



# Manzano Day School & Manzano Day School Parents' Association Volunteer Opportunities & Sign-Up 2018-2019

## **Return this Sign-Up Form in the packet**

Manzano Day School volunteers make a difference! Join your fellow parents in supporting the activities and events that help make our school a community.

Please look over the list of activities and events that follow this form, return your Sign-Up Form with your Back-to-School Forms to volunteer. A description and contact information for each event/activity is provided below. Please feel free to contact them with your questions or for more information.

Parent:\_\_\_\_\_ Email:\_\_\_\_\_ Phone:\_\_\_\_\_

Parent:\_\_\_\_\_ Email:\_\_\_\_\_ Phone:\_\_\_\_\_

Student:\_\_\_\_\_ Grade/Teacher:\_\_\_\_\_

Student:\_\_\_\_\_ Grade/Teacher:\_\_\_\_\_

Student:\_\_\_\_\_ Grade/Teacher:\_\_\_\_\_

Mark to Volunteer	Activity	Dates
	I'll help out wherever you need me, just call!	
	School Supplies	August 6 - 10
	Welcome Back Coffee @ Ringing of the Bell	Wednesday, August 15
	Fall School Photos	Tuesday, September 4
	Retakes	Wednesday, October 10
	Spring School Photos	Wednesday, February 27
	Fall Festival	Sunday, September 23
	Golf Tournament	Friday, October 5
	Book Fair	November 12-16
	Turkey Trot	November 15
	Thanksgiving Celebrations	Monday-Tuesday, November 19- 20
	Grandparents' / Grandfriends' Day	Thursday, March 7
	STEM Fair – Grades Pk, K, 1, 2 , 3	Wednesday, April 10
	STEM Fair – Grades 4, 5	Wednesday, April 17
	Spring Fiesta	Friday, April 12
	5 <sup>th</sup> Grade Musical	Friday-Saturday, May 10-11
	Play Day for Pre-k, K, 1 & 2	Friday, May 17
	Admission / Open House	Ongoing activities for the entire school year.
	Annual Fund	
	Box Tops	
	Development Office	
	Library	
	MDSPA Committees / Executive Committee	
	School Clothing Sales / Spirit Day	

# Volunteer Opportunities & Activities 2018-2019

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Keep for your information

## FALL ACTIVITIES

## CONTACT INFORMATION

<b>Welcome Back Coffee: Wednesday, August 15</b> - This event is part of Ringing of the Bell. Coffee, juice and goodies, e.g., fruit, donuts, cookies, are served. The volunteers help coordinate the donations of goodies and assist with set-up, serving and clean-up. This is a great opportunity to say hello to old friends and welcome new friends!	Elizabeth Ashton 401-6455 elizabeth@couturelaw.com
<b>Annual Fund</b> - Class captains are needed for each class to solicit parents in that class for Annual Fund donations. Phone-a-thons are held in the fall and in the spring. The Annual Fund is a collective effort that directly supports students and faculty. The goals are 100% participation from parents and a monetary goal of \$150,000.	Clarissa Krinsky 463-1215 ericandclarissa@yahoo.com
<b>School Photos</b> - School photos is an all-day event in the GAC. Typically 6-8 volunteers are needed to escort children to and from class, to help with last minute primping, to get kids in line and to keep the photos on schedule with minimum classroom interruption. Tuesday, September 4 – Fall Pictures Wednesday, October 10 – Retakes Wednesday, February 27 – Spring Pictures	Vanda Savage 323-8855 vmsavage@meditrend.com
<b>Fall Festival: Sunday, September 23</b> - Fall Festival is celebrated in late September. We have carnival games, art, food and lots of fun! Our volunteers help set up games, run games, serve food, welcome parents and friends at the gate and cleanup.	Jennifer Scrivner 933-2369 jscrivner42@gmail.com
<b>Golf Tournament: Friday, October 5 at 9:00 a.m., Sandia Golf Club</b> 18th Annual Golf Tournament. Volunteers help with set-up, check-in, décor, cleanup and hole monitoring.	Stephen & Lisa Garcia 301-6884 255-2415 lisaly@yahoo.com sgarciaphoto@gmail.com
<b>Book Fair: November 12 - 16</b> – Volunteers are needed for set up, break down and shifts during the week. Shifts are during the school day while the fair is open, 7:30 a.m. until 4:00 p.m. and for evening events. Volunteers help children find books and cashier.	Rachel Patton 243-6659 x426 rpatton@manzanodayschool.org
<b>Turkey Trot: Thursday, November 15</b> - Strap on your running shoes and join us for the annual Turkey Trot! A designated route is mapped out across campus and all children (and hopefully, parents, faculty and staff) will run as many laps as they can before the time limit is up. The event needs volunteers for marking student and faculty wristbands for each lap completed, tallying laps for each child and totaling the laps for each class. Cheering from parent volunteers are greatly appreciated! Go Manzano, Go!	Andrea Cook-Julian 463-8711 acook501@comcast.net
<b>Thanksgiving Celebration: Monday, November 19 (Pre-k thru 2<sup>nd</sup> grade) and Tuesday, November 20 (3<sup>rd</sup> thru 5<sup>th</sup> grade)</b> Each class celebrates as a classroom with their families and decides what type of lunch will be served, e.g. potluck, catered, etc. The Development Office and MDSPA co-sponsored event needs volunteers to be gate greeters for family and friends joining the students for lunch and to make cider and monitor the cider tables in each grade level area.	Jason Cloyes 243-6659 x204 jcloyes@manzanodayschool.org

