

A large, light blue, stylized outline of an apple with a stem and a single leaf is positioned in the upper left quadrant of the page. The apple's shape is defined by thick, rounded lines, and the stem is a simple vertical line ending in a small circle representing a bud. The leaf is a simple, curved shape extending from the stem.

**CFIS GUIDE TO  
GIVING & GETTING  
INVOLVED  
2023-24**

# CFIS

## Guide to Giving & Getting Involved

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### INTRODUCTION

As an integral part of the CFIS community, parents, grandparents and 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.

We are pleased to share information in this publication about ways to give and get involved, including financial, gifts in kind and volunteering. You can volunteer by contributing your talents, time and interests for an hour, a day or throughout the school year.

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### WAYS TO GIVE

There are many ways to support and encourage our students to develop to their full potential through contributions to CFIS. The Enrichment, Enhancement and Bursary funds help provide programs and the academic extras that tuition dollars do not cover and allow the school to address needs as they arise. Your gifts help us create a rich environment and experience for CFIS students.

We are grateful to the CFIS community and thank you for considering being a donor to the school. A financial gift can be made in person or online and directed to your area of greatest interest. All donations over \$20 are eligible for a tax receipt. You can make an on-going impact and pledge your support by committing to an automatic monthly donation online. Please visit [here](#), to learn more about these initiatives, or contact our Associate Director, Development & Alumni Relations, Allie Acker at [aacker@cfis.com](mailto:aacker@cfis.com) to discuss giving opportunities.

### DIRECT DONATIONS

Every dollar donated goes directly toward our mission and can be designated to the area of highest need or to one of three funds:

1. **Enhancement:** This transformative fund focuses on advancing student learning by creating rich, dynamic physical spaces that nurture students' potential and help them engage with our community.
2. **Experience:** This fund supports extracurricular activities such as student-led environmental and cultural initiatives, arts, athletics and Musical programming.
3. **Empowerment:** CFIS is proud to offer two bursary programs. Our Bridging Bursaries provide the opportunity for current families to stay at CFIS, despite temporary financial difficulties. The Round Square Travel Studies Bursary increases access to travel opportunities for Secondary students through our Travel Studies program.

### BUILDING FUND LOAN

Many families elect to support the school's continued growth, now and in the future, by allocating all or part of their Building Fund Loan to CFIS. Families departing the school can designate funds from their Building Fund Loan when their last child graduates or leaves CFIS.

### WORKPLACE GIVING

Before giving a financial gift, we encourage you to speak to your employer! Many employers have implemented matching of employees' charitable giving. Simply follow the steps with your company to make a donation to the Calgary French & International School Society and potentially double your impact.

Many companies will also encourage their employees to donate their time by volunteering by rewarding them with financial support to their chosen organization. Be sure to track your volunteer time and submit this to your employer for a gift match in honour of your volunteerism.

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### GIFT OF SECURITIES

Do you know you can give shares instead of cash? Gifts of securities can have significant tax benefits and may allow you to give more than you might have thought possible. To encourage individual charitable giving, the CRA does not apply capital gains tax on donations of publicly traded securities. This means that when you donate eligible securities or mutual funds directly to CFIS, you will receive a tax receipt for the full value on the day the security is received. This advantage applies to large or small donations, although gifts that involve a capital gain of \$1,000 or more make the tax benefits more attractive. We always recommend that you consult an advisor before making a gift of securities.

Your donation will be eligible for the standard federal and provincial charitable tax credits, PLUS the capital gain elimination results in a larger tax credit. Contact Allie Acker at [aacker@cfis.com](mailto:aacker@cfis.com) to learn more about transferring stocks, bonds, mutual funds and other publicly traded securities.

### SKIP THE DEPOT

CFIS is a registered charity with SkipTheDepot, where you can donate refundable bottles and cans and donate the proceeds to the school. Simply download the SkipTheDepot app or visit [skipthedepot.com](http://skipthedepot.com) to have them take your bottles and cans to the bottle depot, so you don't have to! Funds from the SkipTheDepot partnership go directly to our student-led environmental initiatives

### SPONSORSHIP

CFIS has several opportunities for companies to offer financial support or an in-kind gift through our Spring Benefit event sponsorship. For more information on these opportunities, please get in touch with Allie Acker at [aacker@cfis.com](mailto:aacker@cfis.com) on our Advancement team.

