

Volunteer Handbook

2016-2017



Mission

Rogers Park Montessori School believes that all of its students carry within them the adults they will become; our mission is to create an environment where all children are inspired to reach their highest potential, as individuals and learners, following the Montessori philosophy of education; which at its core is to produce vital members of the global community.

Guiding all our practices is the education and promotion of peace within self, in relationships and within the world.

Vision

Our vision is that each graduate will embody the following values:

- Pride in academic achievement
- A joy and thirst for discovery
- Self reliance
- A sensitive and respectful regard for others
- The ability to collaborate
- An understanding of the interdependence of all that exists within the global environment
- A sense of place and contribution in his/her community
- The ability to think analytically

Volunteering at RPMS

Volunteers are vital to the RPMS school community. Volunteers offer their time and talent and in return reap the rewards of contributing to the success of our school and our students. Volunteerism is:

- a great way to meet other parents and forge new friendships;
- being a positive role model for our students;
- lets you get to know faculty and staff on a different level; and
- is an opportunity to learn more about your child's education.

Ready to volunteer? We're happy to have you! Please go to <http://bit.ly/2016-17VolInfo> or print out the back page of this handbook and complete your Volunteer Interest Form by **Monday, August 29**.

**Whatever your schedule, abilities or interests,
there is a volunteer opportunity for you.**

As a reminder, we require each parent to volunteer a minimum of 10 hours per year (20 hours for a two parent family).

If you have any questions, please contact advancement@rpmschool.org.

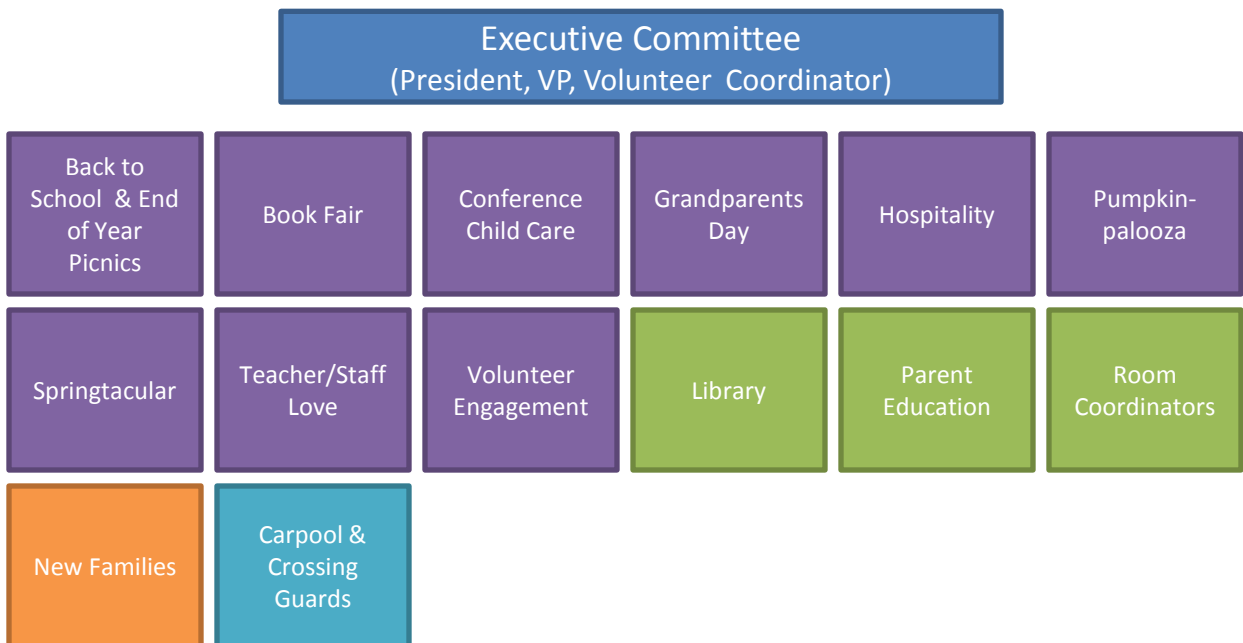
RPMS Parent Association (ROOTS)

Mission: A founding tenet of RPMS is to serve the needs of the child. The guiding mandate of the RPMS Parent Association (ROOTS) is to support the school in helping to serve the needs of the child by enriching the environment that inspires children to reach their highest potential. Activities of the organization shall be planned and evaluated by their effectiveness in fulfilling this mission.

