

# FFA Volunteer Positions Descriptions

## **Art Corps** (Coordinator: Natalia Moorehead, need volunteer coordinator)

A school-wide program that provides in-class art instruction using parent volunteers as instructors. The Volunteer Coordinator is charged with scheduling the Art Corps room at the beginning of the year. *Time Commitment: 8 hours in Sept, 1 hour a month after.*

## **Assemblies Coordinator** (Diane Hunter)

Research school-wide assembly options keeping in mind the budget allocated. Schedule 2-3 assemblies (after getting approval from school administrative staff), arrange for payment through the FFA Treasurer, facilitate the smooth running of assemblies on the day of. *Time Commitment: 4 hours to schedule assemblies during end of summer/beginning of school year, 1 hour at the time of each scheduled assembly.*

## **Bear Hugs Coordinator** (Lauren Fossett)

Provides special recognition to Kindergartners on a monthly basis. Kindergartners have a special snack time with the Principal and are recognized for their behavior and achievements throughout the year. *Time Commitment: 2 hours per month.*

## **Birthday Book Club**

Coordinates and purchases books for the library using Birthday Book Club donations. *Time Commitment: 1-2 hours per month.*

## **Book Fair**

*Co-Chairpersons* (Brigid Brown & Pam Millar)

Starting one month prior to Book Fair, two people needed to act as co-chairpersons to share responsibilities. Duties include managing the Fair, gathering volunteers, teacher scheduling, setting up and taking down Fair, participating in a Scholastic workshop, answering any questions regarding the Fair by teachers, parents, students. One co-chairperson is needed on site at all times during the Fair set-up, sale days, and tear-down. *Time Commitment: 25 hours over a one month period.*

*Treasurer* (Mary Corbett)

Responsible for counting and preparing deposits each day of Book Fair, sends out money totals to co-chairs. Deals with cash and checks and credit cards, counts "One 4 Books" contest monies. *Time Commitment: 2 hours per day for 4-5 days during week of Book Fair.*

*Book Fair Hospitality Coordinator* (Heidi Herway)

Responsible for procuring and serving (via donation or purchasing with Fair funds) muffins/juice/coffee for morning "Muffins for Moms" and "Donuts For Dads" Book Fair events. *Time Commitment: 2 hours preparation in arranging to get food/serving items, 2 hours on each morning of event.*

*Family Night Coordinator*

Plans the one-night-only evening opening of the Book Fair and coordinates volunteers for this event. Coordinates serving of a snack and/or a family activity (book reading, movie, craft) to engage families at the evening Book Fair sale event. *Time Commitment: 2 hours planning event, 3 hours on night of the event.*

*Scholastic Contest Coordinator*

"One 4 Books" contest runs for about 2 weeks before the Book Fair - classes collect change/bills and Scholastic matches every cent we bring in and donates that to a charity - our school keeps the money our students collect to spend at our Fair on books for the library or classrooms. *Time Commitment: 8 hours advertising and managing program at time of Book Fair.*

## **Box Tops Coordinator**

Up to twice a year campaigns and collects Box Tops for Education on behalf of the school. *Time Commitment: 5 hours up to twice a year.*

## **Character Education** (Coordinator: Diane Hunter)

Each month our school focuses on a different character trait. Parent volunteers spend about 30 min each month in the classroom teaching a short lesson that relates to the month's character trait. Lesson materials and planning aids are provided. *Time Commitment: 1 hour a month.*

## **Class Advancement and Fundraising**

*2013-2014 Promotion Committee* (Gerry McLean, Robert Hasson, Jillian Frisbie, Carolyn Coglianese)  
Incoming Fifth Grade Parents invited to join the committee that raises money and makes preparations for graduation and party in June of 2014.

*2014-2015*

Incoming Fourth Grade Parents are invited to join the committee that raises money and makes preparations for graduation and party in June of 2015.