[CLICK HERE TO SEE ALL THE WAYS YOU CAN SUPPORT CFIS!](#)

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### HOW TO VOLUNTEER

Complete the [2023-24 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, as outlined in this guide. School staff will be in touch as volunteers are required for specific tasks.

### POINTS OF CONTACT

**Advancement staff** coordinate volunteer opportunities in collaboration with the Board, faculty and Principals. Contact Rishma Mawani with our Advancement team at [rmawani@cfis.com](mailto:rmawani@cfis.com) for general information about volunteer opportunities. Contact the CFIS Society, at [societyboard@cfis.com](mailto:societyboard@cfis.com) for specific information about Governor and Observer opportunities.

**Communications staff** disseminate information about volunteer opportunities through this publication and regular school communications during the year. For support with volunteer recruiting, communication with 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.

**Security clearances/police information checks** are coordinated by Sylvia Zaal, [szaal@cfis.com](mailto:szaal@cfis.com).

### 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 to apply for a PIC. Returning parents are asked to check with their class representative to see if they have an up-to-date PIC (a new PIC is now required every three 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

until an approved PIC has 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 administration fee with a CFIS-issued voucher. Follow these instructions for your PIC:

Volunteers living in Calgary must request both a payment voucher and 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 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.)

CFIS will issue payment vouchers via email from [PoliceSolutions.ca](https://www.policysolutions.ca) with the subject line "CALGARY FRENCH & INTERNATIONAL SCHOOL invites you to apply for your Police Information Check with Vulnerable Sector Search for Volunteer (with letter)." Once you have your voucher and CFIS volunteer verification letter, you may apply online for your Police Information Check.

Residents of Calgary should apply online with the Calgary Police Service [here](#) and select Police Information Check.

If you live outside of Calgary, you can apply in person at an RCMP location with just your CFIS-issued volunteer verification letter and the appropriate ID. You must pay the application fee and bring the receipt to the CFIS main office for reimbursement.

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

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### VOLUNTEER GUIDELINES & EXPECTATIONS

CFIS welcomes volunteers to assist our professional staff and faculty when activities do not require educational expertise. The school utilizes the services of volunteers to assist with a variety of tasks and activities, including but not limited to field trips, non-instructional classroom activities, school events, fundraising, and Board and committee work. Volunteers contribute in positive and reinforcing ways to our school community and are governed by Administrative Procedure 120 — Volunteers, as noted here.

### PROCEDURES

1. In Policy 17 (Warm, Caring, Respectful and Safe Learning Environments, also known as Mutual Respect), the CFIS Society Board commits to providing a warm, welcoming, and safe learning environment. In order to facilitate this goal, all CFIS volunteers are expected to meet a high standard of professional appearance, follow the dictates of the school's Mutual Respect Policy, behave in a manner which acknowledges that they are role models for CFIS students, and respect the confidential nature of sensitive information their roles may expose them in relation to staff, students, and their families.

2. All CFIS parents and guardians are encouraged to consider volunteering at the school. Opportunities for students' extended family members to volunteer may also be available, at the discretion of CFIS's Director of Advancement. Extended-family members of students must complete a reference questionnaire prior to requesting to volunteer.

3. In order to volunteer at CFIS, a Police Information Check (PIC) with Vulnerable Sector Search, no more than three years old, must be on file with the school's administrative office.

4. CFIS reserves the sole right to determine whether each volunteer's completed PIC is satisfactory to CFIS.
5. Volunteers will not be assigned unsupervised duties with an individual CFIS student.
6. Volunteers must always be under the visual supervision of a CFIS employee.
7. Volunteers may be asked to submit references.
8. Volunteers are considered agents of CFIS and are insured under the CFIS liability insurance only while they are acting within the scope of their assigned volunteer duties. Volunteers are not insured under any CFIS medical or accident insurance for bodily injuries which they may sustain while volunteering at CFIS.
9. A volunteer will not be assigned to an employee without that employee's consent.
10. It is each employee's responsibility to determine the volunteer's schedule, the type of activities in which the volunteer will be involved, and the students, if any, with whom the volunteer will interact.
11. A volunteer charged with or convicted of an offence under the Criminal Code of Canada may be suspended from volunteering, depending on the nature of the offence and its relationship to potential voluntary duties, at the sole discretion of CFIS.

