



**CFIS Volunteer  
Catalogue  
2022-23**

# CFIS

## VOLUNTEER CATALOGUE

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# CFIS

## VOLUNTEER CATALOGUE

### GIVING OF TIME AND TALENT

As an integral part of the CFIS community, volunteers assist and support our staff and faculty in providing quality educational experiences and co-educational programs. We thank you for your time and interest!

Each year, CFIS parents and family members cumulatively contribute hundreds of hours to support student learning and well-being. We encourage you to participate in our school community to whatever degree you choose, and we thank you for considering in what ways you can best contribute to building our vibrant school community.

You can volunteer by contributing your talents, time and interests for an hour, a day or throughout the school year. We are pleased to share information about volunteer opportunities in this publication, and throughout the year in school communications.

### HOW TO VOLUNTEER

Please complete the 2022-23 Volunteer [Sign-Up Form](#) to be added to our volunteer list for this year. You will be able to select specific volunteer tasks that you are interested in, and as outlined in this Catalogue. Someone will be in touch as volunteers are required for each task.

### POINTS OF CONTACT

**Advancement staff** coordinate volunteer opportunities in collaboration with our faculty and Principals. If you are interested in a very active volunteer role, please email [dsilver@cfis.com](mailto:dsilver@cfis.com) to speak with Dana Silver, our Director of Advancement.

Communications staff disseminate information about volunteer opportunities through this publication and regular school communications during the year. For support with volunteer recruiting, communication to volunteers or general parent communications, email our team at [communications@cfis.com](mailto:communications@cfis.com).

**Class representatives** are lead volunteers for specific grades. They help organize other volunteers connected to their child's class. There is one representative per class for Preschool, Junior Kindergarten, Kindergarten and Grades 1 through 6. Teachers will coordinate class representatives directly, and parents of children in preschool through Grade 6 can expect to hear directly from them.

**Police Information Checks** are coordinated by Sylvia Zaal, [szaal@cfis.com](mailto:szaal@cfis.com).

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### POLICE INFORMATION CHECKS

All adults interested in volunteering at CFIS must have a valid Police Information Check (PIC), without exception. All new parents will need a PIC. Returning parents are asked to check with your class representative to see if you have an up-to-date PIC (CFIS requires a new PIC every five years).

The processing period for PICs can take four to six weeks, so please fill out an application at least a month before your volunteer event. Individuals will not be permitted to volunteer if an approved PIC has not been returned to the school. To streamline the application process, CFIS has registered as an agency with the Calgary Police Service, and will cover the \$15 administration fee per application. Follow these instructions for your PIC:

First, obtain a volunteer verification letter by providing your full legal name (as it appears on your ID) to our school receptionist by contacting Sylvia Zaal at [szaal@cfis.com](mailto:szaal@cfis.com), or come by in person. (Please be aware that from 8:00 to 9:00 a.m. and 3:00 to 4:00 p.m. are peak times in the office and wait times to see a receptionist may be longer.)

Once you have your CFIS volunteer verification letter, you may apply online or in person for your Police Information Check through the Calgary Police Service or RCMP.

Apply online with the Calgary Police Service (CPS) on the [CPS website](#) and select <Perform Police Information Check>. If you apply for your PIC online, CPS will directly bill the school.

Alternatively, you can apply in person at a RCMP location if you live outside of Calgary. You will be required to provide your CFIS-issued volunteer verification letter and the appropriate ID to the CPS / RCMP. You will also have to pay the \$15 fee and then bring the receipt to the School office for reimbursement.

All information around PICs are kept at the highest level of privacy. Email main reception at [szaal@cfis.com](mailto:szaal@cfis.com) or call 403-240-1500 if you have any questions related to your personal information. See the Calgary Police Service [website](#) for more details of the Police Information Check process.

