

REDWOOD PTSA PARENT VOLUNTEER FORM
2010-2011

() Returning Family or () New Family

YOUR NAME _____

STUDENT'S NAME _____ GRADE _____

PHONE _____ EMAIL _____

Previous Middle School _____

PROFESSION _____ TALENTS/INTERESTS _____

Return form to Volunteer Coordinator, Redwood HS, 395 Doughty Dr., Larkspur, CA 94939 or email: amldslater@comcast.net or contact person in charge directly.

ADMINISTRATION OFFICE: Contact Jean Leutwyler, 945-3620 or jleutwyler@tamdistrict.org

- () Distribute schedules on the first day of school, August 18, 2010
- () Distribute schedules on the first day of school, January 5, 2011
- () Assist as needed throughout the year

ADMINISTRATION OFFICE: Contact David Sondheim, 945-3612 or dsondheim@redwood.org

- () Advanced Placement Test Proctors (May, 2-12, 2011), 4 to 5 hrs/test

COLLEGE & CAREER CENTER: Contact Paula Vantrease at 945-3641 or pvantrease@redwood.org

- () Assist with sorting of materials, flexible schedule
- () Scholarship volunteer, once a week initially, then every other week

COUNSELING DEPT: Contact Nancy Malcolm at 945-3600 x 3626 or nmalcolm@redwood.org

- () Freshman Academic Plan Night, 6:30pm September 21, 2010
- () Ninth Grade Enrollment, March 16, 2011. **Indicate** either () 12:30pm – 3:30pm shift **or**
- () 3:30pm – 6:30pm shift
- () Sophomore Counselor Pot Luck Night , 5:30pm February 8, 2011
- () Financial Aid Night, 6:30pm, November 2, 2010

STUDENT ACTIVITIES: Contact Sally Robert at 945-3622 or sally@redwood.org

- () "RIGHT STUFF" sales & distribution, Friday, August 13th 7:45am-11am **OR** () 11am-2pm
- () Continue RIGHT STUFF sales and distribution, Monday August 16 from 11:30-2:30
- () Blood drives

ART: Contact Liz Lauter at 945-3600x 3653 or llauter@redwood.org

- () Field Trip Drivers/chaperones, 9am – 2:45pm on weekdays () Help with Art Show
- () Guest Artist in ceramics or sculpture classes

LIBRARY: Contact Tom Kaun at 945-3662 or tkaun@tamdistrict.org

Minimum Commitment is two hours weekly or biweekly

- () Filing () Shelving () Book Processing & Repair () Data Entry () Typing () Checking in Periodicals
- () Clipping Newspaper Articles () Writing/Editing Articles for Redwood Post () Library Displays

NURSE'S OFFICE: Contact Wanda Milford, wmilford@redwood.org or 945-3618

PTSA COMMITTEES:

CO-CHAIR SAFE AND SOBER GRAD NIGHT PARTY FOR 2011: Contact Judy Groesbeck, grsbck@comcast.net or 789-5022

- Co-chair event, oversee all committees. Assist with fundraising and budgeting to cover costs.
- Committee chair

DIRECTORY: Contact Nancy Lovelady, nlovelady@comcast.net or 925-0520

- Help with ad sales, marketing, distribution or production of the directory, summer or fall of 2010

FOUNDATION EVENT CO-ORDINATOR: Contact Catherine Way, redwoodhsf@hotmail.com or 924-6793.

- Assist with fundraising events sponsored by the Foundation.

CAMPUS IMPROVEMENT: Contact Lindy Flemming, lflemming@sbcglobal.net or 924-9739

- Gardening once a month Saturday mornings, 9am to noon
- Construction as needed.

CAMPUS TOURS: Contact Sue Chelini, sue@redwood.org, Friday mornings, every three weeks in the fall and once/month in the spring.

- Tour guides for parents of prospective students
- Assist tour guides with parental point of views and bring up rear of the large groups

FRESHMAN ORIENTATION LUNCH: Contact Jeanette Thorson, thorsonjp@yahoo.com or 924-5651

- Serve lunch for Freshman and new Upperclassmen Orientation : August 13, 2010.

PHOTO DAY: Contact Antoinette Snyder, snydera@solgar.com or 722-6567

- Friday, August 13, 2010, 7:30-2:30, 2 hour shifts
- Monday, August 16, 2010 , 11:30-2:30, 2 hour shifts
- Wednesday, August 18, 2010, 7:30-9:30

HOSPITALITY: Contact Armelle Futterman, vanfutt@comcast.net or 927-4134

- Help with Staff Holiday Party in December.
- Help with Staff Appreciation Luncheon in May.
- Set up/clean up/ assist with refreshments for Parent Ed evening events throughout the year

CHAIR REUSABLE/RECYCLABLE FUNDRAISER: Through local businesses in Marin County. Contact Judy Groesbeck, grsbck@comcast.net or 789-5022

GENERAL HELP: Contact Anne Slater, aamlstater@comcast.net or 435-7478

- Volunteer on an as-needed basis
- Lost and Found, organize, wash and donate unclaimed items to charity
- Service Center, make copies, assist as needed