### CFIS VOLUNTEER INTERACTIONS WITH STUDENTS

12. Any volunteer interactions with CFIS students are to be professional and age-appropriate, bearing in mind the power imbalance inherent in adult/child dynamics. A sexual, romantic or amorous interaction between a CFIS volunteer and a current student is not permitted under any circumstances, regardless of the age of the student.

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### PHYSICAL CONTACT WITH STUDENTS

13. Each CFIS volunteer has a responsibility to both instill and ensure confidence in their ability to safeguard the welfare and best interests of every student. To do this requires a clear understanding of expected standards of behaviour of volunteers. No physical contact with a student is permitted. Each CFIS volunteer must understand and accept that any physical contact with a student can be open to scrutiny or complaint, and that even perfectly innocent contact could be misconstrued.

14. No CFIS volunteer may assist a student with personal care (such as toileting, or adding or removing clothing). The assistance of a CFIS employee is to be engaged if such care is required.

15. No CFIS volunteer is permitted under any circumstances to discipline a student via the use of physical threats, physical force, physical restraint, corporal punishment (the use of force to inflict retributive bodily suffering or pain for purposes which include securing or maintaining obedience, correction, or discipline), or verbal attacks.



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### SCHOOL-WIDE VOLUNTEER ROLES

Role	Time Commitment	Total Volunteers
Before & After School Care Program	Full school year, 1-2 hours per event	varies
CFIS Society Board Governors	Year-round, 10+ hours/month	any
CFIS Society Board Observers	Year-round, 3+ hours/month	any
Community Outreach	Full school year, 5-10 hours/event	varies
Global Education - Guest Speakers	Full school year, 1-2 hours/event	varies
Global Education - Event Support	Full school year, time varies	2-3/event
Lost & Found Coordinator	Full school year, 1-2 hours/month	1-2
Music/Band Concert & Event Support	Full school year, 5 hours/month	6
Music Program Support	Full school year, 5 hours/month	2-4
Parent Ambassadors	Full school year, 2-3 hours/month	10-15
Parent/Caregiver DEI Committee	Full school year, time varies	varies
Photo Day Chaperones	October-November, 2 hours/day	6
Pizza Day	Full school year, 2-4 hours/month	10-20
Spring Benefit Committee	varies	varies
Staff Appreciation Committee	Full school year, 2-3 hours/event	10
Used Uniform Sales Support	August/September & May, 3-4 hours/event	5
Visual Arts Photographer	Full school year, 5 hours/month	1
Yearbook Committee	October-July, 4-5 hours/month	5-6
Yearbook Distribution	October, 10 hours	2-3



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### BEFORE & AFTER-SCHOOL CARE PROGRAM

Volunteering for the BAS program involves leading workshops for parents and caregivers that have a particular skill/expertise, organizing special activities (crafts), and conducting cultural presentations for BAS students. We invite you to join our BAS program and share your unique talents. Whether you excel in crafts, have a cultural experience to offer, or possess any special skills, we would love to have you be part of our program. Please note that a police check is a requirement for our licensed program.

**Number of volunteers:** varies

**Time commitment:** 1-2 hours per event

**Month:** Full school year

### CFIS SOCIETY BOARD GOVERNORS

The CFIS Society's Board of Governors is the governing body of the CFIS Society. The Board determines and advances the overall direction and values of the Society and the School. The Board provides fiduciary stewardship, employs and reviews the performance of the Head of School, safeguards the assets of CFIS, enhances executive decision-making in order to enhance the performance and reputation of CFIS, and guides CFIS's mission, vision, values and strategic goals, and establishes policies and procedures consistent with those objectives.

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 Board Committees depending on their skills, experience, interest and requirements of the Board. Governors attend Board and Board Committee meetings, all CFIS Society members' meetings, 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 con-

tribution to CFIS. Governors must sign the CFIS Society's Oath of Office and Confidentiality Agreement and Conflict of Interest Declaration Form.

The Board is seeking one or more individuals with expertise in facility life cycle/capital project management.

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

**Time commitment:** 10 hours per month or more, depending on the activity of the Board Committees.

**Month:** Year-round

### CFIS SOCIETY BOARD OBSERVERS

The CFIS Society Board appoints observers to serve as an advisor on a Board, Committee and play a key role in Board succession planning. Observers are expected to attend meetings of the Committee, as well as Board meetings and Board events (such as the annual retreat and social gatherings, and the CFIS AGM. Society's Annual General Meeting. Observers are invited to attend graduation ceremonies and other school events. Observers must sign the CFIS Society's Oath of Office and Confidentiality Agreement and Conflict of Interest Declaration Form.