### VOLUNTEER GUIDELINES & EXPECTATIONS

CFIS welcomes volunteers to assist our professional staff and faculty, when activities do not require educational expertise. Volunteers contribute in positive and reinforcing ways to our school community, and are governed by Administrative Procedure 490 — School Volunteers. Expectations and guidelines of volunteers are reflected here in a summary of Administrative Procedure 490.

**1.** CFIS Volunteers are expected to:

- Behave in a manner which recognizes they are role models for students.
- Comply with CFIS Administrative Procedures.
- Respect the confidential nature of sensitive information their roles expose them to in relation to staff, students, and their families.
- Be free of conflict of interest in the provision of goods and services to the Division.

**2.** Parents and community volunteers may be engaged as resource people or service volunteers to assist in the classroom.

- Resource volunteers are individuals who have a relevant area of expertise or experience, and who are invited into the classroom to enhance the program. Their visits are under the supervision of the teacher.
- Service volunteers are parents and other individuals who directly or indirectly assist the teacher in achieving educational objectives by providing non-instructional services. Service volunteers are under the supervision of the teacher.

**3.** All volunteers, parents and community volunteers are considered agents of the School and are insured under the CFIS liability insurance only while they are acting within the scope of their duties as assigned by the Head of School, teacher or other members of the staff assigned to supervise their activities.

**4.** Volunteers are not insured under any CFIS medical or accident insurance for bodily injuries which they may sustain while volunteering at the CFIS.

**5.** School volunteers shall not be assigned to a teacher without that teacher's consent.

**6.** It is the teacher's responsibility to determine:

- The schedule of time when the volunteer will be in the classroom
- The type of activities in which the volunteer will be involved
- The students with whom the volunteer will interact.

**7.** All applicants for a volunteer driver position must complete the (AP 347F) Volunteer Driver Authorization form.

**8.** All applicants for service volunteer positions with the CFIS must declare a criminal record.

**9.** Service volunteers must notify the Head of School of all criminal charges at the time the charge is issued, except for minor traffic violations.

**10.** Notwithstanding the above section, volunteer drivers must report all criminal charges and traffic violations at the time the charge is issued and must comply with the terms and conditions of the (AP 347F) Volunteer Driver Authorization form.

**11.** Volunteers charged with an offence under the Criminal Code of Canada may be suspended from their volunteer positions depending on the nature of the offence and its relationship to their duties.

**12.** Conviction of any criminal offence may result in termination of a volunteer position with the CFIS.

### SCHOOL-WIDE VOLUNTEER ROLES

Role	Time Commitment	Total Volunteers
CFIS Society Board Governors	Full School Year, minimum 10 hours/month	any
CFIS Society Board Observers	Full School Year, 3 hours/month	any
Garden Helpers	Spring and Fall, 1-2 hours/ per week	1-2
Global Education: Guest Speakers	Full School-Year, 2 hours	varies
Global Education: Event Support	Full School-Year, 1-2 weeks/event	2-3/event
Lost & Found Coordinator	Full School-Year, 1-2 hours/week	1-2
Music/Band Concert & Events Support	Full School-Year, 5 hours/month	6
Music Program: General Support	Full School-Year, 5 hours/month	2-4
Parent Ambassadors	Full School-Year, 2-3 hours/month	10-15
Parent Volunteer Group	Full School-Year, 2-3 hours/month	2-4
Photo Day Chaperones	2 days (October-November), 2 hours/day	6-8
Spring Benefit Chair / Co-Chairs	7 months (November-May), 4-8 hours/week plus additional hours in April and May	1-2
Spring Benefit Committee Members	7 months (November-May), 4-6 hours/month	6
Thankful Thursday Coordinators	Full School Year, 4-6 hours/month	4
Visual Arts: Classroom Support	Full School Year, 5 hours/month	2-4
Visual Arts: Photographer	Full School Year, 5 hours/month	1
Yearbook Editor	9 months (October-June), 4-6 hours/month	1
Yearbook Committee Members	9 months (October-June), 2-3 hours/month	2-3

# CFIS

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### CFIS Society Board Governors

