

OPEN PARENT WORK JOB GLOSSARY

2004-2005 SCHOOL YEAR

Work jobs are a time-honored tradition at Peninsula. Peninsula students are relied upon to do work jobs from as early as 1st grade in the belief that giving them an opportunity to contribute in meaningful ways is one of the best methods of helping them feel a sense of belonging and significance. The power of contributing to the community is an important lesson. Not only do students feel better about themselves when they have a job, it spreads the work around and one person doesn't have to do everything!

In the same way, the Parent Events help parents to belong, contribute, and feel significant in the community. Parent Events are the parents' work jobs. When the whole community works together to produce these events it can be a powerful and gratifying experience for everyone. Not only does the entire community benefit from such cooperation and shared responsibility, but every student at Peninsula benefits from the fund-raising component of these events because money earned helps close the tuition gap for every student.

This Glossary provides working definitions of OPEN parent work jobs for the three Parent Events, Parent Involvement Projects, and Ongoing Activities for the 2004-2005 school year. (A complete glossary of all work jobs—whether filled or open—will be available in the office by early November.)

Please note:

- Peninsula School expects each parent to complete a work job at each of the three parent events (Craft Fair, Auction, and Spring Fair) held throughout the school year.
- Of the work jobs that the parents in your household commit to each year, one should be a coordinator position for one of the parent events (i.e. one parent per household is relied upon to be a coordinator supporting either the Craft Fair, Auction, or Spring Fair).
- Many coordinator positions can easily be shared between two people. If you feel you'd enjoy the coordinator experience more by sharing it with a friend, by all means sign up together!
- If you're unsure of your ability to commit to a work job on a parent event day due to a lack of childcare, please be aware that the Craft Fair and Spring Fair will offer a free Children's Area to accommodate your childcare needs while you work.

If you have questions about or suggestions for this Glossary, please submit an email to parentinvolvement@peninsulaschool.org

GENERAL WORK JOBS

Accounting	You'll collect sales receipt books from vendors and then tabulate sales at 3pm and again at 4pm on the day of the Fair. This is followed by vendor check out.
Busy Fingers	Help set up and display Busy Finger items in the Gallery (upstairs in the Big Building) during Saturday set up, or sell and restock merchandise the next day during the Fair. Help the Busy Fingers crew pack everything away and clean up after the Fair.
Cafe	Help set up the Café with tureens of soup, breads, baked goods and drinks, then pick up, bake, stir, serve, and clean up.
Children's Area	Craft Table Assistants - Assist children in their craft-making efforts. No knowledge of crafts necessary, all materials and instructions will be provided. Play Supervisors - Keep track of the toys and mediate any disputes, supply words of comfort and band-aids when necessary. Gate Supervisors - Ensure that kids who are dropped off come and go with their rightful owners.
Decorators	Help hang garlands, holiday lights, and donated quilts in the Playspace and Big Building during set up the day prior to the Fair.
General Clean Up (Dec. 5, 4-7pm)	Help move tables, chairs, and canopies back to their original locations around campus post-Fair. There will be a lot of lifting and carrying, some cleaning and adjusting, and free dinner!
Photography (Dec. 4 & 5)	Capture the event for the archives by taking pictures during event set-up and during the Fair. Either digital or traditional pictures are fine. Deliver CD, exposed film, or prints. All expenses can be reimbursed.
Publicity	Help put out flyers, tape signs to posts, and pick them up after the Fair closes at 4pm on the day of the event. This is a great job for people who like to walk, so take a friend and chat while you work! Go to downtown Menlo Park, Palo Alto, or Redwood City stores (or other downtown stores) and ask owners/managers to display the Craft Fair flyer.

OPEN COORDINATOR POSITIONS FOR 2004

Assistant Cafe Coordinator	Coordinators manage everything the Café will serve at the Fair, including soup, dessert, drinks, and take-out servings. As Coordinator, you'll solicit donations from local food businesses, acquire serving containers, and secure rentals. On Set Up Day you'll oversee the transition of the Playspace into the Café, and on the day of the Fair you'll be on hand throughout the day to oversee everything from service to cashiers to clean up.
Assistant Decorating Coordinator	The Decorating Coordinator is in charge of decorating Peninsula on Set-Up day, the day before the Fair, and then taking it all down at the close of the Fair so that school can resume without a hitch the next day. You'll be responsible for soliciting and/or collecting the traditional decorating supplies: donations of ivy and holiday lights, and loaned quilts. Post-Fair you'll then ensure that donations are safely returned and the remaining supplies are placed in storage.
Children's Area Co-coordinator	Children's Area Coordinators are in charge of maintaining the Children's Area (Nursery Green) where children may be left while parents work or shop. As a co-coordinator you will be responsible for staffing and overseeing three or four different craft stations inside, outside play, and the one gate where people enter and exit. Most importantly, you'll ensure that a strict gate policy is enforced so parents can safely leave their children. <i>Because of the nature of this job, the position is available primarily to Peninsula's childcare staff, or a parent who is also a licensed childcare provider.</i>
Clean Up Coordinator	The Clean Up Coordinator is in charge of making sure that on the Monday after the Fair, there is no evidence the Fair ever happened. You must familiarize yourself with the needs of every other coordinator to help facilitate the clean up of each area, and then guide parents into the