## SPRING ACTIVITIES

## CONTACT INFORMATION

<b>Grandparents' &amp; Grandfriends' Day: Thursday, March 7</b> - Volunteers are needed to setup/cleanup for the reception held in the Library, Front Office, monitor gates, distribute programs and help guests find their way.	Jason Cloyes 243-6659 x204 jcloyes@manzanodayschool.org
<b>STEM Fair: Wednesday, April 10 (Pre-k – 3<sup>rd</sup> grade) and Wednesday, April 17 (4<sup>th</sup> &amp; 5<sup>th</sup> grade)</b> Parent volunteers help with setup, fair operations, data entry, photography, cleanup and a few volunteers are needed before and after each fair date to help with preparation and after the fair for distribution of boards and other items. This is a great opportunity to see how scientifically creative our students are.	Shari Stewart 243-6659 x410 sstewart@manzanodayschool.org

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## SPRING ACTIVITIES (Continued)

## CONTACT INFORMATION

<b><u>Spring Fiesta: Friday, April 12</u></b> - This event will be a family dance at Manzano Day School. Parent volunteers will help with ticket sales, various activities at the event, decorations and clean up.	Jennifer Hubbard 612-812-6623 jensemail@me.com
<b><u>5<sup>th</sup> Grade Musical: Friday &amp; Saturday, May 10 &amp; 11</u></b> - Fourth and fifth graders produce a full-scale musical play, complete with sets, props and costumes. Many third graders usher, fourth graders provide the chorus, and fifth graders have singing, dancing and acting roles. It is definitely a highlight of the year! Parents traditionally help with concessions, costumes and all aspects of this production.	FIFTH GRADE TEAM Penny Voss 243-6659 x403 pvoss@manzanodayschool.org
<b><u>Play Day: Friday, May 17</u></b> - For Pre-k - 2 <sup>nd</sup> grade. Students engage in all the various PE games they have played throughout the year. Volunteers are needed at each station to help with the activity. Very fun way to see what your kids have been doing all year and bring out your inner child.	Alison Peterson 688-0858 alisondevon@hotmail.com

## ONGOING ACTIVITIES

## CONTACT INFORMATION

<b><u>Admission / Open House</u></b> - Current parents give tours of the campus during the In-Session Open House on Wednesday, October 3 from 9-11 a.m. and also for the Sunday Open House, November 11 from 2-4 p.m. Experienced tour guides are paired with “newbie’s.” It is really fun and the prospective parents really enjoy meeting you!	Madonna Prokopiak 243-6659 x401 mprokopiak@manzanodayschool.org
<b><u>Box Tops</u></b> - Box Tops for Education is a national General Mills program that is used to raise money for the MDSPA. Classroom Box Tops Coordinator duties include classroom collection, trimming, counting and bundling Box Tops to turn in to Co-Chairs and providing classroom parties.	Lisa Garcia 400-6004 lisa1y@yahoo.com
<b><u>Development Office</u></b> - Help with mailings, events and other projects, as needed. Very flexible.	Jason Cloyes 243-6659 x204 jcloyes@manzanodayschool.org
<b><u>Library</u></b> - The library has an ongoing need for volunteers to sort and shelve books, make displays, repair books and other miscellaneous tasks. Regular volunteers will be gratefully appreciated by the library dragon (I mean librarian).	Rachel Patton 243-6659 x426 rpatton@manzanodayschool.org
<b><u>MDSPA Committees / Executive Committee</u></b> – Serve on the Executive Committee or on one of the various MDSPA Committees, including Teacher Fellowship Award, Nominating Committee for Executive Committee, Restaurant Fundraisers and others as needed.	Cristin Kiburz 948-1858 cristinkiburz@gmail.com
<b><u>School Clothing Sales</u></b> - The committee will be responsible for set-up, sales and distribution of MDS clothing. Dates for clothing sales are Ringing of the Bell, Fall Festival, Grandparents’/Grandfriends’ Day, and two weeks of Spring Fiesta t-shirt sales prior to Spring Fiesta. This is an on-going, yearlong commitment.	Lisa Garcia 400-6004 lisa1y@yahoo.com
<b><u>School Supplies</u></b> - The committee and volunteers are responsible for working with faculty and vendors to provide school supply sales to families. This convenient service provides easy, one-step shopping for school supplies, including delivery to the classroom, at a reasonable cost, saving families valuable time and serving as a fundraiser for MDSPA.	Jennifer Chavez 243-6659 x207 jchavez@manzanodayschool.org