



JUNIOR SCHOOL PARENTS' ASSOCIATION

VOLUNTEER OVERVIEW

The mission of the Parents' Association is to promote school spirit and the well-being of the students. We rely on an active network of parent volunteers to support a wide range of fundraising, educational, and social activities.

Please sign up to volunteer by visiting the [JS section of the PA section](#), and/or reach out to Zoe Bunnell and Megan Hite at ssajuniorschool@gmail.com to learn more!

Keystone Events

We need 2 event "Chairs" to plan each event (with guidance from the PA) and a bunch of volunteers to help plan, set up, staff the event, and clean up.

- **Welcome Back Picnic**
 - Volunteers will help set-up and clean-up on the day-of the picnic.
 - *Time commitment:* Volunteers (1 hour shifts on the day of)
- **Parents' Night Out Events** (*Fall and Spring*)
 - The event chairs will plan a location (which can just be the school), food, and decorations. Volunteers can help with set-up and clean-up.

Ongoing Programs

These are programs that continue throughout the year. You can sign up to help out all year long or just as a one-time thing.

- **Homeroom Parents**
 - Homeroom parents help the teachers plan holiday parties (usually as directed by the teachers), organize teacher holiday gifts, help recruit volunteers for other PA events, and organize 1-2 informal get-togethers for class families.
 - *Time commitment:* Varies but on average, 1-2 hours / month

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- *Time commitment:* Chairs (3-5 hours); Volunteers (30 min-1 hour)
- **Haunted Walk**
 - Volunteers will help set-up, clean-up, or staff the event held at the Senior School.
 - *Time commitment:* 30 min - 1 hour on day of
- **Shady Side Gives Back**
 - Volunteers will help set-up, clean-up, or staff the event.
 - *Time commitment:* 30 min - 1 hour on day of
- **Holiday Cookie Shoppe**
 - Volunteers will help box and/or deliver cookies for the teachers.
 - *Time commitment:* 30 min - 1 hour on day of
- **Ice Skating Party**
 - The event chairs will organize the food, decorations, and any logistical details for the event, which is held at the Schenley Ice Rink. They will also coordinate with volunteers to guide the set-up and clean-up on the day-of.
 - *Time commitment:* Chairs (5 hours); Volunteers (30 min - 1 hour on day of)
- **Winter Fest**
 - Volunteers will help set-up, clean-up, or staff the event, which is planned by the Country Day School.
 - *Time commitment:* 30 min - 1 hour on day of
- **International Fair and Potluck**
 - The event chairs will: (i) solicit and organize

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- **Treat the Teachers**
 - Parents can sign up for a specific date (designated by the PA) to provide a delicious treat to the teachers.
 - You can cover a TTT day on your own or split with other families. All types of food are welcome (homemade baked goods, store bought goods, or you may hire Metz to cater). You will be responsible for providing food and the necessary plates/utensils/ napkins for approximately 60 people.
- **Decorations Committee**
 - The program chairs will organize decorations for the school throughout the year (Halloween, Valentines' Day, St. Patrick's Day, and International Fair). Responsibilities will include purchasing any necessary decorations (many can be repurposed from past years) and coordinating volunteers to help set-up and take-down.
 - *Time commitment:* Chairs (2-3 hours/holiday); Volunteers (1 hour/holiday)
- **Uniform Store**
 - Donate clean, gently-used school uniforms and winter gear for other families to purchase at discounted prices. All proceeds raised help fund PA events.

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parent presentations for the fair and dishes for the potluck; (ii) plan the schedule for the fair; (iii) purchase materials. [

- Volunteers can: (i) help the event chairs with planning; (ii) prepare a presentation for the fair; and/or (iii) prepare a potluck dish to bring to the dinner.
- *Time commitment:* Chairs (10-15 hours); Volunteers (1-2 hours)

- **Lynne Voelp Reed Day**

- The event chairs will organize the vendors, games/activities, prizes, and the layout and schedule for the event. They will also coordinate with all the volunteers to guide the set-up, event-staffing, and clean-up on the day-of.
- *Time commitment:* Chairs (10-20 hours); Volunteers (1 hour shifts on the day of)

- **Teacher/Staff Appreciation Week**

- The event chairs will: (i) organize a schedule of events/treats for each day of the TA Week; (ii) purchase all materials and food; (iii) coordinate logistics for display/set up for the events/treats; and (iv) help solicit donations from parents.
- Volunteers can help with planning, ordering, and with set-up, clean-up, and staffing the events throughout the week.
- *Time commitment:* Chairs (10-20 hours); Volunteers (1-2 hours)

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- **Teacher/Staff End of Year Luncheon**

- The event chairs will organize catering and decorations for a sit-down luncheon for all faculty and staff
- Volunteers can help with planning, ordering, and with set-up and clean-up.
- *Time commitment:* Chairs (5-10 hours); Volunteers (variable).