

Name _____ Telephone _____

E-mail _____

CHAPTS VOLUNTEER OPPORTUNITIES

There are so many ways to volunteer your time and talents at Chaparral. Last year alone over 400 parents donated thousands of hours to our school. So no matter how much or how little time you have to offer, there is a place for you to become involved, to meet other volunteers, and to enjoy your Chaparral years. If you have any questions, please contact **CHAPTS** President Carla Partridge at (480) 609-4099 or Volunteer Coordinator Peg Vakula at (480)596-9545.

Please check your area(s) of preference and return to the office, Attn: **CHAPTS**, as soon as possible.

_____ **ATTENDANCE OFFICE**

Volunteers staff the attendance desk and provide help every day, from 7:30 A.M. - 3:30 P.M. Volunteers work two-hour shifts on regularly scheduled days, biweekly or weekly.

Answer phones, record absences and write passes for students. If you enjoy interacting with students and other parents, this is a great opportunity to volunteer for a two hour time period on a weekly or biweekly basis.

Time commitment: All school year

_____ **BUSINESS PARTNERSHIP**

This committee was formed to establish a dialogue with the local business community and to develop mutually beneficial working arrangements.

Volunteers are needed to work with businesses to help obtain funding for one-time donations or sustained partnerships with Chaparral.

Time Commitment: All school year

_____ **CHAPARRAL COPY CENTER**

The Chaparral Copy Center, staffed and managed by **CHAPTS** volunteers, provides a vital service for the teachers and is highly relied upon by them. Daily service is offered from approximately 8am until 2pm, times vary due to volunteer availability. Volunteers work two hour shifts on regularly scheduled days biweekly.

Volunteers are needed to manage copy center for given shift, fulfill copy job requests, oversee receipt and delivery of copy jobs to staff and student assistants, stock supplies, and assist staff as needed.

The position is very independent, yet fun. The job is always highly valued, sometimes creative, and rarely dull. It is a great place to interact with the teachers, and personally make a difference in their lives.

Time commitment: All school year. Shift coverage is critical. Annual schedule, substitute list, and training provided.

_____ **COLLEGE AND CAREER CENTER**

Our College and Career Center provides information and resources to assist students and their families with options for college and career choices as well as community volunteer opportunities. Volunteers assist students with college essays, scholarship searches, career planning, and helping host college representatives.

Help is needed to maintain the college catalog library and scholarship opportunity files. Volunteers are needed to assist during visiting college's week and the sophomore survey/career unit. Help is also needed in developing and maintaining the volunteer opportunities database and current employment job board.

Time commitment: All school year

DIRECTORY

Our Directory Committee is responsible for compiling data, obtaining advertising, and distributing the student telephone directory.

Volunteers are needed to help compile data and be creative in obtaining advertising and design layouts. Ad Solicitation, Typist, Proofreaders are all welcome. This is a great opportunity for those who enjoy some "at home" work.

Time commitment: Aug – Sept – Oct

We are also looking for a Directory Co-Chair who will take over in 08-09.

HOSPITALITY & TEACHER APPRECIATION

Our committee organizes and serves three luncheons a year for our teachers and staff (registration week, holiday, and end of the year final week). We also provide monthly Teacher Appreciation treats in the office. We need volunteers who enjoy baking, sending in purchased supplies, setting up, serving, and cleaning up. We also need your email address, to keep you informed of monthly opportunities to participate.

We need volunteers who enjoy entertaining and meeting new people in a fun atmosphere.

Time commitment: 5 – 8 hours per main event, three times per year

LIBRARY

This group organizes materials in the library for students to locate. Shifts are available on a regularly scheduled day, either weekly or biweekly, for a few hours at a time.

Volunteers are needed who enjoy working with the students and parents.

Time commitment: All school year

SPECIAL PROMOTIONS

This committee will help set up/maintain Valley business promotional programs from which Chaparral can benefit, such as grocery store programs and office supply store programs.

Help is needed to meet with the different businesses and register Chaparral as a participant.

On-going monitoring of program is also needed.

Time commitment: All school year

CHAPTS 3rd Annual GOLF EVENT

This will be a great day of golf, dinner, and silent and live auctions. Join in the fun of helping make this event a memorable experience, as well as helping to fund Chaparral projects and Project Graduation.

- GOLF REGISTRATION** **DINNER REGISTRATION** **SPONSORSHIP**
- SET UP** **AUCTION** **CHECK OUT** **FOOD** **PRIZES** **OTHER**
- WILLING TO CHAIR A COMMITTEE**

PROJECT GRADUATION

Project Grad is the CHAPTS sponsored all night party for our seniors following the graduation ceremony, on May 28th. It will once again be held at an off campus site and we need volunteers from all grade levels, especially the underclass parents!!

Set-Up - Underclass parents only: Evening set-up at the location. Several hours in the evening (approximately 7:30 until 10:00pm)

Student Check-In - Underclass parents only: Student check in at Chaparral (shift will start during graduation ceremony.)

Work the event - All Classes Welcome - This is lots of fun but please note that it is *One Shift Only*, and that it begins immediately following graduation until approximately 4:00am. Hopefully you will have so much fun that you will not even notice what time it is! And we have lots of iced coffee to keep you going!

Do you own or have access to a business that might be available to offer help or donate services to Chaparral?

Type of Business _____

Contact Person _____ **Phone** _____