The Board is particularly seeking one or more individuals with expertise in the following areas:

- Fundraising/philanthropic leadership
- Children's health and well-being/general health and safety

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

**Time commitment:** 3 hours per month or more, depending on the activity of the Board Committee

**Month:** Year-round

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### COMMUNITY OUTREACH

With the objective of improving the sense of community at CFIS, connecting parents and collaborating with various businesses outside of the school, we are looking for several volunteers from ECE to Grade 12. These volunteers will support staff in organizing school-wide special events such as Mother Tongue concerts in February or Mom's Night Out soirée in May. The role of community volunteers is to enhance that sense of community within the school to assure that every family is included and to develop strong connections with the CFIS community.

**Number of volunteers:** varies

**Time commitment:** 5-10 hours per event

**Month:** Full school year

### GLOBAL EDUCATION - GUEST SPEAKERS

This year we will be furthering our intercultural learning by focusing on various religious and cultural celebrations throughout the year, and 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, related to diversity, equity and inclusion, anti-bias and anti-racist education, environmentalism, innovation, and internationalism.

**Number of volunteers:** varies

**Time commitment:** 1-2 hours per event

**Month:** Full school year

### GLOBAL EDUCATION - EVENT SUPPORT

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

- Hispanic Heritage Month (October)
- International Mother Tongue Day
- Black History Month (February)
- Asian Heritage Month (May)
- Pride (June)

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

**Time commitment:** varies

**Month:** Full school year

### LOST & FOUND COORDINATORS

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 items in the areas located at the main and secondary offices. The coordinators will also work with the administrative staff in each office to communicate with parents and facility renters to encourage labelling and retrieve found items.

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

**Time commitment:** varies

**Month:** Full school year

### MUSIC/BAND CONCERT & EVENT SUPPORT

Our music department requires the occasional support of 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:** Full school year

### 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:** Full school year

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### PARENT AMBASSADORS

Parent ambassadors are a team of current CFIS parents from all divisions of our school, who help prospective, and new CFIS families differently. You may be called upon to attend open houses and information sessions and to connect with parents individually. By sharing your knowledge and experiences and being a resource for their questions, your role as a Parent Ambassador is to help them feel connected with the CFIS community and ready to start their CFIS journey.

**Number of volunteers:** Five to seven  
**Time commitment:** 2-3 hours per month  
**Month:** Full school year

### PARENT/CAREGIVER DEI COMMITTEE

This committee of parents and caregivers are committed to providing and pursuing Diversity, Equity and Inclusion (DEI) education and community building for CFIS families to ensure the school is a safe and inclusive space for all community members. We will liaise with the Head of School, administration, staff and students and use data and feedback from CFIS families to inform our goals. We will also plan events for parents and caregivers for the purpose of DEI education and community building.

This year the committee aims to provide a series of DEI education opportunities and develop an online resource hub for CFIS parents and caregivers. We are looking for volunteers to serve as committee members to attend regular monthly meetings, as well as volunteers for future events (one-time or project-based commitment). We welcome all parents and caregivers to participate in whatever capacity they can, and we value everyone's lived experience as a source of expertise on this committee.

**Committee Members:**  
**Number of volunteers:** Five to seven  
**Time commitment:** 2 hours per month  
**Month:** Full school year

**Event Volunteers:**  
**Number of volunteers:** Four to five  
**Time commitment:** 6-8 hours

### PHOTO DAY CHAPERONES

Volunteers will chaperone classes to photography locations, check students in, ensure students have proper attire, help arrange students' hair/clothing, etc. Volunteers are required for fall photos, retakes and the spring photo sessions, three each in the morning and afternoon.

**Number of volunteers:** Six  
**Time commitment:** 2 hours per day  
**Month:** October and November

### PIZZA DAY VOLUNTEERS

**Pizza Day in the Seed:** One or two volunteers are needed to coordinate pizza days during the school year, often the last Friday of the month or Vesti-choix. Responsibilities include organizing orders, liaising with the Core Pizza Day coordinator(s), vendor(s) of choice, and organizing volunteers.

Ten volunteers are needed each month for Pizza Day. Responsibilities include delivering pizza and beverages to students sit in the classroom, and assisting with clean up.