**Clean Up Coordinator,
cont.**

appropriate jobs. At the start of clean up, at 4pm, you'll make sure that before anyone begins work, they are first welcome to pick up a free to-go dinner from the Café.

Set Up Coordinator

The Set Up Coordinator is responsible for turning the school into the Craft Fair venue the day before the Fair. You'll need to familiarize yourself with the needs of every other coordinator so that on Set Up Day you can help direct parents to help them set their areas quickly and efficiently. You'll also be in charge of organizing a lunch for all the workers on Set Up Day.

OPEN COORDINATOR POSITIONS FOR 2005

**Craft Fair
Co-coordinator**

The Craft Fair Co-Coordinator works with another Craft Fair Coordinator to oversee and lend support to all other coordinators and is generally responsible for all aspects of the Fair. Your tasks begin in March when you commence soliciting vendors, and ends after you've met with all the other coordinators after the Fair for feedback. The Craft Fair Coordinator works with all the coordinators, the Director, the Business Manager, the office staff, Buildings and Grounds, Childcare, music staff, and many of the teaching faculty.

**Assistant Craft Fair
Coordinator**

The Assistant Craft Fair Coordinator supports the Craft Fair Coordinator. Your most important contribution will be in assisting with organization and planning. The position typically begins in the summer and ends with the close of the Fair.

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OPEN AND NEW COORDINATOR POSITIONS FOR 2005

**Assistant Auction
Coordinator**

Help the Auction Coordinator plan, execute, and manage our fund-raising auction. Work with the overall event coordinator and the individual coordinators to ensure all needs are met and all systems are go before Auction day. A positive can-do attitude is critical, but no experience is necessary. Consider this a learning opportunity!

**Silent Auction
Coordinator**

Work with the Auction Coordinator to plan, execute, and manage our ever-popular and item-packed silent auction. Some experience with or understanding of silent auctions is a plus.

**Online Auction
Coordinator**

Work with the Auction Coordinator to develop an online auction to augment our silent and live auction. Some experience with or understanding of online auctions is a plus.

Solicitation Coordinator

Work with the Auction Coordinator to manage the solicitation team. Help recruit solicitors, develop the solicitation packets, train, support and provide back up for the solicitors. Experience not necessary...but it's a plus if you've been an item-solicitor before.

Publicity Coordinator

Help the Auction Coordinator get the word out to the Peninsula School community about donations, tickets, online auction, silent and live auctions, and the post-auction porch sale. Good communication skills and some experience with publicity would be helpful. Our primary communication vehicles are Hot News, email, standard mail, posters, flyers, and word of mouth.

**Assistant Item Display
Coordinator**

Help the Item Display Coordinator manage the set-up team to prepare the silent auction so it's easy to see, bid on, and compete for our vast array of items. Grace under pressure is a great asset for this role--along with an excellent sense of aesthetics and attention to detail.

Rental Item Coordinator

Work with individual coordinators to determine rental needs and work with rental companies to secure, inventory, manage use, and return all items in a timely fashion. You'll also work with the business manager to get rental contracts signed and invoices paid. Attention to detail and careful inventory management is quite important for this role.

A/V Coordinator

Work with the Auction Coordinator to ensure we can hear our background music, entertainment, and live auctioneer flawlessly. The A/V Coordinator will help secure, pre-test, set up and tear down equipment. The A/V Coordinator will work directly with house staff to ensure all

A/V Coordinator, cont.

systems work well together and be on-hand to solve problems at a moment's notice if they arise. Experience with A/V and wireless microphones is a must for this role. You will need to attend the entire auction evening to be on-hand for any trouble-shooting.

