

# HOKKAIDO INTERNATIONAL SCHOOL

## PARENT VOLUNTEER ACTIVITIES

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Dear Father / Mother of HIS Applicant:

We know that strong schools are places where parents are routinely involved in their children's education and in the life of the school. Volunteering at Hokkaido International School will both benefit your child's education and give you an opportunity to become socially connected to other members of the school community.

Listed below are the volunteer opportunities available at HIS. Please indicate the activities that you would be most interested in supporting. Depending on the needs of the school year, you *may* be contacted by the school or an organizer from the school community.

Your volunteer work makes a difference. We thank you in advance for helping us out.

School Administration

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I am interested in being contacted about the following volunteer opportunities:

Parent-Classroom / Homeroom Liaison

Parent Liaisons help to communicate between the classroom teacher, PTA and the other parents in the classroom. They may, for example, help organize classroom parties and other events or communicate information about a PTA calendar event, such as *Teacher Appreciation Day*.

Library Assistant

Our school library program is organized by our part-time librarian, Mrs. Kathleen Riggins. In order to keep the library open each day of the school year, Mrs. Riggins relies upon a group of dedicated parent volunteers to staff the library on days when she is not at school. These parents sign out books for students, re-stack bookshelves, and assist teachers in finding resources in the library.

Ambassador Program

The Ambassador Program seeks HIS parents who are willing to serve on a welcome committee and as a contact point for new families who arrive each year. *Parent Ambassadors* may be asked to communicate via email with new families soon to arrive at HIS. On occasion, they may also be asked to help school administration with tours of the school. It's always nice to feel welcome.

After-School Activities

Students and parents are always interested in after-school activities. The more volunteer support we have from parents, the more we can bring interesting learning experiences to our elementary students. Volunteers work with the Activities Director and offer a 4–5 week session on one day of the week. In the past, volunteers have offered classes in dance, baking, cooking, hula hoop, photography, computers, art, etc. If you have a talent you would like to share, this is the volunteer work for you.

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Parent-Teacher Association (PTA) Steering Committee

The PTA Steering Committee is the main group of parents and teachers that makes all major decisions and planning for PTA activities. The Steering Committee also annually responds to grant requests to support school programs.

School Events

- Opening Ceremony Picnic: The Opening Ceremony is the first official day of the school calendar and is followed by a school picnic.
- Fall Festival: A food and game event that is open to all.
- Winter Celebration: A potluck party organized for the HIS community.
- Spring Bazaar: A bazaar and food event open to all.
- Elementary Sports Day: A day of competitive sports events for the benefit of students and parents. There is a need for many volunteers.

School Governance / Board Committees

HIS is governed by a self-appointing Executive Board of nine members, which meets eleven times each year, and a Board of Councilors of approximately twenty-five members, which meets twice a year. The Executive Board makes most major decisions and commissions committees each year to fulfill its various responsibilities. Appointment to the boards is for a term of three years. The board seeks members who will be sober and considerate in judgement and individuals who bring life experience and knowledge that might be of benefit to the governance of the school.

Field/Learning Trip Support

Teachers frequently need the help of another adult or two when taking students on field trips off campus.

Tutoring

You may be of great assistance if you have expertise in a subject area. If you are interested in tutoring students, please record the subject area where you can help out the most.

I would be able to tutor in the following subject area(s): \_\_\_\_\_

Language Translation Assistance

I would be able to help at events and meetings to informally translate between English and

\_\_\_\_\_ [Please list the language(s) you can help support.]

Music Program

HIS offers more learning opportunities in music than in any other subject area. The Music Department regularly seeks the help of others with a background and expertise in music.

I have music experience in \_\_\_\_\_.

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- Other Skills / Knowledge / Expertise

Do you have a hidden talent, a useful skill set, or some expertise that might come in handy to the school? We are interested in hearing about what you might be able to offer.

Record here:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)