**Number of volunteers required:** 10-20  
**Time commitment:** 2-4 hour/month  
**Month:** Full school year

**Pizza Day in the Core:** One or two volunteers are needed to coordinate pizza days during the school year, often the last Friday of the month or Vesti-Chiox.

Responsibilities include organizing orders, liaising with the Seed Pizza Day coordinator(s), vendor(s) of choice, and organizing volunteers. One or two volunteers are needed each month for Pizza Day.

**Number of volunteers:** 10-20  
**Time commitment:** 2-4 hours/month  
**Month:** Full school year

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### SPRING BENEFIT COMMITTEE

The Spring Benefit team works collaboratively to plan and host this annual community gathering and fundraising event, strategize ways to make our Spring Benefit more fun and inclusive and reach out to our parents and into the broader community for support from local businesses.

The Spring Benefit parent co-chair will work with the Associate Director, Development & Alumni Relations to manage the overall coordination of the event. Committee Members will attend regular meetings throughout the year, and Event Volunteers will be asked to help with Silent Auction basket building, event preparation and day-of setup.

**Co-Chair:**

**Number of volunteers:** One

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

**Month:** October to April

**Committee Members:**

**Number of volunteers:** Five to seven

**Time commitment:** 5-10 hours/month plus additional hours in March and April

**Month:** October to April

**Event Volunteers:**

**Number of volunteers:** Five to ten

**Time commitment:** 6-8 hours

**Month:** March & April

### STAFF APPRECIATION COMMITTEE

Join Our Parent-Led Staff Appreciation Committee - Spreading Gratitude! As a valued committee member, you'll be at the forefront of creating a positive and uplifting atmosphere for our hardworking staff and faculty. Your responsibilities will include planning and organizing events and initiatives to express gratitude, such as staff appreciation lunches, surprise treats, thank-you notes and recognition awards.

Through these thoughtful gestures, you'll help to ensure our school staff feel valued and cherished for their dedication and efforts.

**Number of volunteers:** Ten

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

**Month:** Full school year

### USED UNIFORM SALE SUPPORT

Volunteers helping with used uniform sales will be asked to sort donations, set up the sale and attend the annual used uniform sales fundraisers.

**Number of volunteers:** Four to five

**Time commitment:** 3-4 hours per sale

**Month:** May

### 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:** Full school year

### YEARBOOK COMMITTEE MEMBERS

The Yearbook Committee is responsible for creative direction, theme, photo placement, page layout, and content writing. Under the guidance of a staff member, this team plans, designs, and creates an annual memory book that our students, staff, faculty, and parents can reflect on each year to remember another amazing year at CFIS.

**Number of volunteers:** Five to six

**Time commitment:** 4-5 hours per month

**Month:** October-July

### YEARBOOK DISTRIBUTION

We are looking for help organizing and distributing stacks of yearbooks to each classroom – nearly 350 yearbooks each fall. You will receive a list of student names sorted by class. As the yearbooks are distributed, you will have each teacher sign that they have received the books and distribute them to the students in their class who have ordered them. Any extra books will be returned to our Advancement team for safekeeping.

**Number of volunteers:** Two to three

**Time commitment:** 2-3 hours daily for three days

**Month:** October

### EARLY CHILDHOOD (ECE) & ELEMENTARY DIVISION VOLUNTEER ROLES

Role	Time Commitment	Total Volunteers
Cafeteria Assistants - The Seed	Full school year, 1 hour/day	1
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
Clubs - Elementary Division	Full school year, 1-2 hours/week	varies
Grade 5 Celebration Support	March-June, 2-4 hours/week	4-5
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	1 day in September near or on 22nd (varies annually) 1-2 hours	6-8

#### CAFETERIA ASSISTANTS - THE SEED

The Seed Cafeteria requires daily volunteers to help students in Grades 1 and 2 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:** One per day

**Time commitment:** 1 hour per day

**Month:** Full school year

#### CLASS REPRESENTATIVES

Class representatives are lead volunteers for ECE and Elementary teachers. There is one representative per class for Junior Preschool, Preschool, Junior Kindergarten, Kindergarten and Grades 1 through 6. They help organize volunteers (including Elementary Classroom Support for French reading), special activities, and supplies connected to their child's class. They may also help to coordinate group gifts for

teachers and donations to the school. Teachers will coordinate class representatives directly.

