

**ROLLING HILLS COUNTRY DAY SCHOOL**  
**PARENTS ASSOCIATION INTEREST FINDER**

Dear Parents,

The Parents Association relies on and appreciates the assistance of parent volunteers throughout the year. Being a volunteer allows you the opportunity to enhance the RHCDs experience for our children as well as meet other families at our school.

Please take a few minutes to complete the information below and consider where you might like to help out and volunteer next year. If you have special skills, expertise in a certain area, or have identified a team of people that you would like to work with, please make a note in the "Comments" section below. We also welcome your ideas on how to improve the Parents Association and its activities.

I appreciate your time and consideration, and as soon as I have collected all the forms, I'll let you know if there is a spot open for the job(s) you would like to take on. Thank you in advance for your support!

Gareth McClain  
mojochicken@icloud.com  
RHCDs Parents Association President, 2017-2018

---

**RHCDs PARENTS ASSOCIATION**  
**2017-2018 INTEREST FINDER**

Please print your name: \_\_\_\_\_

Your student(s) grade(s) as of September 2017: \_\_\_\_\_

Email address: \_\_\_\_\_

Please check the activities for which you would like to volunteer. An explanation of each activity is on the reverse side of this form.

- |  |   |
|--|---|
| <input type="checkbox"/> Grade Parent, Grade _____           | <input type="checkbox"/> Holiday Giving Coordinator     |
| <input type="checkbox"/> Art At Your Fingertips (AAYF) Chair | <input type="checkbox"/> Hospitality for Special Events |
| <input type="checkbox"/> AAYF Docent                         | <input type="checkbox"/> Late Start Coordinator         |
| <input type="checkbox"/> AAYF Helping Hands                  | <input type="checkbox"/> Library Volunteer              |
| <input type="checkbox"/> Birthday Book Club                  | <input type="checkbox"/> Library Volunteer Scheduler    |
| <input type="checkbox"/> Book Fair                           | <input type="checkbox"/> Lost and Found                 |
| <input type="checkbox"/> Faculty/Staff Appreciation Luncheon | <input type="checkbox"/> Multicultural Fair             |
| <input type="checkbox"/> Friday Lunch Coordinator            | <input type="checkbox"/> Olympic Day                    |
| <input type="checkbox"/> Friday Lunch Volunteer              | <input type="checkbox"/> Parent Social                  |
| <input type="checkbox"/> HeyDay                              | <input type="checkbox"/> Silent Auction Committee       |
| <input type="checkbox"/> HeyDay Book                         | <input type="checkbox"/> Uniform Closet                 |

**NOTE: If you are interested in being considered for the role of CHAIR or CO-CHAIR of any of these activities, please mark the line with a C. We need chairs to make these events happen...so please volunteer!**

COMMENTS: \_\_\_\_\_

---

**PLEASE RETURN THIS FORM TO THE FRONT OFFICE.**

**ROLLING HILLS COUNTRY DAY SCHOOL**  
**PARENT VOLUNTEER OPPORTUNITIES**

**Grade Parents:** Serve as the liaisons between the grade teachers and the parents. Arrange classroom parties, plan parent staffing as needed, organize student projects for HeyDay activities, work with the teacher to complete an age appropriate community service project, administer the "Grade Parent Fund," and assist in special activities as requested. Additional responsibilities include keeping a record of the year's activities to pass on to the Grade Parents for the next year.

**Art at Your Fingertips (AAYF):** Coordinate the special art projects with the Palos Verdes Art Center that will be presented throughout the year. The chair organizes docents and "helping hands" to assist students during the projects.

**Birthday Book Club:** Facilitate a program in which books are donated to the library on the occasion of a student's birthday.

**Book Fair:** Work with the school librarian to organize the annual book fair. The chair coordinates all parent volunteers.

**Faculty/Staff Appreciation Luncheon:** Plan and organize a themed luncheon/event for the faculty and staff. The chair coordinates all parent volunteers.

**Friday Lunch Coordinator:** Coordinate the Friday hot lunch program for the year. Organize parent volunteers to assist with serving lunches. Responsible for ordering food, drinks, ice cream or any other supplies that may be needed, and keeps an accurate account of those students who participate in this program. The coordinator may select Food Managers to be in charge of the various tasks.

**Friday Lunch Volunteer:** Assist the Friday Lunch Coordinator with serving lunch to the children on Friday afternoons.

**HeyDay:** Coordinate all of the activities of the annual school carnival. Delegate responsibilities to different committee chairs and Grade Parents. May have a co-chair to share in this responsibility.

**HeyDay Book:** Coordinate and organize sponsorship and advertisements related to publication of the HeyDay program/photo book. May have a co-chair to share in this responsibility.

**Holiday Giving Coordinator:** Organize parents to assist with the various school-wide donation drives held throughout the year. Interface with designated charitable organization to coordinate delivery of donated items.

**Hospitality for Special Events:** Work with the Parents Association President to help with hospitality for special events that arise throughout the year.

**Late Start Coordinator:** Coordinate parent volunteers to supervise the playground from 7:30 A.M. to 8:30 A.M. while the faculty attends a monthly in-service meeting. Also coordinate parent volunteers to assist in the parking lot for special events such as HeyDay, Olympic Day, and the first week of school.

**Library Volunteers:** Assist the school librarian with various duties in the library.

**Library Volunteer Scheduler:** Work with the school librarian to schedule volunteers to assist in the library.

**Lost and Found:** Sort through the "lost and found" on an ongoing basis and return labeled uniforms to the homeroom class of the owner. Launder and return unlabeled uniforms to the uniform closet for use by other students.

**Multicultural Fair:** Organize parent volunteers to share their cultural diversity by creating displays that teach students the different traditions of countries around the world.

**Olympic Day:** Coordinate all of the activities surrounding this event. Activities include Opening Ceremonies, all sports activities, Closing Ceremonies, and designating parent volunteers to serve as team parents or event facilitators. May have a co-chair to share in this responsibility.

**Parent Social:** Organize and plan a social event for RHCDs parents.

**Silent Auction Committee:** Organize silent auctions to be held at the Parent Social and HeyDay. These auctions will include community and family donated items, as well as school-donated items such as the reserved parking spot and seating for MPR grade performances, grade level projects, and teacher event outings. These auctions will raise monies to be used to enhance the school for the benefit of the children.

**Uniform Closet:** Maintain order in the student uniform closet. Regularly launder and organize donated uniforms added to the uniform closet for use by other students.