Governors are elected by CFIS Society members at the Annual General Meeting to serve a three-year term on the CFIS Society Board. Governors will join one or more committees depending on their skills, experience, interest and requirements of the Board and will work collaboratively to provide strategic direction to CFIS. Governors are expected to regularly attend Board and Committee meetings and all meetings of CFIS Society members and speak with “one voice” to our external stakeholders. Governors are invited to attend CFIS graduation ceremonies and other school events at which they may bring greetings on behalf of the Board. Governors are encouraged to engage their personal network to identify and make introductions to prospective donors, cultivate, solicit and steward potential donor prospects as appropriate, attend and support all CFIS fundraising events, and make a personally significant contribution to CFIS. Governors must sign the CFIS Society Oath of Office and Confidentiality Agreement and Conflict of Interest Declaration Form.

**Number of volunteers:** Any expression of interest is welcome and will be considered

**Time commitment:** 10 hours per month or more, depending on the Committee & number of committees joined

**Month:** Year-round

### CFIS Society Board Observers

Observers are appointed by the CFIS Society Board to serve in the capacity of an advisor on a committee of the Board, and are expected to attend Board events such as the annual retreat and social gatherings. Observers are expected to regularly attend committee meetings and actively participate in discussions, and attend the CFIS Society AGM. Observers must sign the CFIS Society Oath of Office and Confidentiality Agreement and Conflict of Interest Declaration Form.

**Number of volunteers:** Any expression of inter-

est is welcome and will be considered

**Time commitment:** 3 hours per month, depending on the committee

**Month:** Year-round

### Garden Helpers

Our Facilities team is looking for some help with maintaining beautifying our school grounds. One or two volunteers are needed to help plant, water and weed our flowerbeds and garden plots. This role is weather-dependent, and timing is flexible based on your schedule. The volunteer(s) will be provided with everything they need to take care of the spaces.

**Number of volunteers:** One to two

**Time commitment:** 1 to 2 hours per week

**Month:** Spring and Fall

### Global Education: Guest Speakers

This year we will be furthering our intercultural learning by focusing on various religious and cultural celebrations throughout the year, in addition to marking certain national and international events and celebrations. We are looking for guest speakers to speak to students in ECE to Grade 12 during different events.

- Diwali (October)
- Remembrance Day (November)
- Hanukkah (December)
- Lunar New Year (January)
- Black History Month (February)
- Ramadan/Eid (March/April)
- Asian Heritage Month (May)
- Pride Month (June)

**Number of volunteers:** varies

**Time commitment:** 1 to 2 hours

**Month:** Year-round

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### Global Education: Event Support

Event volunteers are needed to help organize small school events throughout the year that will celebrate certain national and international events, including:

- Diwali (October)
- Remembrance Day (November)
- Hanukkah (December)
- Lunar New Year (January)
- Black History Month (February)
- Ramadan/Eid (March/April)
- Asian Heritage Month (May)
- Pride Month (June)

**Number of volunteers:** Two to three per event

**Time commitment:** varies

**Month:** Year-round

### Lost & Found Coordinator

Ongoing support is needed to organize the hundreds of items that pass through the school's lost and found and champion their return home. Responsibilities include organizing the lost and found area, communicating with parents to encourage labeling, looking for lost items. The Lost & Found Coordinator also assists with collecting and sorting items for the used uniform sales in December and June.

**Number of volunteers:** One or two

**Time commitment:** 1 to 2 hours per week

**Month:** Year-round

### Music Program Support

Our music department requires the occasional help of two to four parents for general support. Tasks can be done right before or after school. Concert and event support requires some evenings.

**Number of volunteers:** Two to four

**Time commitment:** 5 hours per month

**Month:** Year-round

### Music/Band Concert & Event Support

Our music department requires the occasional support parents for each grade from Grade 4 to 9 and special bands to help organize concerts and events, clean the band room and prepare projects. Tasks can be done right before, or after, school. Concert and event support requires some evenings.