**Number of volunteers:** One per class

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

**Month:** Full school year

#### CLASSROOM SUPPORT - COOKING CLASS

On Day 2 and Day 6 of the six-day cycle at 2:00 pm, a group of grade 6 and 7 students are involved in the cooking option. This is part of the theme of Internationalism — one of the six pillars of the Round Square IDEALS. Students in this class will be separated into two groups; one group will be involved in cooking, and the other group will be involved in other activities, such as sewing. The parent volunteer is present to support this dual program and help supervise the students.

**Number of volunteers:** one per day

**Time commitment:** 1-2 hours per six-day cycle

**Month:** Full school year



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### CLUBS - ELEMENTARY DIVISION

Every day one and day four at 2:30 pm, a group of students from two grades combined (1/2, 2/3, 3/4, 4/5) are involved in Elementary Clubs. We would like members of our community to bring their expertise in different areas to help enhance the student's experience. We are looking for volunteers in the following areas:

- Music and movement
- Choir
- Improvisation
- Theatre
- Art
- Chess
- Photography
- Journalism
- Technology
- Nature (forests, exploring, etc.)
- Sports
- Gardening
- Spanish
- Creation Club (creation of bracelet, origami, crochet...)
- Science Fair
- Mini-preneurs (entrepreneurs)
- Cooking club
- Languages (share your knowledge of your native language through songs or stories)

If you have a different area of expertise and think it would be valuable to our students, don't hesitate to contact [cabrodeur@cfis.com](mailto:cabrodeur@cfis.com).

**Number of volunteers:** varies

**Time commitment:** 1-2 hours per six-day cycle

**Month:** Full school year (divided into three semesters: October-December, January-March, April-June)

### GRADE 5 CELEBRATION SUPPORT

Parent support is required to help with the Grade 5 Celebration at the end of the school year.

**Number of volunteers:** Four to five

**Time commitment:** 2-4 hours per month

**Month:** March to June

### LIBRARY SUPPORT

Volunteers are needed to help shelve books and magazines, dust shelves, help to repair and clean books/textbooks, process new books into the library system, and count inventory toward the end of the year. Volunteers will receive training for these tasks.

**Number of volunteers:** Three to five

**Time commitment:** 1-2 hours (flexible)

**Month:** Full school year

### SCHOLASTIC BOOK FAIR - LEAD VOLUNTEERS

Two organizers are needed to collaborate 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. The organizers can 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 completed 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, help write a brief 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:** 10-12 hours before the event, 8 hours during the event and 8-10 after the event. (This includes 6 hours for setup and 6 hours for tear down.)

**Month:** November

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### SCHOLASTIC BOOK FAIR - SUPPORT

#### Daytime Volunteers

Three volunteers are required for each of the three shifts daily between 8:00 am - 5:00 pm to run cash, take orders, provide general customer service and clean up.

**Number of volunteers:** Forty-five

**Time commitment:** 3 hours

**Month:** November

#### Evening Volunteers

Five volunteers on each of the two student-led conference evenings (5:00 pm - 8:00 pm) are required to run cash, take orders, provide general customer service and clean up.

**Number of volunteers:** Fifteen

**Time commitment:** 3 hours

**Month:** November

### 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:** Full school year

### TERRY FOX WALK/RUN CHAPERONES

The Elementary Division requires volunteers to accompany students on their Terry Fox Run/Walk by the pond in Paskapoo Slopes on Sept 22, 2023. Duties include running or walking alongside students, encouraging their efforts, and ensuring children walk/run safely around the pond and stay on the path.

**Number of volunteers:** Six to eight

**Time commitment:** 1-2 hours

**Date:** 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	5
French Classroom Support	Full school year, 1-4 hours/month	1-2
Global Education Week - Chaperones	1 week (May), half to multi-day	varies
Grade 12 Parent Committee	Full school year, 1-2 hours/month	2-3
Lab Technician	Full school year, 1-2 hours/week	1
MTLRC Support	Full school year, flexible	3-5
Musical - Committee Leads	6 months (October-March)	6-12
Musical - Behind the Scenes	5 months (October-February)	10-12
Musical - Front of House	1 evening (February)	10-15
Musical - Food	2 weeks (January & February)	10-15
Spanish Classroom Support	Full school year, flexible	3-5

#### 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

Each home game requires two to four scorekeepers and referees experienced with the sport being played. There are usually six games per month between 3:30-5:30 pm.