ITEM COLLECTION

Item & Gift Certificate Solicitation

One of the most important components of success for the auction, we have solicitation down to a science with letters that go out, multi-part forms to fill in and items and gift certificates to pick up. In most cases our network of loyal donors will be expecting your contact and will be ready to make a donation when they hear from you. Solicitors are provided detailed guidelines, contacts, and support materials. This job requires patience, perseverance, and a certain degree of flexibility. In general the solicitation push takes place in January and February with some follow up in March. All solicitation and thank you letters are sent out by the Solicitation Coordinator-not by individual solicitors.

Item Transport

In advance of the auction, retrieve business donations from local donors and deliver to the storage container in front of the Big Building. On auction day pick up donations and decor items from local businesses and deliver to auction venue. Also on auction day pick up items from storage container at school and deliver to auction venue beginning at 10:00am.

Item Storage Organization

Assist the Item Storage Coordinator by helping organize donated items and party supplies stored in the storage container to be located in front of the Big Building beginning late February. Includes tagging items with Auction ID #s and organizing items for maximum ease of retrieval on auction day.

PARTY TIME

Photographers

Capture the event for the archives by taking pictures during event set-up, during the silent auction, and during the live auction. Either digital or traditional pictures are fine. Deliver CD, exposed film, or prints. All expenses can be reimbursed.

Linen/tableware Pick Up & Return

Linens and tableware are rented each year and need to be picked up, inventoried and delivered to the auction site. Everything needs to be inventoried at the end of the event and returned to the supplier or back to school for pick up.

Room Set-Up & Decorating

Assist the Decor Coordinator by helping pre-assemble decorations to be used on auction day. On the day of the auction, Decorators arrange, organize, hang, drape, and generally transform Cubberley into a fabulous scene for the auction event.

Food Retrieving

Food retrievers will work to support the Food Coordinator to retrieve food, including hors d'oeuvres and dinner items, which should be delivered hot as close to 5:00 as possible.

Food Serving

This job is a great way to feature your grace, presence, and fabulous costume! Serving hors d'oeuvres is generally handled by the 8th graders. Additional servers and clearers are needed for dinner. Depending on dinner format you may be serving filled plates, or you may be serving at a buffet station. Clean hands, a pleasant attitude, and the ability to avoid licking your fingers while you work are a must for this job.

Food Set-Up & Clean Up

Work in the kitchen slicing and arranging hors d'oeuvres onto platters, set up the food tables, organize the food display, and monitor and replenish the food supply as needed. You may also load your tray and pass the food. This job is a great way to feature your grace, presence, and fabulous costume! Serving hors d'oeuvres is generally handled by the 8th graders. Additional servers and clearers are needed for dinner. Clean up includes clearing tables, tossing, washing, drying, storing, stacking, and wiping until it's done!

Drink Bar

Support the Drink Bar Coordinator by taking on one of the following jobs: supply acquisition ahead of the auction, drink bar set up, bar sales, additional supply acquisition if needed during the event, pack unsold inventory and unused supplies, and clean up. Drink bar volunteers might also be invited to pre-event wine and beer tastings as final selections are made. Note-because we serve alcohol at our drink bar, all volunteers must be at least 21.

Coffee Bar	Support the Coffee Bar Coordinator by taking on one of the following jobs: supply acquisition ahead of the auction, coffee bar set up, coffee bar management (make sure it stays clean and well-stocked), additional supply acquisition if needed during the event, pack unused supplies, clean up (including washing cambros, percolators, etc.).
Dessert Bar	Support the Dessert Bar Coordinator by taking on one of the following jobs: supply acquisition ahead of the auction (paper plates, napkins, serving platters, and utensils), transport desserts that may have been delivered early, dessert bar set up, dessert sales, additional supply acquisition if needed during the event, pack unused supplies, clean up (including washing serving platters, utensils, etc.).
Clean Up	This job is for the diehards in the crowd. Those who will stand by the team and make sure we get to the finish line with efficient set break down and room clean up. It includes taking down decorations, folding and stacking tables and chairs, generally putting away and cleaning up whatever needs to be put away or cleaned up! Some of you may help with transporting items back to Peninsula and/or helping load/unload trucks. We will be DONE no later than midnight-and sooner if we get enough help! The 8th grade parents are expected to take the primary load in this area--but help is always appreciated!

