



FRENCH AMERICAN INTERNATIONAL SCHOOL

VOLUNTEER OPPORTUNITIES

2020-2021

Welcome to the 2020-2021 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 asks that every family commit to 20 hours of service each year. Because we are unable to welcome families on campus this fall, in addition to any hours volunteered for FAIS, any hours volunteered within your community (outside organizations) may count towards this requirement. 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. Keep an eye out for FAIS communication regarding volunteer opportunities.
 - a. Read our weekly parent newsletters – This emailed newsletter often features a "Volunteer Corner" where opportunities are listed.
 - b. Look for FAIS notifications regarding community volunteer opportunities. The school hopes to partner with one community organization each month to organize a "drive". If there is a community organization you are connected with and you would like to take the lead, please email sfoster@faispdx.org.
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 the very beginning of the year (typically at "Back to School" night and throughout the year by email.
4. Sign-up to serve on existing FAIS committees/fill an existing role (see below) – From the Gala Committee to serving on the Eco-Action Team, all volunteers are valued and much needed on campus. Complete the online form at www.faispdx.org/volunteerinterestform, or email smclaughlin@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

Additional information about each volunteer opportunity can be found on the next page.

Admissions Support

New Family Welcoming Group

Alumni Engagement

Program Development
Content Creation
Outreach

Annual Gala Committee (April 10, 2021)

Graphic Design
Advertising & Sponsor Development
Donation Pickups
Data Entry
Class Art Projects
Centerpieces / Decorations
Photo / Video Projects
Gala Set-Up (Day of Event)/ Clean-Up Crew

Eco Action Team

Earth Day SOLVE event
Support Green Team initiatives
Forest Action Parties
Grant Writing Support

Fête du Vin Committee (October 17, 2020)

Wine Sorting and Distribution
Wine Procurement
Ticket Sales
Sponsorships
Printed Material Creation
On-site Prep and Packaging

Fun Committee

Community Building Events

Gilkey Volunteers

Specific Class Projects
Graduation
Event design to support student volunteers
Coordinators and activity mentors for Gilkey Carnival & TEAM Day

Grandparents and Special Friends Engagement

Program Development
Content Creation
Outreach

Marketing and Communications Support

Communications
Graphic Design and Writing
Photography and Videography

Parent Liaison Committee

Staff and Teacher Appreciation Events
Coffee Fridays
Parents' Night Out
PLC Meetings

Yearbook Committee

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, 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 engage in community initiatives.

Member Profile: Interested in meeting new people, and being available to attend events from the 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.

Alumni Engagement

Staff Contact: Shannon McLaughlin, Volunteer and Special Events Manager, smclaughlin@faispdx.org

Purpose: Engage Alumni and communicate the importance of alumni Engagement for FAIS. Events or initiatives should foster community, and give alumni opportunity to share their school experience with family and friends.

Responsibilities: Develop programs and initiatives that help promote the mission of Alumni Engagement.

Time Required: Yearlong: 20 hours total time

Annual Gala Committee (April 10, 2021)

Chair: Danielle Hosmer and Vanessa Calvert

Staff Contact: Shannon McLaughlin, Volunteer and Special Events Manager, smclaughlin@faispdx.org

Purpose: This annual spring event, a gala dinner/auction, is the School's single largest fundraiser. Attendance is 275-300; revenue supports financial aid, 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.

Note: Our annual community event will be virtual this year, as it was in 2020.

Eco Action Team

Staff Contact: Beth Clifton, Gilkey Science Teacher, 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 (October 17, 2020)

Chair: Rebecca Christiansen and Erin Dhruva

Staff Contact: Shannon McLaughlin, Volunteer and Special Events Manager, smclaughlin@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, experience for ticket buyers, and winery and restaurant procurement for this social event. Arrange for volunteers to assist with distribution and sorting of relevant material

Time Required: October – November: estimated 20 hours

Note: Our annual community event will be virtual this year.

Fun Committee

Chair: Diana Fundak
Purpose: The function of the Fun Committee is to plan and execute events that create school-wide community. The Fun Committee will have up to 3 events per year. Each event must represent both the Lower School and the Middle School.
Responsibilities: Assist with creation and planning of events.
Time Required: Yearlong: Approximately 20 hours total

Gilkey Volunteers

Staff Contact: Lauren Yamasaki, Middle School Administrative Assistant, 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 Engagement

Staff Contact: Shannon McLaughlin, Volunteer and Special Events Manager, smclaughlin@faispdx.org
Purpose: Engage Grandparents and Special Friends. Communicate the importance of Grandparent Engagement for FAIS. Events or initiatives should foster community and give Grandparents and Special Friends the opportunity to be a part of the FAIS experience.
Responsibilities: Develop programs and initiatives that help promote the mission of Grandparent and Special Friends Engagement.
Time Required: Yearlong: Approximately 20 hours total

Note: Grandparents and Special Friends community event may be virtual this year.

Marketing and Communications Support

Photography and Videography

Staff Contact: Zach Laney, Director of Marketing and Communications, 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, 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: Marga Vallejos, plc@faispdx.org
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: JuJu Fung, jujufung@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.