gmail.com)  
**Purpose:** This is a parent run committee, organized to produce the Lower School yearbook.  
**Responsibilities:** The yearbook committee is responsible for photo compilation and layout design for the Lower School yearbook.  
**Profile:** Enjoy photography, scrapbooking, layout design and working with others.  
**Time Required:** Varies, depending on task(s) – completed at school and/or at home.