LIVE AUCTION

Live Auction Data Entry	During the Live Auction you'll record each winning bid amount and winning bidder number. Excellent hearing, quick data entry and attention to detail are all a must for this role.
Audio/Video	Assist the A/V coordinator in monitoring the playing of either live or recorded music during the Silent Auction and ensure excellent sound quality of the Auctioneer's microphone during the Live Auction. Help the A/V Coordinator make sure all equipment, cables, cords, etc. are packed up, all house items are returned or stowed per house supervisor instructions, all tape is removed from the floor, etc.
Bidder Check-in	Greet guests, swipe credit cards, and hand out bidder numbers and dinner tickets while using a computer for easy data look-up.
Cashiers & Filers	If you love handling money in all its forms, have a seat and help bidders settle their accounts as they check out. For the clerical-at-heart, you'll file bid sheets numerically that will later be used for verification when bidders come to retrieve their loot.
Computer Network Support	Help the Computer Network Coordinator haul equipment, set up the network, lay cables, troubleshoot systems and be on hand for tech support throughout the evening. Experience with computers and small networks necessary. Willingness to come early and stay late on Auction day is a must.

SILENT AUCTION

Loot Corral Assistant Coordinator	Support the Loot Corral Coordinator when the Silent Auction is closed by managing the set up of the loot corral and helping to manage the Loot Corral Workers to match "PAID" receipts with the items stored in the Loot Corral and present the items to their new owners. A cheerful attitude, ability to work under pressure, and attention to detail is quite important for this job--but it's a lot of fun because you get to see what everyone got!
Item Display (Day of Auction)	Help sort through all the donations and pre-tag items that will be displayed in the Silent and Live Auctions. Receive items from transport team used to set up the room for guests' 5:00 arrival. Set-up includes organizing tables, laying tablecloths, displaying Silent Auction items, working with Decorators and Display Coordinators.
Loot Corral Workers	When the Silent Auction is closed the Silent Auction tables are broken down and purchased items are moved to the Loot Corral and organized for easy pick-up/check-out by guests. Loot Corral Keepers simply match "PAID" receipts with the items stored in the Loot Corral and present the items to their new owners.

Silent Auction Data Entry

Once the Silent Auction is closed, all the bid sheets are pulled and winning bids and bidder numbers are entered into the database for quick check out. Attention to detail, ability to decipher sometimes “scribbly” handwriting, and the ability to type fast and work under pressure are a boon for this job. There’s no need to interact with “customers” so this job is a fun way to contribute your skills in a more “behind-the-scenes” sort of a fashion!

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GENERAL WORK JOBS

Accounting (Begins April)

Assist the Accounting Coordinator in building a spreadsheet of expenses, manage receipts coordinating with the Spring Fair Manager and Business Manager to help ensure parents are reimbursed and vendors paid on time.

Big Kid Crafts

Anticipated Big Kid Crafts for 2004/05: Book Making, Buttons & Badges, Candle-making, Wax Hands, Plaster Hands, Dream Catchers, Painted Pots, Prayer Arrows, Ribbon Wands, and other(s) TBA. Assist Fairgoers in craft-making activities, keep supplies well-stocked, possibly provide supervisory or advisory assistance, and help set up and clean up the booth area.

Big Kid Rides

Anticipated Rides for 2004/05: Tyrolean Traverse, Rock Climbing Wall. Take tickets, help riders with equipment, oversee ride operations and safety, help with set up and cleanup.

Book Sales

Sell donated used books while you enjoy interacting with book-loving fairgoers. Proceeds benefit the library.

Campus Clean Up (6-9pm)

Help carry tables, break down booths, tear down and repack decorations, breakdown and repack canopies, pick up assorted litter and lost items, and help haul a large assortment of things back to basement storage.

Drink Booths

Refers to the Cold Drinks booth on the Big Field and the Hot Drinks booth by desserts on the front porch. You’ll organize supplies, keep cups and napkins well-stocked, and help with set up and clean up.

Decorations & Set Up

Help hang banners, flags and garlands around campus on Work Day Two, and arrange flowers and place them on tables, by 10am on Fair day. At 6pm offer flowers to departing Fairgoers, clean and dry vases and return them to storage at day’s end.

Food Booths

Refers to Food and Desserts Booths.
Anticipated Food Booths for 2004/05 are Asian, Burgers, Greek, Indian, Italian, Kids Food, Mexican, Persian, other(s) TBA: Help organize and heat up food booth items, then serve it up. Also help with food prep, setup and cleanup.

Dessert Booths for 2004/05 are Desserts, Strawberry Shortcake, Ice Cream: Slice and price desserts and keep tables well-stocked, help indecisive little ones choose between their favorite ice cream treats, and help with set up and clean up.

Food Makers

Pick the food booth you’d like to support, then work from provided recipes, solo at home or with coworkers, assemble ingredients (reimbursement for ingredients available) and make food to be served to grateful Fairgoers.

