

***Development Office Volunteer Form
for Fundraising Events 2010-11***

Please be generous in helping us to administer Trinity School's annual fundraising events.

FAMILY NAME _____	
Mother _____	Home phone _____ Other phone _____
Father _____	Home phone _____ Other phone _____

SCRIP SALES

- _____ Team players – Sell scrip to the carpool drivers after school from 3-3:30.
- _____ Behind-the-scenes – Refurbish scrip in the school office; weekly for 1.5 hours.

ANNUAL APPEAL PHONATHON

- _____ One or two evenings the second week of November. Script and training provided.

EVENTS—SPRING AND FALL GATHERINGS

- _____ I'll be on the committee and help where I'm needed.
- _____ I'll make 10 calls to line up refreshments.
- _____ I'll work in advance to raise donations.

CHRISTMAS BAZAAR—DECEMBER 4, 2010

(A separate volunteer form will be mailed next fall.)

**TRINITY SCHOOL AT GREENLAWN
PSA EVENTS COMMITTEE VOLUNTEER FORM 2010-11**

Student(s') Name(s) and Grade(s)-Fall, 2010

Mother's Name _____

home phone _____ work phone _____ email _____

Father's Name _____

home phone _____ work phone _____ email _____

Please read this list of school events staffed by Parent Service Association volunteers, paying special attention to those events served by parents with students in a particular grade. (Grades listed refer to the student's grade in the 2009/2010 school year.) Please number, in order of preference (1, 2), two events on which you can serve. We will then assign you to serve on one of the events you choose.

Have you been a chair in the past? _____

Would you be willing to serve as a co-chair working with an experienced parent? _____

_____ **Eleventh-grade parent/faculty meeting** Thursday, October 7, evening

_____ **Eleventh- and twelfth-grades parent/faculty meeting** Thursday, January 20, evening

The parent/faculty meetings are held to give parents and teachers an opportunity to socialize and discuss important school issues, as announced by the headmaster. Refreshments are served by parents of students in all grades.

_____ **New Parent Orientation** Saturday, August 21 morning

This event provides an opportunity for parents new to Trinity School to learn about life at Trinity School, meet other parents and be introduced to the Parent Service Association. Refreshments are served by parents of students in all grades.

_____ **All-School Picnic** Sunday, August 29 evening

The all-school picnic provides a relaxed atmosphere where Trinity School families and classmates come together to meet new families or reconnect as classes begin. It takes place at the Trinity School Athletic Center. Dinner is pot-luck style. Help is needed to organize the serving tables, put out the food and drinks and clean up the grounds afterward.

PLEASE COMPLETE THE BACK OF THIS SHEET.

_____ **Study Skills Workshop** Saturday, October 2, morning
This workshop on improving study skills is presented by the faculty to all new students, who are each accompanied by a parent. Refreshments are served during various breaks throughout the morning and a light lunch is served. Servers are parents of eighth- through twelfth-graders, excluding new students.

_____ **Fall Open House** Sunday, November 7 afternoon
Parents, students and faculty represent Trinity School at this open house, held to inform and attract the community at large to the Trinity School family. Refreshments are served by parents of eighth- through twelfth-grade students, excluding new students.

_____ **Winter Fine Arts Evening** Monday, December 13 evening
A special celebration of Christmas music presented by the ninth- and tenth-grade choirs and the visual arts are displayed in the hallways of the school. Refreshments are served by parents of all students.

_____ **Composition Recital** Wednesday, April 20 evening
An enjoyable evening of students' music composition presentations. Refreshments are served by parents of students in all grades.

_____ **Fischhoff Soiree** Thursday, May 12 evening
An elegant evening of chamber music and fellowship served in the mansion for seniors and their parents. Refreshments are served in the dining room by parents of ninth- through eleventh-grade students.

_____ **Spring Fine Arts Evening** Wednesday, May 25 evening
An evening to celebrate student achievement in musical composition and performance, visual arts and poetry recitation. Refreshments are served by parents of students in all grades.

