

Message from the Director of Parent Relations

Welcome everyone to the new school year 2011 – 2012. Volunteering within the school community is a wonderful opportunity to show your commitment to the education of your daughters/sons. It is an amazing and fun way to lead by example for your children, to be involved within the school, to show that spirit of service to others.

I invite all parents to be a volunteer. As a family school, you are one of the pillars of the community and we welcome your commitment no matter how small or great, a few hours or a larger, more engaging part. You may also have some talent or interest not mentioned which you might like to share with a class, a club or the school; if so we would hope to hear from you.

I would encourage you to review this list of opportunities and activities on the following page. Please consider volunteering depending upon your interests and availability and complete the form/information at your earliest convenience and return to the office, by fax at 416-449-2891 or e-mail.

library@hawthornschool.com

Thank you for your response and we all look forward to working with you this year.

Charon Leon
Director of Parent Relations

Class Opportunities – Junior School

Class Coordinator

In this function you are a key person to assist parents in your class by being a liaison with the school. To help foster this connection, two social events are encouraged and with others in the class organize a social event for parents and another for the girls/boys and parents. If possible, attend the monthly coordinators meetings (8 in all), send out any information reports to parents by e-mail, call parents for important messages or special events, and arrange for the class hospitality commitment for that grade for that year.

Coordinators Meetings: First Wednesday of each month except September and January, 2:00 pm – 3:00 pm

Time Commitment: Approximately 2 hours per month

Hospitality Assignment Assistants

These volunteers would help with pizza lunches and help the class coordinator with any hospitality events.

Pizza Lunches: Last Friday of each month

Time Commitment: Approximately 2 hours per shift

Class Outings/Events

This includes any class outing and also some in school events where extra hands and supervision are appreciated. These events take place throughout the school year.

Class Opportunities – Lower School

Class Coordinator

In this function you are a key person to assist parents in your class by being a liaison with the school. To help foster this connection, two social events are encouraged and with others in the class organize a social event for parents and another for the girls/boys and parents. If possible, attend the monthly coordinators meetings (8 in all), send out any information reports to parents by e-mail, call parents for important messages or special events, and arrange for the class hospitality commitment for that grade for that year.

Coordinators Meetings: First Wednesday of each month except September
and January, 2:00 pm – 3:00 pm
Time Commitment: Approximately 2 hours per month

Hospitality Assignment Assistants

These volunteers would help with pizza lunches and help the class coordinator with any hospitality events.

Pizza Lunches: Last Thursday of each month
Time Commitment: Approximately 2 hours per shift

Pot Luck Lunch

The pot luck lunch in the atrium needs assistants for food set up, decorations, and serving of the girls.

Pot Luck Lunch: Date is different for each class
Time Commitment: Day of event approximately 2 to 3 hours

Greenview Lodge Drivers

Visits are made by students to Greenview Lodge which is a senior home where the students talk to the residents as well as perform some type of presentation arranged by the teachers. The residence is located on Lawrence Avenue and drivers are required to transport the girls to and from the Lodge.

Date: Different for each class
Time Commitment: Approximately 15 minutes each way with about 45 minutes
Spent with the residents

Class Outings/Events

This includes any class outing and also some in school events where extra hands and supervision are appreciated. These events take place throughout the school year.

Class Opportunities – Upper School

Class Coordinator

In this function you are a key person to assist parents in your class by being a liaison with the school. To help foster this connection, two social events are encouraged and with others in the class organize a social event for parents and another for the girls/boys and parents. If possible, attend the monthly coordinators meetings (8 in all), send out any information reports to parents by e-mail, call parents for important messages or special events, and arrange for the class hospitality commitment for that grade for that year.

Coordinators Meetings: First Wednesday of each month except September
and January, 2:00 pm – 3:00 pm

Time Commitment: Approximately 2 hours per month

Hospitality Assignments Assistants

In the upper school, girls are encouraged to take leadership roles for organizing events. If there is a specific need for assistants, the class coordinator will contact the class parents.

School Functions

Ice Cream Social

This event is for new students and their parents to welcome them into the school. Assistants are needed to purchase the different items, arrange the tables, and possibly serve.

Date: Wednesday, August 31, 2011 from 4:00 pm to 5:00 pm
Time Commitment: Approximately 2 to 3 hours

New Parents Workshop and Luncheon

Assistance in food set up and clean up as well as helping to welcome new parents.

Date: Saturday, September 17, 2011 from 3:45 pm to 5:00 pm
Time Commitment: Approximately 1 ½ hours

Back to School Family Bar-B-Q

This is a friendship builder and volunteers are needed to bar-b-q the food (great for the Dads), set out the food and assist with the food distribution. For those not interested in the food aspects, there are other areas such as money and ticket collection, selling raffle tickets, helping organize and monitor the games and clean up.

Date: Saturday, September 17, 2011 from 5:00 pm to 7:00 pm
Time Commitment: Shifts of about one to two hours depending on the function

Pizza Lunch Coordinator – Junior School

This involves developing the form for distribution to parents, collecting the money and determining food quantities, buying or ordering food/drinks and creating a schedule for assistants to come in the day of the lunch for distribution to students.

Date: Last Friday of each month
Time Commitment: Coordinator: about an hour to order and buy items and deliver to school
Assistants: about an hour the day of the pizza lunch

Pizza Lunch Coordinator – Lower School

This involves developing the form for distribution to parents, collecting the money and determining food quantities, buying or ordering food/drinks and creating a schedule for assistants to come in the day of the lunch for distribution to students.