Anticipated Food Booths for 2004/05 are Asian, Burgers, Greek, Indian, Italian, Kids Food, Mexican, Persian, and other(s) TBA

Forks & Tablecloths

The Forks Crew keeps food and dessert booths supplied with clean forks, gathers used forks (“Dirty Forks” bins are at every trash & recycling area) and gets them washed and back into circulation as quickly as possible.

The Tablecloths crew assists the Tablecloths Coordinator in laying cloths at 9am on Fair day, then during clean up they help completely wipe down and dry them, fold them, and return them to storage.

Garbage & Recycling	Using a large wagon to save you from backache, loop the campus at regular intervals to empty trash and recycling bins, carrying full bags to the containers behind the Big Building. During clean up make a final sweep of all cans and pick up any errant litter to help ensure that the campus is ready for classes to resume the next day. Gloves and apron provided to protect your clothes. Strong backs a plus!
Graphic Design (Begins February)	Work with the Spring Fair Manager and an artist to develop theme artwork that will be used to produce publicity materials and tee-shirt artwork. Expenses for paper and ink can be reimbursed.
Little Kid Crafts	Assist the littlest fairgoers with a variety of crafts and a lot of encouragement. Set up, re-stocking and reorganizing materials, and clean up required.
Massage	Provide 15-, 30-, or by-the-minute foot and/or shoulder massages to weary and grateful fairgoers in the Massage Area (Auditorium) alongside other therapists.
Photography	Capture the event for the archives by taking pictures during Work Days and on Fair Day. Either digital or traditional pictures are fine. Deliver CD, exposed film, or prints. All expenses can be reimbursed.
Publicity (Begins February)	Assist the Publicity Coordinator with printings and mailings, post flyers, craft Hot News announcements and advertisements for local publications, identify new marketing strategies to get the word out to the surrounding MA, PA communities who we hope will attend the Fair, create and distribute special invitations to Peninsula neighbors and to alumni and other friends of Peninsula. Marketing or communications background, a willingness to endure a few paper cuts and make a trip to the local Kinkos a plus but not required.
Work Day One—Campus Set-Up (April 23)	Bring your kids, enjoy the weather, and help get ready for the Fair. You can lend a hand in building Big Kid Rides and the stage, locate, pack and sort supplies, packing boxes-to-order for food booths, organizing and washing forks, table cloths and drink containers, prepare flags, banners and other decorations, and generally start laying the groundwork for the second Work Day to occur one week later!
Work Day Two—Campus Set-Up & Decorating (April 30)	Help set up booth tables, dust window sills, sweep and clean the hallways, porch, front and back stairs of the Big Building, stock bathrooms with extra supplies, set out extra trash and recycling cans, install fork containers, finish the stage set-up, hang banners and flags to decorate the campus, lay tablecloths, set up the stoves on the Big Field, and assorted other jobs both large and small. Staff will provide a delicious, hot lunch.
Vendor Solicitation (Begins January)	Assist the Vendor Solicitation Coordinator and Spring Fair Coordinator with identifying potential donors for goods or services, drafting formal letters and orders, and tracking replies to donation requests.

OPEN AND NEW COORDINATOR POSITIONS FOR 2005

Assistant Spring Fair Coordinator	16 Food and Drinks Booths, 2 complicated Rides, 16 Big & Little Kid Craft Areas, Face Painting, Petting Zoo, daylong musical entertainment on a stage in the Big Field, books, tee-shirts and honey for sale, it's a long full event and attracts upwards of 1,500 visitors annually and keeps growing! Your primary responsibility will be to assist the Spring Fair Coordinator in organizing and planning and communicating with the other coordinators to make sure the event runs smoothly and work jobbers, their families, and other fairgoers have a fun and rewarding experience.
Accounting Coordinator	Food Booth Coordinators purchase numerous items to prepare the food sold at the Fair. Craft Booth Coordinators need to supplement their craft materials. Vendors make donations and orders are placed for a variety of supplies and services. Everything needs to be carefully cataloged and tracked to assist the Spring Fair Coordinator in staying under budget. The Accounting Coordinator would build a spreadsheet to track expenses, and help manage receipts, coordinating with the Spring Fair Manager and Business Manager to help ensure parents are reimbursed and vendors paid on time.