**Number of volunteers:** Two to four

**Time commitment:** 2 hours, 1-2 evenings per week

**Month:** Full school year

# CFIS

## Guide to Giving & Getting Involved

### CAFETERIA ASSISTANTS - THE CORE

We require daily volunteers to help keep the Core Cafeteria clean after lunch. Duties may include stocking beverages and quick-serve meals, cleaning tables, managing the waste sorting area, and reminding students to tidy their space.

**Number of volunteers:** Five  
**Time commitment:** 2-3 hours per week  
**Month:** Full school year

### FRENCH CLASSROOM ASSISTANT

We would like parents from the CFIS community who are native French that would be willing to come into 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.
- Make any other sort of interesting and culturally relevant presentation: music, dance, etc.

**Number of volunteers:** One to two  
**Time commitment:** Flexible  
**Month:** Full school year

### GLOBAL EDUCATION WEEK - CHAPERONES

During Global Education Week, all grade 6-12 students will learn off-campus, engaging in travel or local experiences. Some chaperones may be required. If you can travel with the students or act as a chaperone for the local field trips that week.

**Number of volunteers:** varies  
**Time commitment:** 3-5 hours  
**Month:** May

### GRADE 12 GRAD PARENT COMMITTEE

Are you a proud parent eager to make your child's senior year a memorable and joyous occasion? Do you have a passion for creating unforgettable experiences that will mark the end of an incredible academic journey? You are invited to join our vibrant and enthusiastic parent-led Grade 12 Grad Committee!

As a valued committee member, you'll play a pivotal role in organizing and executing a range of exciting events and initiatives for our graduating class. Responsibilities may include organizing grad night festivities, presenting ideas for the yearbook, and coordinating graduation awards. Working collaboratively with other parents and school staff, you'll be at the heart of crafting moments that will forever be cherished.

Meetings will be held approximately monthly beginning in the fall, with the option for virtual participation to accommodate busy schedules. Meetings and planning commitments will gain momentum as graduation approaches.

**Number of volunteers:** Two to three  
**Time commitment:** 1-2 hours per month  
**Month:** Full school year

### LAB TECHNICIAN

We are looking for parents and family members with good working knowledge and interest in science and who can 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 preparing and providing apparatus, solutions and other experimental requirements for practical classes (including hazards); washing up glassware and equipment and its return to storage; and disposal of waste materials. The Lab Tech may be asked to source requirement, 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. The lab tech may also be asked to attend meetings and training courses as the Science Curriculum Leader requires.

**Number of volunteers:** One  
**Time commitment:** 1-2 hours per week  
**Month:** Full school year

# CFIS

## Guide to Giving & Getting Involved

### MTLRC (MARCEL TREMBLAY LEARNING & RESOURCE CENTER) SUPPORT

Parent support is required in the MTLRC to shelve books and process book returns and new deliveries. The parent volunteer would also help decorate the space with different themes throughout the year. This can be done on a regular basis.

**Number of volunteers:** Three to five

**Time commitment:** 1 hour a month

**Month:** Full school year

### MUSICAL - COMMITTEE LEADS

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

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

**Time commitment:** 1-2 hours per week, more time close to the event

**Month:** October to March

### MUSICAL - BEHIND THE SCENES - COSTUMES, SET & VIDEO RECORDING

As a 'behind the scenes' volunteer, you would offer your specialized skills to help the musical go on! Costuming volunteers ensure that all students have appropriate costumes for the musical production. 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 the cast.

We also need set builders in the month of January and a videographer to film and record the musical production the first week of February so that the participants have a souvenir of the production.

**Number of volunteers:** Ten to fifteen

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

**Month:** October to February

### MUSICAL - FRONT OF HOUSE

On the performance show 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:** Ten to fifteen

**Time commitment:** 1 evening

**Months:** February

### MUSICAL - FOOD COMMITTEE

We need volunteers to organize the dinners that are provided to approximately 50 students involved in the senior high musical production during late-night rehearsals and shows.

**Number of volunteers:** Ten to fifteen

**Time commitment:** 2 weeks in the evening

**Month:** January-February

### 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.
- Make other interesting and culturally relevant presentations of music, dance, unique sport, etc.

**Number of volunteers:** Three to five

**Time commitment:** Flexible

**Month:** Full school year