**Number of volunteers:** Six

**Time commitment:** 5 hours per month

**Month:** Year-round

### Parent Ambassadors

Parent ambassadors are a team of current CFIS parents from all divisions of our school. Your support is required in assisting prospective, new and current CFIS parents in many ways. You may be called upon to attend events, open houses and information sessions to speak with prospective families or to be in contact with prospective families via email to answer questions. For families new to CFIS, you may assist with questions that arise as they transition to our school and for current families, you may assist with questions as they move from one division to another.

**Number of volunteers:** Ten to fifteen

**Time commitment:** 2 to 3 hours per month

**Month:** Year-round



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### Parent Volunteer Group

In order to help coordinate the many volunteer opportunities that exist at CFIS, a Parent Volunteer Group (PVG) has been created. The PVG is intended to promote and manage volunteerism and philanthropy while strengthening the CFIS community. The PVG will initially be comprised of 2-4 volunteers who meet monthly with our Advancement Team. PVG members will be asked to provide support with:

- Coordinating volunteers with school staff and faculty
- Strategic initiatives defined by the board and school staff
- Events and fundraising initiatives
- Volunteer recruitment and appreciation

**Number of volunteers:** Two to four

**Time commitment:** 2 to 3 hours per month

**Month:** Year-round

### Yearbook: Editor

The Yearbook Editor works with the Yearbook Committee to ensure that the annual CFIS yearbook remains on track throughout the school year and is complete by the end of June. The Editor is well supported by the CFIS Marketing Communications team and our Jostens Yearbook Specialist.

**Number of volunteers:** One

**Time commitment:** 4-6 hours per month

**Month:** October-June

### Yearbook: Committee Members

The Yearbook Committee is responsible for creative direction, theme, page layout, and content writing. Together, this team plans, designs, and creates an annual memory book for our school community to remember another amazing year at CFIS. The Yearbook Committee may be expanded to include a teacher and students in some years, depending on availability.

**Number of volunteers:** Three

**Time commitment:** 2-3 hours per month

**Month:** October-June

### Spring Benefit: Chair/Co-Chairs

The Spring Benefit Committee works to put on a large fundraising event to raise funds for student learning. This event builds on the legacy of past galas chairs and brings our community together in celebration of our school and children. The Chair/Co-Chairs manage the overall coordination of the event by scheduling meetings, liaising with school staff, and overseeing roles of other committee members. We encourage volunteers who might be interested in this position in future years to volunteer to join the Spring Benefit Committee.

**Number of volunteers:** One

**Time commitment:** 5 to 10 hours per week plus additional hours in March and April.

**Month:** November to May

### Spring Benefit: Committee Members

The Spring Benefit team works collaboratively, and their work is facilitated by the Spring Benefit Chair/Co-chairs as they build upon each past event, strategize ways to make our Spring Benefit more fun and inclusive, spend money wisely and reach out to our parents and into the broader community for support from local businesses.

**Number of volunteers:** One

**Time commitment:** 4-6 hours per month, plus additional hours in March and April.

**Month:** November to May

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### Photo Day Chaperones & Event Support

Volunteers will chaperone classes to photography locations, check students in, ensure students have proper attire, help arrange students' hair/clothing, etc. Six volunteers are required for October and November (retakes), three each in the morning and afternoon.

**Number of volunteers:** Six

**Time commitment:** 2 hours

**Month:** October and November

### Thankful Thursday Coordinators

Each year, a number of parents look for ways to show their appreciation for CFIS staff and faculty. 'Thankful Thursdays', as they've come to be known, are a coordinated effort to show gratitude through food! Volunteers are needed to coordinate other parents to donate and serve community potlucks on four days throughout the school year.

**Number of volunteers:** Four

**Time commitment:** 4-6 hours per month

**Month:** October to May

### Visual Arts: Classroom Support

Our art teachers need the occasional support of two to four parents to manage art displays, organize, clean and help prepare projects. This job can be done right before or after school.

