

## PARENT VOLUNTEER FORM

Welcome to Highlands Early Learning Centre! As a member of our community you and your family are an important part of the school's legacy. Established in 1963, we have been the go-to school for multiple generations of North Shore families. Many families have explained that what makes Highlands special is the sense of community that is created. Highlands Early Learning Centre is a non-profit organization run by an **Executive Director** and a **Board of Directors** comprised of 12-13 parent volunteers. We are not a "parent participation" school but we keep our fees low in part due to parent volunteerism.

Need more **reasons** to get involved? Research tells us of the numerous benefits of volunteering which include an opportunity to: **learn new skills; make a difference; meet new people; improve our self-esteem and mental health; and have fun!** There is a growing body of evidence suggesting that people who give their time might also be rewarded with better *physical* health—including lower blood pressure and a longer lifespan. Plus, volunteering is a great way to model positive community involvement for our children.

Just can't fit anything else in? No Problem, **you can opt put and instead make a financial contribution of \$150** in lieu of the minimum 4 hours of volunteer time requested.

\* Please choose Option A (Volunteering) or Option B (Payment in lieu of volunteering) and fill out the form accordingly. \*

Parent's Name:		For Office Use
Child's Name:		
Child's Class(es):		
Email Address:		
Phone #:		

### OPTION A

Yes, I would like to volunteer a minimum of 4 hours to Highlands Early Learning Centre! \_\_\_\_\_ Initials \_\_\_\_\_

#### PART I:

I am a current Board member - *If you are currently on the Board your volunteer obligation is fulfilled; please check here and complete the info box at the end of this form*

I would like to learn more about serving on the Board of Directors

- Applications are currently being accepted for the following positions:
- Co-chair; Teacher Liaison; Treasurer; Security & Property; Events & Contracts.

**PART II:** Please select **at least ONE** task from the following table:

TASK	Time commitment	Interest (check)
<b>Fall Playground Clean-up</b> (10 people needed): <u>end of October</u> May involve shoveling sand/woodchips; raking; light carpentry; painting; pressure-washing; etc	2 - 3 hours	
<b>Spring Playground Clean-up</b> (10 people needed): <u>end of April</u> As above.	2 - 3 hours	
<b>General Classroom Clean-up</b> (6 people needed): <u>June</u> May involve cleaning windows, wiping furniture, toys & walls	2 - 3 hours	

<b>Community Events &amp; Fundraising</b> Volunteers will be given the choice of set-up (Friday night before sale); baking; several roles during the sale; or clean-up	2 - 3 hours	
<b>Fundraising Committee</b> (4 - 5 people needed) Work with Fundraising Coordinators to help plan, support and execute Fundraising activities, e.g., Pub night & Silent Auction	2 - 4 meetings & extra time for meetings	
<b>Playground Enhancement Committee</b> (4-5 people needed) Bring your creative ideas and work with the ED & Board to develop & execute minor playground enhancement. May include minor carpentry; gardening; painting, etc.	2 - 4 hours	
<b>Guest Speaker</b> Would you be interested in speaking to students about your profession or culture/celebrations? E.g., police officer, firefighter, nurse, dentist, physician, pilot, etc.	Varies	

**PART III** - Please select **at least TWO** tasks from the following table. Please indicate your first and second choices in the space provided:

TASKS	Time Frame	1 <sup>st</sup> choice	2 <sup>nd</sup> choice
<b>Class Representative</b> (1 per class) Assists in communication between Parent Liaison (Board) & Parents as well as Teachers & Parents; organizes playdates for class; organizes teacher thank-you gifts.	September – June		
<b>Field Trip Volunteer</b> <i>**Must complete criminal record check**</i>	1x – 4x per year		
<b>Laundry Duty</b>	2x - 4x in 1 month		
<b>Playground Sweeping &amp; Tidying</b>	4x in 1 month		
<b>Recycling Helper</b>	4x in 1 month		
<b>Sewing projects</b> (small)	As needed		
<b>Small fix-ups around the school</b> *Light carpentry experience helpful*	1-2 hours (As needed)		
<b>Painting</b> (walls)	2-4 hours (As needed)		
<b>Gardening projects</b>	2-4 hours (As needed)		
<b>IT Support</b> *Provide basic IT support (experience = asset) *	As needed		

### **OPTION B:**

Our family **prefers to make a financial contribution of \$150** to the school in lieu of completing volunteer hours.

\*\*\*Please include a cheque for \$150 when submitting this form. \*\*\*

\_\_\_\_\_  
Parent Signature

\*\*\* Please return this form to the Executive Director. You will be contacted throughout the year as needed. \*\*\*

*Thank you for being a part of the Highlands Early Learning Center Legacy!*