



**CFIS PARENT  
VOLUNTEER GROUP**

## Purpose

Parent volunteers are essential to the Calgary French & International School. In order to help coordinate and streamline the many volunteer opportunities that exist at CFIS, a Parent Volunteer Group (PVG) is being created.

The PVG is designed to promote and manage volunteerism and philanthropy while strengthening the CFIS community.

The newly created CFIS PVG is a Parent Volunteer Group that will consist of approximately 40 volunteer parents. The PVG Leadership Team will meet monthly and assist Calgary French & International School with:

- Coordinating parent volunteer groups
- Supporting strategic initiatives set by the board and school staff
- Events and fundraising initiatives

## Leadership Roles

### Chair

- Lead monthly meetings
- Serve as the primary contact to staff and represent the CFIS PVG at meetings of other groups, if needed
- Be the official spokesperson for CFIS PVG
- Retain all official records of the CFIS PVG
- Prepare for and lead meetings
- Review the treasurer's report
- Have regular check-in meetings with staff/board
- Thank volunteers for their efforts; Set the schedule of monthly meetings for the year
- Communicate with CFIS Development, Community and Alumni Relations Associate

## Leadership Roles continued

### Co-Chair

- Attend monthly meetings
- Assist and support Chair in the performance of her/his duties
- Assume the duties and responsibilities of the Chair in her or his absence
- Take the interim role of the Chair if she or he resigns or is removed from office until the next election
- Communicate with CFIS Development, Community and Alumni Relations Associate

### Secretary

- Attend monthly meetings
- Record and distribute meeting minutes
- Circulate attendance sheets during meetings
- Maintain a complete file of all approved minutes, agendas, and materials distributed at any official meeting
- Communicate with CFIS Development, Community & Alumni Relations Associate

### Treasurer

- Attend monthly meetings
- Report all financial transactions at monthly meetings via a Treasurer report
- Reconcile the accounts
- Work on developing the annual volunteer activity budget
- Submit documents for CFIS annual report
- Communicate with CFIS Development, Community & Alumni Relations Associate

All information will be available on [my.cfis.com](http://my.cfis.com) as well as our [cfis.com/SupportCFIS](http://cfis.com/SupportCFIS)

## PVG Lead / Co-Lead Roles

As this would be our inaugural year for CFIS PVG, we would need PVG Leadership roles filled as well as PVG volunteer members would choose between being a (1) Lead and (1) Co-Lead. For years to follow, Co-Leads would volunteer their time on a biennial basis, moving from a Co-Lead in the 1st year to a Lead in the 2nd year. This will give the CFIS community the benefit of having each volunteer program run smoothly and efficiently year over year.

Each year in May, the PVG will recruit interested volunteers to fill leadership and member positions on the Parent Volunteer Group.

Volunteers looking to join the Parent Volunteer Group are asked to use the online submission form at [my.cfis.com](http://my.cfis.com)

## Reporting

The PVG will provide a monthly report to the CFIS Development, Community and Alumni Relations Associate. The Development, Community and Alumni Relations Associate will use these monthly reports to create quarterly reports to present to the Head of School.

All volunteers must have an up-to-date Police Information Check and Vulnerable Sector Search check completed through the Calgary Police Service prior to volunteering at CFIS. This must be renewed every five years, and can be completed using an online form. For additional information or further instructions, please visit our main office. (Include Link)

## Volunteer Confidentiality Agreement

Due to matters of sensitivity and privacy rights any and all volunteers will be asked to sign and adhere to the Calgary French & International Schools Volunteer Confidentiality Agreement. (found here link) The data, materials, knowledge and information include but are not limited to any information obtained in any format relating to CFIS staff, clients, operations and activities.

## PVG Member Roles

### General & Events

Lead Volunteer Member - 1    Co-Lead Volunteer Member - 1

Role	Time Commitment	Total Number Of Volunteers
Grocery Card Program	Entirety of School Year	4
Spring Benefit	6 months	5 to 10
Parent Ambassadors	Entirety of School Year	5 to 10 / Division
Lost & Found / Uniforms	Entirety of School Year	2
Scholastic Book Fair		2
Grade 6 Celebration	3 months	4 to 5
Grade 9 Celebration	3 months	4 to 5
Photo Day & Retake Day (s)	1 month	5 to 10
Library Support	Entirety of School Year	3 to 5
Spanish Support	Entirety of School Year	2 to 4

## PVG Member Roles continued

### Cafeteria & Food Services

Lead Volunteer Member - 1    Co-Lead Volunteer Member - 1

Role	Time Commitment	Total Number Of Volunteers
The Seed Cafeteria	Entirety of School Year	10
The Core Cafeteria	Entirety of School Year	5 to 10
Pizza Day In The Seed	Entirety of School Year	5
Pizza Day In The Core	Entirety of School Year	5
Welcome BBQ	1 month	4

## PVG Member Roles continued

### Classroom Support

Lead Volunteer Member - 1    Co-Lead Volunteer Member - 1

Role	Time Commitment	Total Number Of Volunteers
Class Champions (ECE & Elementary)	Entirety of School Year	6
Class Champions (Secondary)	Entirety of School Year	7
Music & Band	Entirety of School Year	5 to 10
School Musical	5 months	As Many As Possible
Athletics - OE Trips	Entirety of School Year	Varies
Athletics - Coaching	Entirety of School Year	Varies
Athletics - Scorekeepers & Referees	Entirety of School Year	2 to 4
Hour of Code	1 month	15 to 20
Visual Arts	Entirety of School Year	2 to 4