Date: Last Thursday of each month
Time Commitment: Coordinator: about an hour to order and buy items and deliver to school
Assistants: about an hour the day of the pizza lunch

Golf Tournament

This is one of the school's two major fund raising events of the year. Help the coordinator to obtain prizes, with documentation and mailings, and any other things the coordinator may have in mind. The day of the tournament, volunteers are needed to set up, man the registration table, help after dinner with the prize distribution, raffle tickets and finally clean up.

Date: Monday, September 26, 2011 from 11:15 am and dinner at 6:30 pm
Time Commitment: day of the tournament

Coaching

Volunteers who are interesting in helping teachers coach basketball, volley ball, golf, soccer and possibly badminton will be introduced to the Athletic Director who will discuss all the details and times for the sports.

Date: Depends on sport
Time Commitment: Practice sessions and games

Lower School Clubs

Parents who have a particular talent they might like to teach the girls will be put in contact with the Lower School Principal who will coordinate times. There are usually a variety of choices and may differ in each term.

Date: Six weeks in the first and the second term
Time Commitment: Depends on the activity but is usually 2 hours a week for 6 weeks

Library

Assist with organizing and shelving books.

Date: Anytime during week
Time Commitment: to be determined

Bingo Night

A number caller, a checker, and a food organizer are needed to help with this event along with set up and clean up assistant.

Date: To be determined
Time Commitment: shifts of 2 hours

Poinsettia Sale

Volunteers are needed to distribute the forms, correlate the returns, place the orders, and handle the plant distribution.

Date: Mid November
Time Commitment: several hours depending on function

Christmas Shopping Day

This event is planned as a fun time for the girls to shop for parents, siblings and relatives. Donations are collected, sorted, sometimes packaged and priced. Items are organized and displayed in the atrium. Volunteers are needed for gift wrapping, money collection, cookie baking, making candy kabobs, set up and clean up. For this event many hands will make light work.

Date: End of November – to be determined
Time Commitment: planning meetings and shifts of 2 hours the day of the event

Christmas Concert Sets and Costumes

Set decorators, sewers and anyone interested in assisting with this event are needed to help teachers from grades Preschool to 5 make this success.

Date: Sunday, December 4, 2011
Time Commitment: depends on your interest

Christmas Generosity Project

Collection and wrapping of gifts for needy families and delivery to the charity for distribution to the families.

Date: To be determined
Time Commitment: day of the event 4 to 6 hours depending on volunteer numbers

International Day

This is a school wide fund raising event. Students are encouraged to display their ethnicity by food, costume or decorations. Volunteers are needed to help decorate and assist with food serving and clean up.

Date: To be determined
Time Commitment: day of the event approximately 4 hours

Mother and Babies Project

Items are collected for babies and mothers in need. Volunteers are needed to pack up items and deliver them to the charity.

Date: Beginning of May
Time Commitment: 2 to 3 hours

Gala

This is the second major fund raising event for Hawthorn. Volunteers are needed to be part of the committee) décor, silent auction, raffle prizes, theme, etc.) and others are needed the day of the event.

Date: Saturday, May 5, 2012
Time Commitment: Committee: once a month for 2 to 3 hours
Other Volunteers: depends on function

Grandparents' Afternoon and Tea

This is an opportunity for grandparents to tour the school, spend time with their grandchildren and be entertained while having tea and goodies. Volunteers are needed to make the tea, arrange and clean up the tables, arrange the goodies, and assist the grade 7 girls who are serving.

Date: Friday, May 25, 2012
Time Commitment: day of the event 3 to 4 hours

Athletic Banquet

Parents are needed to transport sport decorations and set up and take down items at the banquet hall.

Date: End of May - to be determined
Time Commitment: day of the event 2 to 3 hours

Grade 7 Graduation

Assistants are needed to help with decorations, table arrangements, making the tea and then serving the tea and goodies and finally clean up.

Date: Saturday, June 16, 2012 from 1:00 pm to 3:00 pm
Time Commitment: day of the event 3 to 5 hours

Used Book and Uniform Sale

The day of the event helpers are needed to collect the books and uniforms and make sure things are labeled, money collection and answering questions.

Date: Lower School: Monday, June 18, 2012 from 11:00 am to 1:00 pm
Upper School: Tuesday, June 19, 2012 from 11:30 am to 12:30 pm
Time Commitment: approximately 1 hour before and approximately 2 hours after ceremony

Grade 12 Graduation

Assistants are needed to help with refreshments after the graduation.

Date: Wednesday, June 20, 2012 from 10:30 am to 12:00 pm
Time Commitment: day of event about 3 hours

Hawthorn Tuck Shop

This is the school shop which offers fun and useful items. Volunteers would store stock and fill orders for student and parent requests.

Date: All school year
Time Commitment: 1 hour per week



Hawthorn School for Girls

VOLUNTEER Response Form

2011 – 2012

Please return completed form directly to the office, by fax at 416-449-2891 or by e-mail to the library@hawthornschool.com. Thank you.

Name: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Student Name: _____ Grade: _____

Contact: Telephone Daytime: _____

Telephone Nighttime: _____

E-mail: _____

Volunteer Interests: _____
