



Ruffing Parent Volunteer Form
2008-2009 School Year

Below is a list of PA volunteer opportunities. Please check any and all activities that interest you and indicate your preference to be a chairperson or volunteer. You are welcome to indicate your interest in as many positions as possible.

Please return this form to Karen Hahn at 3380 Fairmount Boulevard, Cleveland Heights, Ohio 44118. You may return the forms via "kiddie express" if you desire.

In an effort to involve as many parents as possible, we have tried to include on-site and off-site volunteer opportunities for most categories. Below are the general event and committee descriptions. For more details on a particular opportunity, contact Sarah Routh at ryansarahrouth@sbcglobal.net.

Family Names:

Parent 1: _____

E- mail _____

Parent 2: _____

E-mail _____

Child(ren): _____

Class(es) _____

To assist us in contacting you, please mark a **1** (parent 1) or **2** (parent 2) in the boxes below to indicate your interest.

Chair Volunteer

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Fall Wine & Cheese - Annual parent/faculty/board back-to-school social gathering/cocktail party (September) |
| <input type="checkbox"/> | <input type="checkbox"/> | Pumpkin Party - Ruffing's traditional family fall festival (October) |
| <input type="checkbox"/> | <input type="checkbox"/> | Book Fair - Alternative book fair held at Ruffing for three days (November). |
| <input type="checkbox"/> | <input type="checkbox"/> | Parenting Toolbox Lecture Series - PA sponsored speakers give evening presentations on parenting topics |

(Two times annually)

- CCIS Parent Representatives** - Ruffing representative to the CCIS Parent Group. Two needed. (Monthly)
- Classroom Parent** - Organize social gatherings for parents and students throughout the year.
- Valentine's Day Party** - Child-centered celebration for Children's House/Toddler Community students with crafts, treats and "open gym" time (February)
- Helping Hands** - Assist the faculty with copying, sorting, etc. (One Friday per Month)
- Karen Hahn for a Day** - Substitute for Karen Hahn (Office Administrator) (As Needed)
- Hospitality Committee**- Providing light refreshments for predetermined events (Hospitality Calendar delivered in September)
- Teacher Appreciation Committee** - Assist with staff appreciation efforts - including bringing food for quarterly staff luncheons
- Admissions Support Committee** - Assist Julie Haffke with administrative support in the admissions office (As needed)
- Development Support Committee** - Assist Carol Provan with administrative support in the development office (As needed). **Desktop publishing/graphic design would be especially appreciated**
- Facilities Support Committee** - Assist Deb Mitchell with grounds, maintenance and facilities projects (As needed)
- Grandparents' & Special Persons' Day** - Multiple volunteer opportunities for the annual "open house" for grandparents and other invitees (May)
- Ruffing Benefit Gala** - Multiple volunteer opportunities for this biennial gala/fundraising event
- Faculty Appreciation Dinner Support** - Provide food/beverages, serve and clean-up at the event (May)
- Faculty Appreciation Dinner Host**- Open your home to host the annual faculty dinner (tables and chairs are rented by the PA) (May)
- Spring Wine & Cheese** - Annual parent/faculty/board end-of-year social gathering/cocktail party (May/June)
- Great Kids' Race** - Work with Francine Barnett with planning and holding the annual race/obstacle challenge for students (May)