**Number of volunteers:** Two to four

**Time commitment:** 5 hours per month

**Month:** Year-round

### Visual Arts: Photographer

We need a photographer to take photos of art as we rotate the projects on our wall on a continual basis throughout the year.

**Number of volunteers:** One

**Time commitment:** 5 hours per month

**Month:** Year-round

### EARLY CHILDHOOD DIVISION & ELEMENTARY DIVISION VOLUNTEER ROLES

Role	Time Commitment	Total Volunteers
Cafeteria Assistants: The Seed	Full School Year, 2-3 hours/week	10 (two per day)
Class Representatives	Full School Year, 2-3 hours/month	1 per class
Classroom Support - Cooking Class	Full School Year, 1-2 hours/week	1 per class
Grade 6 Celebration Support	4 months (March-June), 1-5 hours/week	4-5
Kindergarten Laundry Fairies	Full School Year, 1-2 hours/week	1 per class
Library Support	Full School-Year, flexible	3-5
Scholastic Book Fair: Lead Volunteers	1 month (November), 8-12 hours/week	2
Scholastic Book Fair: Support	1 day (November), 3 hours (day or evening)	60 (three per day/shift)
Scholastic Book Order Coordinators	Full School-Year, 2 hours/month	1 per class
Terry Fox Run/Walk Chaperones	September 22, 1-2 hours	8

#### Cafeteria Assistants: The Seed

The Seed cafeteria requires daily volunteers to help students in Grades 1 to 5 with their lunch and clean up afterwards. Duties may include ensuring children move efficiently through the food service queue, managing the waste sorting area, and helping to clean following daily lunch service.

**Number of volunteers:** Six per day  
**Time commitment:** 2.5 hours per day  
**Month:** Year-round

#### Class Representatives

Class representatives are lead volunteers for specific grades. They help organize other volunteers connected to their child's class. There is one representative per class for Preschool, Junior Kindergarten, Kindergarten and Grades 1 through 6. Teachers will coordinate class representatives directly.

**Number of volunteers:** Ten  
**Time commitment:** 2.5 hours per week  
**Month:** Year-round

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### Classroom Support - Cooking Class

Parent support is required to help with the Grade 6 Celebration at the end of the school year. We encourage Grade 5 parents to support this initiative so that Grade 6 parents can enjoy the festivities.

**Number of volunteers:** Four to five

**Time commitment:** One to five hours

**Month:** March to June

### Grade 6 Celebration Support

Parent support is required to help with the Grade 6 Celebration at the end of the school year. We encourage Grade 5 parents to support this initiative so that Grade 6 parents can enjoy the festivities.

**Number of volunteers:** Four to five

**Time commitment:** 1 to 5 hours

**Month:** March to June

### Scholastic Book Order: Coordinators

Consolidating the orders, collating flyers, placing the orders online and sorting the orders to go home with the children.

**Number of volunteers:** One per class

**Time commitment:** 2 hours per month

**Month:** Year-round

### Scholastic Book Fair: Lead Volunteers

Two organizers are needed to work in collaboration with the Elementary Library Technician to facilitate the volunteers and keep things organized and fun for the school's annual book fair during student-led conferences in the fall. Organizers to work together or split responsibilities. Responsibilities include:

- Advertising the book fair to school families – request via [communications@cfis.com](mailto:communications@cfis.com)
- Ensuring tasks are complete on time
- Lead the fair set-up and tear-down

- Developing a robust volunteer group, scheduling and division of tasks
- In collaboration with the Elementary Library Technician, write a report with details and recommendations for next year's fair
- Ensure teachers wish lists are complete and deliveries are made

**Number of volunteers:** Two

**Time commitment:** 10 to 12 hours before the event, 8 hours during the event and 8 to 10 after the event.

**Month:** November

### Scholastic Book Fair: Support Day Shifts (8:00am to 5:00pm)

Three volunteers per shift, with three shifts per day are required to run cash, take orders, provide general customer service and clean up.