Assorted Big Kid Craft Booth Coordinators

In 2004 there were 10 Big Kid Craft areas and many of these will return for 2005 (watch Hot News). As a coordinator for a Big Kid Craft you would be responsible for taking inventory of existing supplies, purchasing supplemental materials (with an eye on discounts and bargains wherever possible) (all expenses can be reimbursed), creating instruction signs for fairgoers, training assistants who will run the booth during the Fair, keeping an eye on the booth during the Fair, and overseeing set up and clean up.

Anticipated Big Kid Crafts for 2004/05: Book Making, Buttons & Badges, Candle-making, Wax Hands, Plaster Hands, Dream Catchers, Painted Pots, Prayer Arrows, Ribbon Wands, and other(s) TBA.

Campus Clean-Up Coordinator

As the Fair winds down there is much to do to return our campus to its normal state in readiness for school the next morning. Oversee your crew as they return tables to classrooms, break down booths, tear down and repack decorations, breakdown and repack canopies, pick up assorted litter and lost items, and help haul a large assortment of things back to basement storage, among other things.

Candle-Making Coordinator

The Candle-Making booth relies on vats of wax that are heated too high for fingers or hands to be dunked into without injury. Your primary responsibility is to educate fairgoers and parent assistants about the safe use rules (“No Hands”) and ensure that they are followed. You’ll also provide training to parent assistants, offer guidance in ways to monitor children while they create their colored candles, and ensure that set up and clean up are done properly.

Desserts Coordinator

The Desserts area is easily the most popular of all at the Fair. Parents provide an impressive amount and variety of homemade desserts that you will solicit and issue reminders about. You will implement a labeling system for plates/tins/containers and the desserts themselves, train parents how to slice and price items, and make sure that dessert tables are well-stocked (overflow is kept in the Director’s office) throughout the Fair. You’ll also make sure take-out containers are provided and oversee clean up, create temporary storage of left-behind dessert plates, and create a Hot News reminder to parents who’ll want to come retrieve them.

Flowers & Decorations Coordinator

Develop a decorating plan for the Front Porch and driveways using existing banners, flags, garlands, and flowers. Be on hand on Workday Two to oversee parents in enacting your decorating plan. Solicit flower donations from other parents or cultivate them from your own garden to supply enough bouquets for 25-30 pint jars (provided) to decorate tabletops for the Fair. Ensure that flowers are gathered and brought to campus by 9am on Fair day, and oversee that they are arranged in vases and placed on tables around campus before fairgoers arrive. During clean up, you’ll make sure the vases are washed, dried, and returned to storage.

Inventory Control Coordinator

Boxes and boxes of supplies used for crafts, booth setup, campus decorations and more are organized in the locked Parent Events closets at school. You’ll work with the Spring Fair Food Coordinator and Craft Coordinators to help take stock of needed items on Workday One, oversee the distribution of items on Workday Two, and educate booth assistants and other Coordinators to ensure the return of items post-Fair to their proper places in storage.

In addition, on Workday Two you’ll ensure that the delivery of rental equipment matches our order list, and will tag each item to track their use during the Fair. During clean up you’ll gather the rental items and organize them for pickup the following morning.

Scrip Coordinator

Fairgoers purchase scrip with which they buy food and drink, participate in a craft or enjoy one of the rides. The Scrip Coordinator would oversee a team of scrip collectors of each food and craft and ride booth and develop and manage a scrip tallying system. Post-Fair the Scrip Coordinator would also oversee proper disposal of used scrip.

Tablecloth Coordinator

Coordinate use of tablecloths for the 50+ tables used during the Fair for ticket and scrip sales, food booths, and craft booths. You’ll help place them, clean them, gather them and return them in good condition to storage.

Theme Artwork Coordinator (Begins February)

Working with an artist, graphic designer, Tee Shirt Coordinator and the Spring Fair Coordinator you will help coordinate the use of the theme artwork for tee-shirts, publicity flyers and mailers.

**Vendor Solicitation
Coordinator
(Begins January)**

The Fair is both a fund-raising and community-building event and typically receives a number of donations of both goods and services that need to be solicited in advance. You'll work with the Spring Fair Coordinator to implement a formal vendor solicitation plan to place orders and request donations, ensure delivery of goods, coordinate with the Accounting Coordinator to track orders and expenses, and follow up with acknowledgement letters post-Fair.

Wax Hands Coordinator

One of the most beloved of the Big Kid Crafts, the Wax Hands booth is always aswarm with children eager to dip their hands over and over into the vats of liquid wax. You'll assist the Wax Vendor in setting up signs that instruct children on safe practices, and educate booth assistants about how to oversee the children's safe and fair use of the wax. Minimal set up and clean up needed as the wax vendor will do most of that work.