**TRINITY SCHOOL AT GREENLAWN
OFFICE VOLUNTEER FORM 2010-11**

Student(s') Name(s) and (Grade[s]-Fall, 2010)

Mother's Name _____

home phone _____ work phone _____ email _____

Father's Name _____

home phone _____ work phone _____ email _____

The operation of the office requires the work of more than one person. To keep expenses down we rely on the invaluable help of parent volunteers. Please look over the following list and choose one service that you can commit to for the academic year 2010-11.

_____ **OFFICE SUPPORT:** ½ day commitment, one day a week, M – F, 8:00 to 12:00 or 12:00 to 3:00
Includes, but is not limited to, some record-keeping, preparation of mailings, making copies, delivering messages and overseeing infirmary.

PLEASE NOTE FIRST AND SECOND CHOICES OF THE FOLLOWING:

	M	T	W	Th	F
8:00 to 12:00					
12:00 to 3:00					

_____ **PIZZA LUNCH:** 12:00 to 1:00 one Friday per month
Divide food, serve and clean up.

_____ **FACULTY CHRISTMAS PARTY:** Friday, December 17 (*tentative*). Includes decorating or cleaning up.
_____ 1:00 to 2:30, decorating
_____ 6:30 to 8:00, clean up

_____ **USED UNIFORM SALE:** Tuesday, August 24, during book sales

_____ **UNIFORM SALE:** 3:00 to 6:00 p.m., Wednesday, May 4.
Help parents find sizes, be available for help outside fitting rooms.

**TRINITY SCHOOL AT GREENLAWN
PSA SOCIAL COMMITTEE VOLUNTEER FORM 2010/2011**

Student(s) Name(s) and Grade(s), Fall 2010

Mother's Name _____

home phone _____ work phone _____ email _____

Father's Name _____

home phone _____ work phone _____ email _____

A. PSA Social Committee

The Social Committee is a small group of parents (5-7) who, in conjunction with the school, schedule dates and venues for multi-grade social events, assign volunteers for events based on their preferences as indicated on this form, serve as a resource to organizers of events and oversee multi-grade-events sponsored by the Social Committee. If you are open to the possibility of volunteering for this committee, please write your name below and a current social committee member will contact you to answer any questions you may have.

B. 2010/2011 Social events: Please select at least two.

	Organize	Help
August		
_____ Back to school class activity (organized by grade: 8, 10, 11, 12)	_____	_____
_____ Back to school class activity <u>and</u> parent gathering (organized by grade: 7 & 9)	_____	_____
September		
_____ Arrange sophomore dance class (grade 10 only)	_____	_____
_____ All-school ice-cream social, To be determined (after volleyball game)	_____	_____
_____ High-school Fiesta! (to be determined)	_____	_____
October		
_____ Fall class activity (organized by grade: 7 & 8)	_____	_____
_____ High-school square dance, Fri. Oct. 29	_____	_____

CONTINUED ON OTHER SIDE

Organize Help

December

_____ High-school basketball Spirit Night, Fri. Dec. 10
 (Organized with the help of the Student Athletic Committee) _____ _____

January

_____ Bowling party during project week, Wed. Jan. 5 _____ _____

_____ Ballroom Dance Party, late January? (grades 10 to 12) _____ _____

February

_____ Class winter activity (organized by grade: 7, 8, 9) _____ _____

March

_____ Ski event during midwinter break, Wed, March 2 _____ _____

_____ High School Social Event, late March? _____ _____

April

_____ Medieval Banquet, a Friday in April (8th-grade parents only) _____ _____

May

_____ Junior/Senior Spring Formal, Sat., May 14 _____ _____
 (11th- & 12th-grade parents only, organized with school administration.)

May/June

_____ End-of-the-year class activity (organized by grade: 7-11) _____ _____

Volunteers for faculty meals during evaluation weeks in January and June will be solicited closer to the dates needed.

PLEASE COMPLETE THE OTHER SIDE OF THIS FORM

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PSA EVENTS COMMITTEE VOLUNTEER FORM 2010-11**

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