In fulfillment of its mission, the Parent Association (ROOTS) shall aspire to the following goals:

- Provide assistance to teachers and staff to support their role as educators
- Encourage and facilitate parent involvement, volunteerism and fundraising
- Foster a community of families
- Nurture and provide vehicles for open and effective communication within the community of families and between families and the school

Every parent or guardian of an RPMS student is automatically a member of the Parent Association (ROOTS).



Staff Liaison Key: Advancement Programming Admissions Operations



ROOTS

Executive Committee

Roles & Responsibilities

President

The President coordinates the activities of the Parent Association (ROOTS) Executive Committee, works with the Principal and Director of Advancement on budget and calendaring, and assists with strategic initiatives, as requested.

Vice President

The Vice President coordinates the activities of the Parent Association (ROOTS) Leadership Team in conjunction with the President and Advancement staff.

Volunteer Coordinator

The Volunteer Coordinator works with the Administration and Parent Association Leadership Team to coordinate volunteer planning and production of school-sponsored events, and assists the President and Vice President, as necessary. Directly oversees the Volunteer Engagement Committee.

The Executive Committee meets quarterly with the Principal, Board Chair and Director of Advancement.

Parent Association (ROOTS) President attends two Board meetings per year (as a non-voting member) to give reports of what's happening throughout the Parent Association (ROOTS).

Parent Association (ROOTS) meetings are held at the school 4 times/year. They take the place of separate business meetings, parent education and social coffees.

1. Business component
2. Topic / Parent Education opportunity
3. Social/networking opportunity

Committee Responsibilities

School Picnics

Coordinates with Associate Director of Advancement to secure the location and create sign-ups for volunteers and food or other resource donations for the Back to School and End of School picnics. Volunteers assist with setup, clean-up, and registration. **Volunteer needs: 1 parent/picnic. Time Commitment: 8-10 hours (including event).**

Book Fair

Coordinates with Director of Advancement and Program Directors to secure the location and create sign-ups for volunteers. Coordinates with the Book Fair company to facilitate drop-off and pick-up of books. Volunteers assist with set-up, clean-up, and staffing the fair on the day of the sale. **Volunteer Needs: 2 Co-leads + 18 Day-of Volunteers. Time Commitment: 20-25 Hours, including fairs (Co-leads); 2 Hours (Day-of-Volunteers).**

Carpool & Crossing Guards

Coordinates with Chief Operating Officer to ensure the safety of children during morning drop-off and while crossing the street at Balmoral. Coordinates volunteers for shifts throughout the school year. Assists with obtaining volunteers for special events, such as Grandparents' Day. **Volunteer needs: 1 Lead + 6 Parents/Morning + 1 Parent/Afternoon. Time Commitment: 10-15 hours, including carpool shifts (Lead); 30 Minutes 1x/week (Volunteers).**

Conference Child Care

Coordinates with Associate Director of Advancement to secure the location and create sign-ups for volunteers. Oversees the volunteers and ensures the safety of the children during the childcare. **Volunteer Needs: 1 Lead + 5 Parents/Hour During Conferences. Time Commitment: 5 Hours (Lead) for both fall & spring conferences + time at conferences; 1 Hour (Day-of-Volunteers)**

Hospitality

Coordinates with Associate Director of Advancement to secure the location of events and create sign-ups for volunteers and donations. Provides support for Back to School Coffees, Parent Association (ROOTS) Meetings, January Open House, and others, as needed. **Volunteer Needs: 2 Co-leads + 12 Day-of Volunteers (Phase-In) + 2 Day-of Volunteers (Meetings/Open House). Time Commitment: 25 Hours (Co-leads); 2 Hours (Day-of-Volunteers)**

Committee Responsibilities

Library

Coordinates with Program Directors to engage volunteers and create regular staffing related to the regular operation of the Library. **Volunteer Needs: 2 Co-leads + Day-of-Volunteers (Flexible). Time Commitment: 10-15 hours + 2-hours shifts (Co-leads); 2 Hours/shift, ideally 1x/week (Volunteers)**

Grandparents Day

Coordinates with Director of Advancement to implement the logistics of the celebration. This includes: volunteer management, donation requests and management, as well as day before and day of hands-on assistance. **Volunteer Needs: 3 Co-leads + Day of Volunteers (Flexible). Time Commitment: 15Hours (Lead) including day-of event; 1-3 Hours (Volunteers)**