**Number of volunteers:** Forty-five

**Time commitment:** 3 hours

**Month:** November

### Evening Shifts - during student-led conferences (5:00pm to 8:00pm)

Five volunteers on each of the two student-led conference evenings are required to run cash, take orders, provide general customer service and clean up.

**Number of volunteers:** Sixteen

**Time commitment:** 3 hours

**Month:** November

### Library Support

Volunteers are needed to help shelve books and magazines, help repair and clean books and textbooks, and process new books in the Library. This can be done at your convenience, either on a regular basis or drop in.

**Number of volunteers:** Three to five

**Time commitment:** Flexible

**Month:** Year-round

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### Kindergarten Laundry Fairies

Help is needed to take home laundry from the class and wash it over the weekend.

**Number of volunteers:** One per class

**Time commitment:** 1 hour

**Month:** Year-round

### Terry Fox Walk/Run Chaperones

The Elementary Division requires volunteers to accompany students in Grades 3 to 6 on their Terry Fox Run/Walk by the pond in Paskapoo Slopes. Duties include ensuring children walk/run safely around the pond and stay on the path.

**Number of volunteers:** Four volunteers between 10:30am-11:45am (Grades 3 and 4); four volunteers between 12:30-14:00 (Grades 5 and 6)

**Time commitment:** 1-2 hours

**Date:** Annually in the third week of September

### SECONDARY DIVISION VOLUNTEER ROLES

Role	Time Commitment	Total Volunteers
Athletics: Coaches	2 months/season, 2 hours-regular/ongoing	varies
Athletics: Scorekeepers & Referees	Full School Year, 1-2 evenings/week	2-4
Cafeteria Assistants: The Core	Full School Year, 2-3 hours/week	10 (two per day)
French Classroom Support	Full School Year, 1-4 hours/month	1-2
Global Education Week: Chaperones	1 week (May), half- to multi-day	varies
Lab Technician	Full School Year, 1-2 hours/week	1
MTLRC Support	Full School Year, flexible	3-5
Musical: Guest Musicians	5 months (November-March)	10-15
Musical: Committee Leads	6 months (October-March)	1-2
Musical: Costumes	6 months (October-March)	10-15
Musical: Front of House	1 evening (March)	10-15
Musical: Food	1 evening (March)	10-15
Spanish Classroom Support	Full School Year, 5 hours/month	2-4

#### Athletics: Coaches

Volunteers with expertise in golf, badminton, cross-country, track and field, soccer, volleyball or basketball are needed to act as coaches, assistant coaches or guest coaches.

**Number of volunteers:** Varies

**Time commitment:** 2 hours to regular ongoing support

**Month:** Seasons usually run two months

#### Athletics: Scorekeepers & Referees

Two to four scorekeepers and referees experienced with the sport being played are required for each home game. There are usually six games per month.

**Number of volunteers:** Two to four

**Time commitment:** 3 hours in an evening, can be one time or ongoing support

**Month:** Year-round

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### Cafeteria Assistants: The Core

We require daily volunteers to help keep The Core Cafeteria clean after lunch. Duties may include stocking cooler and shelves, cleaning tables, managing the waste sorting area, and reminding students to keep their space tidy.

**Number of volunteers:** Five to ten

**Time commitment:** 3 hours per week

**Month:** Year-round

### French Classroom Support

Native French-speaking volunteers are needed to come in to provide support to French class in Grades 7 through 12 to:

- Do an activity in French with the students such as presenting music, creating art, etc.
- Talk about their culture/country of origin.
- Able to read stories in French or support in reading French.
- Do any other sort of interesting and
- culturally relevant presentation: music, dance, etc.

**Number of volunteers:** One to two

**Time commitment:** Flexible

**Month:** Year-round

### Music Program Support

Our music department requires the occasional help of two to four parents for general support. Tasks can be done right before or after school. Concert and event support requires some evenings.