Work Days Coordinator

The Spring Fair is a large undertaking as we must transform our campus to receive upwards of 1,500 visitors on Fair day. Workdays are usually lots of fun with numerous parents and their children available to get everything done with a lot of goodwill. Workdays Coordinators help oversee parent volunteers, take stock of our supplies and gear on Workday One. On Workday Two they work with the Spring Fair Coordinator to direct teams of parents to move tables, erect canopies, stock bathrooms around campus, scrub down the front porch, set up the Food Booths and Crafts Areas, decorate the campus, and much more.

PARENT INVOLVEMENT PROJECTS

**Fall Workday & Potluck
Coordinator (2005)**

Oversee the planning, set up and clean up of the potluck lunch served to families for the Fall Workday, the Saturday prior to the first day of school.

**Fall Workday & Potluck
Support (2005)New**

Assist in the planning, set up and clean up of the potluck lunch served to families for the Fall Workday, the Saturday prior to the first day of school.

**New Family Welcome
Picnic Coordinator
(Aug-Sept 2005)**

Many new Peninsula families have their first encounter with our community at this event. The Coordinator is the host of this event, working with the Admissions Director to issue invitations to new families over the summer, working with the Parent Involvement Committee to prepare the welcome packets of useful information about the school, lining up dessert and beverage donations, setting the schedule, coordinating staff presentations, musical entertainment and a school tour, orchestrating a sign in process with nametags, and generally overseeing the set up and clean up efforts.

**New Family Welcome
Picnic Support
(Aug-Sept 2005)**

Assist the Picnic Coordinator with invitations to new families, help set up tables and signs, staff the sign-in table, participate in cleanup and assist with various other small jobs.

**PIC: Communications
Committee Support**

Help the Parent Involvement Committee (PIC) Communications Committee coordinate various activities including event promotion, folding, stamping, mailing, posting of posters, passing out notices, collecting feedback, and other communications-related activities.

Plate Project Support

Help package and mail orders to the vendor, receive completed orders back from the vendor, sort orders, and deliver completed projects to classrooms.

**Scholastic Beans: Bake or
Buy Treats to Sell**

Scholastic Beans is not only about coffee; it's the treats that are offered alongside that hold a lot of appeal for regular customers. Sign up to bring two dozen treats of whatever you enjoy baking, or perhaps you could purchase a few dozen bagels and cream cheese. See the Parent Events board on the front porch for sign up sheets and additional information.

**Scholastic Beans: Manager
for a Month**

You'll oversee the parents working shifts for a given month, reminding them of their shift times, instructing them on the tasks they need to perform to run the cart properly and making sure adequate supplies are on hand. You'll also issue reminders to parents supplying baked goods. Lastly, you will be responsible for setting up the percolators on Thursday afternoons or evenings to be operational for the opening of the Coffee Cart the next day. See the Parent Events board on the front porch for sign up sheets and additional information.

Run the Cart for the Morning

You'll be given an apron, cashbox, and supplies and will be responsible for setting up the baked goods and hot beverages tables, keeping supplies well stocked and for making change and conversation! You must also ensure that students heed the no coffee and no service after 8:50am rules. Cleanup duties include washing pots and returning them to storage along with leftover supplies. See the Parent Events board on the front porch for sign up sheets and additional information.

School Pop/eScrip Support

Assist the School Pop/eScrip Coordinator and Class Reps, as needed, to encourage parents to enroll in these important programs. Enrollment is primarily sought in the early Fall of each year.

Parent Involvement Class Representative

The Classroom Rep is a conduit of critical information about parent events and parent involvement projects to classroom parents, and serves as a "go to" person for parents to find answers about how they can get involved in the community. Classroom Reps are asked to:

- Attend the New Families Welcome Picnic to introduce themselves to new families in their classroom
- Attend parent-teacher meetings to spread the word about parent involvement opportunities
- Attend 2-4 meetings to support parent event efforts, and generally be available as a resource to parents in their classroom

ONGOING ACTIVITIES

Board Committees

Parents are welcome to participate on most Board committees, especially those in which they have a special interest or expertise. Each of these committees strive to have representation from all constituencies -- Board, staff, administration and parents. Serving on one of these committees is also an excellent way to not only learn more about the school, but to learn about the work of the Board and consider running for a seat in a future year.

The committees open to parent participation include all committees except three that require Board membership in order to serve. We encourage anyone interested in serving on any of the committees below to check the box and we'll contact you to discuss how it works! Please also note that you are welcome to participate in any of the activities that are generated or sponsored by the committees without actually serving on the committee.