## **eScrip/Store Rewards Coordinator**

Campaigns and collects information for participation in the eScrip program. May also coordinate school participation in other store rewards program campaigns. *Time Commitment: 2-4 hours in the Fall*

## **Family Fun Events**

*Father-Daughter Night* (Jillian Frisbie)

Plan and orchestrate school-wide dance for MRE girls and their special guy (typically in the Winter/Spring). This position can be run with a co-chairperson and planning can be split among a committee. There is a folder containing all of the information used for previous dances with electronic documents, invitations, etc. In addition, there are decorations for various themes available. *Time Commitment: 2-3 hours for preliminary reservations 2-3 months before the event, 5-7 hours for detailed planning 3-4 weeks before the event, 5 hours for set up and clean up the day of the event.*

*Mother-Son Night* (Jennifer & Fritz Leader)

Plan and orchestrate school-wide party for MRE boys and their special lady (typically in the Winter/Spring). This position can be run with a co-chairperson and planning can be split among a committee. There is a folder containing all of the information used for previous parties with electronic documents, invitations, etc. In addition, there are decorations for various themes available. *Time Commitment: 2-3 hours for preliminary reservations 2-3 months before the event, 5-7 hours for detailed planning 3-4 weeks before the event, 5 hours for set up and clean up the day of the event.*

*Family Movie Night*

2015-2016 promotion committee plans and implements a Family Movie Night by arranging for a date/time/location at school, arrange for all necessary movie-viewing equipment, advertise, consider selling snacks/food, coordinate with FFA and School Administration. *Time Commitment: 8 hours planning and implementing event.*

## **Fourth of July Parade Coordinator**

Plan and implement the participation of many MRE adults and students to march in SR 4<sup>th</sup> of July Parade. Enter MRE as a group participant in the parade, send out information to entire student body, meet group on July 4<sup>th</sup> and march in the parade as a group. *Time Commitment: 1-2 hours planning before the parade starting with registration in early spring, 2-3 hours on day of event.*

### **Green Team** (Chair: Jennifer Leader; need 3-4 committee members)

The Green Team Chair facilitates communication between district employees, school staff, teacher, volunteers, and outside agencies to plan and implement a variety of environmentally friendly practices and events throughout the year. Committee positions include: Garden Project Coordinator, Compost Caretaker, Earth Day Coordinator, Recycling Coordinator, Campus Beautification Coordinator, Candy Recycling Coordinator, and Shoe Drive Coordinator. *Time Commitment: 2-6 hours a month, depending on position. Campus Beautification Coordinator should plan no more than 4 events throughout the school year. Some positions are one-time only, ie: candy recycling in Nov., Shoe Drive in the spring, and Earth Day on April 22nd.*

### **Halloween Carnival** (Chair: Jillian Frisbie; need 3-4 committee members)

Plan and orchestrate annual Halloween Carnival in October. This position can be run with a co-chairperson and planning can be split among a committee. Duties starts in August and include soliciting sponsors, renting carnival equipment, hiring food trucks, organizing volunteers, marketing, ticket-sales, set-up and clean-up. *Time Commitment for committee members: 10 hours planning in fall, 12 hours during week of Carnival.*

### **Hospitality Coordinators** (Ellen McIrvn & Brooke Miles; need 1-2 more members)

Coordinate Kindergarten Orientation, First Day of School Parent Coffee, and Ice Cream Social in the fall. Plans and implements teacher/classified staff appreciation in the spring. *Time Commitment: 5-8 hours in the fall and 3-4 hours in the spring.*

### **Jog-A-Thon**

#### *Chairperson*

Plan and implement the school-wide Jog-A-Thon typically held in April. Duties starts 2-3 months before event and include procuring student t-shirts, preparing student pledge cards and advertising materials, gathering and scheduling volunteers for each class, managing donations of water and other refreshments, set-up and clean-up for the 2-day event, tallying laps and organizing prizes. *Time Commitment: 15-20 hours of planning prior to event, 6 hours on each day of event and 6-12 hours following event for clean-up and prize preparation.*

#### *Treasurer* (Linda Hoover)

Responsible for counting money and preparing deposits during Jog-a-thon with assistance of Jog-a-thon chairperson(s) and/or FFA Board Member(s) on a pre-arranged schedule during an approximate 3 week period surrounding Jog-a-thon. Reports money totals to co-chairs and FFA. *Time Commitment: 2 hours a day for approximately 10 days throughout duration of Jog-a-thon activities.*

#### *Sponsor Coordinator*

Finds and works with individuals or businesses who agree to sponsor the MRE Jog-a-thon in the form of monetary donations, gift cards, food/product donations for the event. *Time Commitment: 6-8 hours in the months leading up to Jog-a-thon.*

#### *Signs Coordinator*

Designs, markets, and orders Encouragement Signs to be hung around the track during the Jog-A-Thon. Picks up signs from printer, hangs signs around field, removes signs after event and delivers to classrooms. *Time Commitment: 6 hours at the time of the Jog-A-Thon*