New Families

Assists with recruiting Ambassadors for New Family Ambassador program. Coordinates coffees, play dates and welcome receptions. Works closely with the Director of Admissions and Director of Advancement. **Volunteer Needs: 2 Co-Leads + 12-15 Ambassadors; Time Commitment: 15 Hours (Leads); 20-30 Minutes/Week (Ambassadors)**

Ambassador Program

One ambassador per classroom. Helps new families integrate into the RPMS community. Participates in scheduled coffees, play dates and welcome receptions. Works closely with the Director of Admissions, Director of Advancement and New Families Committee.

Parent Education

Works with Program Directors to provide a variety of learning opportunities to parents, faculty, and the greater community. Volunteers help plan events and communication about the events. **Volunteer Needs: 2 or 3 Committee Members; Time Commitment: 10-15 Hours + attendance at events.**

Committee Responsibilities

Pumpkin-palooza

Committee works with the Associate Director of Advancement to coordinate the Annual Pumpkinpalooza festival in late October. Day-of volunteers help decorate and set-up booths (food and games) for the day of the event.

Volunteer Needs: 1 Event Lead + 10-14 Booth Leads + Day-of-Volunteers (Flexible); Time Commitment: 20-25 Hours (Lead); 5-10 Hours (Booth Lead); 1+ Hours (Day-of-Volunteers)

Room Coordinators

Room Coordinators are responsible for communicating relevant information from their school and classroom to the parents of their classroom. Assist with coordinating classroom resource donations, field trip chaperones and classroom parties. Work closely with the Program Directors and Classroom Teachers. Director of Advancement assists with placement of Room Coordinators at the end of each school year and trains Room Coordinators on tools used over the summer. **Volunteers Needed: 21 Room Coordinators + Social Coordinators (as needed); Time Commitment: 1 Hour/Week + Classroom Event Planning**

Springtacular

Works with the Associate Director of Advancement to plan the flow of the event, secure donors and sponsors, make and arrange décor, organize and coordinate day-of volunteers, and work through every detail of the event.

Volunteer Needs: 2 Co-leads + 8-10 Planning Committee Members + Day-of-Event Volunteers; Time Commitment: 25-30 Hours (Co-Leads); 15-20 Hours (Committee Members); 1+ Hours (Day-of-Event Volunteers)

Teacher Staff Love

Works with the Associate Director of Advancement to coordinate a variety of opportunities to show the parents' appreciation for the hard work of the faculty and staff. **Volunteer Needs: 5 Event Leads + Day-of-Volunteers;**

Time Commitment: 5-10 Hours/Event (Event Lead); 1+ Hour (Day-of-Volunteers)

Volunteer Engagement

Led by the Volunteer Coordinator, works with the Advancement staff to identify volunteers and potential leaders in the community and connect them with volunteer opportunities. Assists with collection and tracking of volunteer hours. **Volunteer Needs: 4-6 Committee Members. Time Commitment: 30-60 minutes/week.**

Other Opportunities

- Annual Fund Committee
- Athletics
- Board of Directors
- Box Tops for Education
- Chaperone
- Classroom Helper
- Data Entry
- Drama Days/Nights
- Food Pantry
- Grounds Clean-up/Garden Days
- Mailing Assistance
- Newsletter Article Writing
- Photography
- Spirit Store

Volunteer Opportunities For Every Schedule!

There are many volunteer opportunities in which parents with busy schedules during weekdays can participate at RPMS. Many of our events and committees offer night and weekend volunteer hours. Even if you only have a couple of hours to spare, please consider signing up. Contact advancement@rpmschool.org or 773.271.1700 ext. 415 for suggestions of the best opportunities for your schedule.



RPMS Parent Association (ROOTS) Volunteering Areas of Interest

Please select your three top volunteer priorities for 2016-17, below.

Name: _____

Area/Committee	1 st Priority	2 nd Priority	3 rd Priority
Executive Committee			
School Picnics			
Book Fair			
Carpool / Crossing Guards			
Conference Child Care			
Grandparents' Day			
Hospitality			
Library			
New Families			
Parent Education			
Pumpkinpalooza			
Room Coordinators			
Springtacular			
Teacher Staff Love			
Volunteer Engagement			

Other areas of interest: _____