**Number of volunteers:** Two to four

**Time commitment:** 5 hours per month

**Month:** Year-round

### Global Education Week: Chaperones

During Global Education Week (first week of May), students in grades 7 to 9 will learn off campus, engaging in travel or local experiences. If you're able to travel with the students, or act as a chaperone for the local field trips, please

contact Mme Bourque at [cbourque@cfis.com](mailto:cbourque@cfis.com).

**Number of volunteers:** varies

**Time commitment:** varies

**Month:** May

### Lab Technician

We are looking for family members who have a good working knowledge and interest in Science, to provide a high level of technical assistance to our Secondary Division staff in the science department to support the teaching, guidance and learning necessary to deliver the curriculum. This may include preparation and provision of apparatus, solutions and experimental requirements for practical classes (including hazards), washing of glassware and equipment and its return to storage; and disposal of waste materials. The Lab Tech may be asked to source equipment, chemicals, organs for dissection and other resources from approved suppliers, manage the stock of chemicals and apparatus and check the storage and condition of chemicals. Additionally, the lab tech may be asked to attend meetings and training courses as required by the Science Curriculum Leader.

**Number of volunteers:** One

**Time commitment:** 1 to 2 hours per week

**Month:** Year-round

### MTLRC (Marcel Tremblay Learning Resource Center) Support

Parent support is required in the MTLRC to shelve books, process book returns and new deliveries. The Parent volunteers would also help decorate the space with different themes throughout the year. This can be done at your convenience, either on a regular basis or drop in.

**Number of volunteers:** Three to five

**Time commitment:** Flexible

**Month:** Year-round



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### Musical: Orchestra Guest Musicians

We require adult volunteers with instrumental experience to support our school musical. In past performances, we had a mix of alumni, students, parents and professional musicians helping out. Regular rehearsals commence in January, but some rehearsals are held in November and early December to introduce practice strategies.

**Number of volunteers:** As many as possible

**Time commitment:** A brief meeting in late fall and weekly rehearsals starting in January, plus home practice time.

**Month:** November to March

### Musical: Committee Leads

The musical program operates through different committees such as the food committee, front of the house committee and the costume committee. We are looking for volunteers who wish to work on organizing one of those committees. Working with Nicolas Aubert, the leaders of the groups find and organize the volunteers, and make sure the tasks have been done.

**Number of volunteers:** Two to four per committee

**Time commitment:** 1 hour per week, more intense close to the event

**Month:** October to March

### Musical: Costumes

The goal of this group is to make sure all students have their costumes for the musical. This group of parents will take measurements of students, plan the costumes, sew or gather costumes, help with costume fittings, and assure visual unity within in the cast.

**Number of volunteers:** As many as possible

**Time commitment:** Varies depending of the task in this group

**Month:** From October to March

### Musical: Front of the House

On performance nights, the musical team needs volunteers at the door, at the concession, and at the ticket table, to make sure the event runs smoothly. It's easy, and it's fun!

**Number of volunteers:** As many as possible

**Time commitment:** One night

**Month:** March

### Musical: Food Committee

Dinner is provided to the approximately 80 students and parent volunteers involved in the musical, over seven nights in the first two weeks of March. We need volunteers to prepare, serve and clean the kitchen. It's a lot of work, but it's rewarding!

**Number of volunteers:** As many as possible

**Time commitment:** 1 night

**Month:** March

### Spanish Classroom Support

We would like parents from the CFIS community that would be willing to come into Spanish class in Grades 4 through 12 to:

- Do an activity in Spanish with the students such as cooking, presenting music, creating art, etc.
- Talk about their culture/country of origin.
- Talk about their job in Spanish to Grade 9 students.
- Do any other sort of interesting and culturally relevant presentation music, dance, unique sport, etc.

**Number of volunteers:** Three to five

**Time commitment:** Flexible

**Month:** Year-round