

**MONROE MONTESSORI PBC CALENDAR OF EVENTS 2008-2009**

MONTH	DATE	EVENT	JOB FUNCTION	DESCRIPTION OF JOB	ESTIMATED TIME	# OF VOLUNTEERS NEEDED	VOLUNTEER
	4th	Elem Parent Ed	Childcare		1.5 hours	1 or 2	
	11th	B1/pm,B2/am,B3/am and A1 Parent Ed	Childcare		1.5 hours	1 or 2	Inessa Pearce
	18th	B2/pm and A4 Parent Ed	Childcare		1.5 hours	1 or 2	Anna Leonard
September	11th	Ice Cream Social	Procurement	Purchase ice cream	30 minutes	1	Tanya Akins
			Setup/Cleanup	Set up tables/Clean Up	1 hour	1	
	23rd	Sally Foster Wrapping Paper Fund Raiser 23rd September - 2nd October	Decorating	Decorate & set up display	1 hour	1	
			Verify accuracy of orders & money	Verify orders for accuracy & match to money	2 hours	1	
			Label Order Envelopes	Put student name/class on order packs and distribute		1	Linda St Clair
			Order Entry	Enter orders into system	4 hours	1	Kelly Hunt
			Product/Package Dispersement	Be available when order arrives to check against packing slip & disperse boxes to classroom	2 hours	2 or 3	Stephanie Janeway
October	11th	Pumpkin Patch Outing to Stocker Farms	Create flyers	Create flyers for take home to inc. date, time, finger food potluck	30 minutes	1	
			Manage Potluck	Set up tables for food & clean up	1 hour	2	
	**Ongoing**	Art Docent	Create Art Projects	Design art projects for classes & teach students	3 hours	1 or 2	
November	24th and 25th	School Pictures	Assist Photographer	Make sure children are groomed & clothing adjusted	2 hours	1 or 2	
	17th-21st	Food Drive	Create flyers	Create flyers for take home	30 minutes	1	
			Place bins/boxes in each classroom	Find bins/boxes & place in each classrom	30 minutes	1	
			Coordinate delivery of food items	Potential delivery by elementary children	1.5 hours	1	
26th	Grandparents/Special Person Day	Host	Welcome & direct people to classrooms	30 minutes	1 or 2		
December	5th	Parent Night Out	Supervise children's craft activities	Supervise Crafts	5 hours or shi	1	
	8th-12th	Toy Drive	Create flyers	Create flyers for take home	30 minutes		
			Place bins/boxes in each classroom	Find bins/boxes & place in each classrom	30 minutes	1	
			Collect & deliver toys	Collect & deliver items	1.5 hours	1	
6th-14th	Adopt a Family Giving Tree	Find family	Find family & discuss needs	1 hour	1		
		Create tree	Create tree with needs on ornaments.	1 hour	1		
		Collect & deliver	Collect & deliver items to family	1 hour	1		

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		Art Celebration	To be determined				

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January							
February		Valentines Party	Create flyers	Create flyers for take home	30 minutes	1	
			Decorate classrooms	Decorate classrooms	1 hour	4 or 5	
			Assist w/party	Assist teacher w/party	1 hour	5 or 6	
			Clean up	Clean up classroom	30 minutes	5 or 6	
March		School Auction	Chairperson/Co-Chairperson	Manage function by coordinating volunteer groups	40 hours	1 or 2	Terra Sittner
		March 21st					
		Echo Falls Country Club	Procurement Coordinator	Coordinate volunteers for procuring items. Including verifying donation forms are completed accurately.	40 hours	1 or 2	Melissa Reiner
				Envelop Stuffing			Eloise Arnold
			Donation Intake	Take in donations on designated days	24 hours	2 or 3	
			Event Coordinator	Work/manage Echo Falls	5 hours	1	Kelly Hunt
				Set up event			Shari Libby
			Event Set up/clean up	Set up event	3 hours	5 or 6	Tanya Akins
			Auctioneer assistants	Assist auctioneer during auction	1 hour	2 or 3	
			Book auctioneer	Book auctioneer	30 minutes	1	Kelly Hunt
			Create flyers/programs/bidder packets	Create flyers & programs for event	1 hour	1	Terra Sittner
			Decoration Coordinator	Decorate auction facility	1 hour	2 or 3	
			Transport auction items to Echo Falls	Transport items to Echo Falls day of auction	3 hours	2 or 3	
			Assist w/check-in	Assist w/check-in of attendees	1 hour	2 or 3	
			Check Out Coordinator	Facilitate smooth checkout	3 hours	1	Niki Yarnot
			Assist w/check-out	Verify & hand out donation items	2 hours		Debbie Robinson
			Assist w/check-out	Verify & hand out donation items	2 hours		
			Assist w/check-out	Verify & hand out donation items	2 hours		
			Assist w/check-out	Verify & hand out donation items	2 hours		
			Assist w/check-out	Verify & hand out donation items	2 hours		
		Newsletter	Newsletter	6 hours		Rich Leonard	
		Dessert Dash Coordinator	Coordinate Dessert Dash			Robin Monteith	
		Dessert Dash	Dessert Dash			Rhonda Berg	
		Dessert Dash	Dessert Dash			Tanya Akins	
		Dessert Dash	Dessert Dash			Terra Sittner	
April		Family Swim Party	Book swim pool	Book & complete proper paperwork for swim pool	1 hour	1	
			Order & coordinate food	Find out number of children & order pizza/drinks/food platters	30 minutes	1	
			Pickup food	Pickup & delivery food to party	1 hour	1	
May		Teacher Appreciation Week (Volunteer per classroom)	Create flyer	Create flyer asking for donation for gifts	30 minutes	1	
			Gift for teacher & assistant	Purchase & wrap gift	1 hour	1	
			Coordinate luncheon	Purchase/coordinate food items	1 hour	1	
		Preschool/Kindergarten Music Concert	Gift for Music Teacher	Purchase & wrap gift	1 hour	1	

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		Community Service Project	To be determined				
June		Elementary Spring Musical/Cast Party	Gift for Mr. Joseph	Purchase & wrap gift	1 hour	1	
		Field Day	To be determined				
		End of year Family Picnic	To be determined				