- **Budget committee:** Weekly meetings (generally 3+ hours) from September through December are spent reviewing proposals and understanding their pros and cons, updating recurring expenses, and discussing impacts from enrollment and other factors. Monthly meetings from January through May focus on investigating of issues for the next year's budget cycle.
- **Fund Development committee:** One 3-hour meeting per month, plus active participation in sub-committee (Annual Giving Campaign for parents or alums and friends) or other specific events (i.e. Grandparents' Day). Plan on an additional 2-4 meetings per year, depending on what's going on, and time spent doing outside research for committee, as required. People who participate on this committee do not necessarily need to have had specific fund-raising experience but it's a big plus. Committee members who bring past experience to the table can greatly enhance Peninsula's ability to move the fund development process forward more quickly and in a more sophisticated fashion. Enthusiasm and "can do" and "will do whatever it takes" attitude a MUST.
- **Buildings and Grounds committee:** The Buildings and Grounds (B&G) committee has traditionally worked with the administration to identify both short- and long-term facilities needs for Peninsula. SY2004-5 will be an important one as this committee looks to develop a long-term facilities plan with the Business Manager. Knowledge in the field is obviously helpful but not required. Many of the committee members play significant roles in the various Peninsula "Workdays" that happen throughout the year.
- **Investment committee:** The investment committee helps us manage our endowment funds, recommends to board overall investment policies, and oversees current investment mixes in endowment funds. This committee meets monthly and may include some specific sub-committees.

Busy Fingers	Busy Fingers is a collective of parents who meet weekly throughout the school year to handcraft a variety of lovely and practical items that are offered for sale to raise funds to support student scholarship. Meetings are open to everyone (watch for locations and times in Hot News) and the only craft experience required is that you can operate a safety pin. Drop-ins and children are always welcome! Busy Fingers has regular Porch Sales, is a major and much beloved vendor at the Craft Fair in December, and is a steady and impressive fundraiser for student scholarship.
Buildings & Grounds Saturday Workdays	Peninsula school inhabits a large campus of thirteen classrooms and play yards in addition to our much beloved Big Building, which was built in the late 1800's. Parents who can wield a hammer or a screwdriver or are generally interested in building things are invited to join a Saturday Workday effort to build the latest project (watch Hot News for dates and times) with the Buildings & Grounds team. A hot lunch will be served and children are welcome!
Buildings & Grounds Saturday Workdays Lunch Coordinator	Assist in the planning, preparation and presentation of lunch for the crew of one of the B&G Saturday Workdays. Workday crews often consist of fewer than a dozen people. Reimbursement for food items and use of a kitchen on campus available. Children are welcome!
Fold/Stuff/Label/Mail Support	Mailings to parents or grandparents or alums or others occur numerous times throughout the year and having multiple pairs of hands makes it much more enjoyable. Join the production line and sit and chat with other parents while you do what the job title says: fold, stuff and label items for mailing.
Fund Development Event Support	Assist the Development Director with special alumni and friend events such as Grandparents Day, Reunions and teas.
Fund Development Grant Writing	Assist the Development Director with grant writing and other foundation work. Experience with grant writing is a plus!
Fund Development Projects	Assist the Development Director with outreach efforts to alumni and other school constituencies.
General Buildings & Grounds Support	Lend a hand and your special skills or the services of your business to provide general maintenance support of our buildings and grounds. This work could be for individuals on small projects.
General Office Support	Assist the administrative staff or Development Director with data entry, mailings, filing, stapling, and other small jobs such as photo scanning and cataloguing, phone and/or internet searches and locating lost alums.
NewsNotes Support (Oct-Nov & Apr-May)	Help with the publication of NewsNotes, a bi-annual newsletter for Peninsula families of today and yesteryear. You could participate by writing articles, editing or proofreading, conducting photo research or performing other publication tasks. October-November and April-May.
Parent Education Special Events	Help the Director produce parent education events. Skills in planning, hosting, publicity, set up and clean up are helpful but not required.
Fall Meeting, Support	Help the Director and the Parent Involvement Committee host the Fall Meeting by planning and setting up snacks, preparing the Auditorium and cleaning up.
Annual Meeting, Support	Help the Board host the Annual meeting in the spring by assisting in planning and presentation of snacks, setting up the Auditorium, and cleaning up.
Staff Appreciation Luncheon with Katy, Support	Help host the Staff Appreciation Luncheon by assisting in the planning, preparation or provision of food and decorations, and with setup and cleanup.