### **Photographer** (Claire Wanner)

Take pictures at school events for use in marketing events and publication in yearbook. *Time commitment: 1-2 hours a month, more during major events.*

### **Pledge Drive Coordinators** (Chair: Tracy Jewell; need 2 committee members)

Responsible for developing a marketing plan for the MRE annual Pledge Drive; designing, printing, collating and distributing Pledge brochures to all families at school; promote the Pledge Drive through posters, website, flyers, and/or speaking to parents at Back to School Night; handling all aspects of collecting returned Pledges, tabulating and reporting results of participation and money raised to FFA and parents; plan, prepare and send thank you letters. *Time Commitment: 5-8 hours a week August-October. 2-4 hours a month thereafter, steadily tapering off in second half of school year.*

### **Restaurant Night Coordinator**

Contact local restaurants and setup a fundraising night for school participation. *Time Commitment: 1-2 hours per month.*

### **School Directory Coordinator** (Linh Vandermar)

Responsible for putting together school-wide directory by finding advertisers/sponsors; collecting, verifying and collating directory information; proofreading and printing directory; distributing directories to all families. *Time Commitment: 6-8 hours a week September–November.*

### **SRCA Newsletter Coordinator** (Catherine Melis)

Responsible for gathering information, writing articles, submitting articles to the SRCA Newsletter. *Time Commitment: 3-4 hours a month throughout school year.*

### **Spirit Wear Coordinators**

Design (if desired), stock, inventory and sell MRE T-shirts and apparel. Organize 2-3 days for Spirit Wear sales in Sept/fall and 2-3 more sales throughout year. Manage internet orders. *Time Commitment: 12 hours in late Aug/early Sept, 4 hours for each sale after that.*

### **Spring Social/Hawk Classic Golf Tournament**

*Golf Tournament Chair* (Robert Hasson & Nick Bernabe)

Plan and implement Hawk Classic Golf Tournament typically held at the Rancho Bernardo Inn in early spring. Duties include organizing tournament, contacting sponsors, procuring and arranging goodie bags, arranging for refreshments, organizing volunteers, set-up and clean-up. *Time Commitment: 30-40 hours in early spring.*

*Spring Social Chair* (Suzanne Smith)

Plan and implement evening adult social typically held at the Rancho Bernardo Inn in early spring to run concurrent with the Hawk Classic Golf Tournament. Duties include procuring auction items, contacting sponsors, working with the Inn, set-up, and clean-up. *Time Commitment: 30-40 hours in early spring.*

*Treasurer*

Manages the finances for the Golf Tournament and Spring Social. Keeps a spreadsheet of expenses and income. Counts money and prepares deposits. Reports totals to chairperson and FFA. *Time Commitment: 10 hours preparation and 10 hours on day of event.*

*Marketing Coordinator*

Responsible for advertising Spring Social and Golf Tournament. Duties include preparing and distributing flyers (print & online) and contacting SRCA and local businesses to promote event. *Time Commitment: 10 hours in the weeks prior to event.*

## **Students Who Care Coordinator**

Plans and orchestrates events for students to do charitable work in and around the school. No more than 4 events per year. *Time Commitment: 2-4 hours of planning and marketing each event, 2-4 hours to implement each event.*

## **Summer Playgroup Coordinator** (Heidi Herway)

Organizes 3-4 summer playgroups for incoming kindergarteners. Collect e-mail addresses of interested parents. Notify parents of playgroups via e-mail, website, and SRCA newsletter. *Time Commitment: 6-8 hours over the summer.*

## **Yearbook**

*Production Chair* (Lane Vance)

Responsible for gathering pictures, running cover contest, and planning yearbook. May work with a yearbook company or create content on own. *Time Commitment: 6-8 hours a week starting in March.*

Treasurer

Responsible for advertising sales, preparing and distributing flyers (online) for sale of yearbooks; posting yearbook sale information on website; counting money and preparing deposits with assistance of yearbook chairperson on a pre-arranged schedule during an approximate 2.5 month period (April thru mid-June 2010) of yearbook sales. Reports money totals to yearbook chairperson and FFA. *Time Commitment: 1 hours a day for approximately 10-15 days throughout yearbook sales period.*

Group Pictures

Take photographs for yearbook of school clubs/groups. *Time Commitment: 2-4 hours during the month of May.*