



Awakening Seed Parents' Guide to the

APA

2008



2009

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Why The Seed Needs You to Volunteer

Since 1977, when Awakening Seed was founded, the school's vision has always been one of inclusion. We strive to maintain a variety of students from diverse races, cultures, and socio-economic backgrounds.

Over the years, our Board of Directors has been committed to keeping the tuition as affordable as possible, while compensating the staff adequately. We don't have a large endowment like some other private schools, so we rely on volunteers to fill in the gaps and help out with the many tasks required to keep the school running smoothly.

But More Importantly, Why You Need To Volunteer at The Seed

Awakening Seed has always been dedicated to the practice of service, with even our youngest students learning how to give to others on a daily basis. Your commitment to Awakening Seed's parent volunteer program is one of the best ways you can model the idea of service to your child. When you volunteer at your child's school, you show him or her, in a tangible way, that you care. Every moment you give to the Seed comes back to you and the relationship you have with your child in infinite ways. For in giving your time to the Seed, you are also teaching your child that to make our world a better place, we all have to help.

Parent Involvement

Volunteering to support your child's education is vital for both your child and the school's longevity and success. When you volunteer, it demonstrates to your child the importance of education and giving back to the community.

Parents who take an active part in their child's school experience make it a true community for learning. Your many talents are a valued and rich resource for enhancing the Seed experience for everyone.

Awakening Seed Parents Association (APA)

The APA is the Seed's parent organization, which functions similar to Parent-Teacher Associations (PTA's) in other learning institutions.

Mission Statement

It is the mission of the APA to support the Awakening Seed School community through parent involvement in school activities, fundraising, and service.

History of the APA

The Awakening Seed Parents Association (APA) was founded in 1982, the year of the Seed's first Halloween Carnival. It has always been comprised of volunteer parents who wanted to support their child's Seed experience. The APA has coordinated activities and events, which include the Halloween Carnival, t-shirt sales, the holiday and end-of-year collection for staff, and Teacher Appreciation Week. Additionally, the APA and staff have worked together on such events as the Scholastic Book Fair, the Seed Picnic, and more recently, the Seed Scramble (in conjunction with the Seed Board of Directors).

Funds raised through the APA go to the Scholarship Fund, individual classrooms and special classes (i.e. music, P. E., and Spanish), supplies and equipment for the school, capital improvements, bonuses for the teachers and staff, and the Seed Faculty Retirement Fund.

Organizational Structure

Every parent at the Seed is a member of the APA. The APA leadership team is the committee that coordinates the overall plan of school events. The leadership team consists of the co-chairs, a treasurer, and team members.

Functions/Duties of the Leadership Team

Co-chairs: schedule meetings, set the calendar, work with the Director to coordinate the volunteer committees, promote and oversee events and activities of the APA

Treasurer: prepare financial reports, distribute and deposit funds, monitor cash flow, post financial statements quarterly, communicate with the Business and Facilities Manager regarding school and APA finances

Leadership Team Members: support co-chairs and treasurer's tasks, serve as liaisons to committees and parents in general, help determine designation of funds for special APA projects

2007-2008 APA Leadership Team

Co-chairs: Dina Tseffos dtseffos@gmail.com

Treasurer: Karen Dada kkdada@qwest.net

Leadership Team Members: Angela Wong (advisor), Akie Clark (advisor), Jeanne Ugarte
Room Rep Coordinators: Astraea Rohloff and Sherri Johnson

Meetings

Your time as a parent volunteer is valuable. The APA strives to keep the number of meetings to a minimum each year and to run every meeting efficiently. All meetings will have a simple agenda with a designated beginning and ending time.

When committee meetings occur, the committee chair is responsible for communicating with the APA leadership team.

Events/Activities

There are many school events/activities that require parent volunteers. A description of each one and the general volunteer requirements are as follows:

T-Shirt Sales

T-shirts are ordered at the beginning of each school year and are sold throughout the year. Most years only white shirts are ordered and then the shirts are tie dyed in September.

Volunteer needs: assist the APA team members in ordering, selling, and distributing t-shirts, cover a shift of selling the shirts before or after school, take inventory of remaining shirts, re-order shirts if necessary

Tie Dye/Tile Day

Tie Dye/Tile Day is a chance to add that special unique touch to your newly purchased white Seed t-shirt, as well as paint a tile to go on the front of the building. A parent volunteer installs the tiles periodically. Held one day after school in September, everyone pays a minimal fee to cover the cost of the dyes, which are applied to the shirts at school and then taken home in a plastic bag to wash out the next morning. Instructions for how to tie the shirts are provided ahead of time. If you want to paint a tile, the cost is \$25 per tile. The proceeds go into the APA general fund and are used around the school for classroom and program needs.

Volunteer needs: tie, soak, and sort shirts ahead of time, mix dyes ahead of time, cover shifts while the actual tie dying and tile painting are happening, sign people in and collect money, clean-up

Teacher Planning Days

Teacher Planning Days are a few half days throughout the school year when school is in session and parents sign up to help cover the class so teachers and aides can have a few hours to plan curriculum and other classroom activities. This is a really fun way to get to know your child's classmates, meet other parents, and develop an even deeper appreciation for what your child's teachers do each day.

Volunteer needs: cover a 2-3 hour shift in the classroom with the assistance of other parent volunteers and/or one regular staff member (toddler classes)

Halloween Carnival

The Halloween Carnival is the Seed's major fundraising event, coordinated by the APA each year, and produced with the help of many, many parent volunteers. The carnival was originally developed as a fun alternative to Halloween in the 1980's and has evolved into a large event which current families and friends, neighbors, and Seed alumni attend. The carnival is not held on Halloween night anymore, and is usually the last Friday evening before Halloween. Included in the event are a raffle, silent auction, food, games, a photographer, a bounce house or slide, and the Mystery Theater. The Mystery Theater is an annual play produced by some of the staff with a bit of humor for everyone. Tickets are sold to the three different evening performances and all proceeds from the Mystery Theater go toward the faculty retirement fund. All funds generated by the raffle and silent auction go to the Seed scholarship fund.

Volunteer needs:

- help coordinate the carnival in general (generally done by APA leadership team members)*
- food committee (coordinate ordering food, cover shifts during the carnival, clean-up, label/package baked goods)*
- games (set-up, cover shifts, clean-up, order/distribute prizes)*
- silent auction and raffle (solicit prizes, send out letters, list prizes, make and distribute tickets, create bid sheets for silent auction, create baskets for auction, distribute prizes, contact winners)*
- decorations (communicate with teachers regarding what is needed and when, hang decorations on the day of the carnival, make sure art pieces are returned to children if requested)*

- *cake walk (sign-up sheets for cakes, storage of cakes day of carnival, cover shifts during carnival, set-up/clean-up), plush walk (set-up/clean-up, cover shifts during carnival), lighting (set-up and take down Saturday prior to carnival and Saturday following)*
- *ticket sales (organize ticket sales, handle pre-carnival sales and packages, distribute pre-sold tickets, create and sell Mystery Theater tickets, process raffle ticket sales, sell tickets the evening of the carnival, collect all incoming funds during the carnival)*
- *promotion (send out postcards to alumni, create flyers, communicate with Director about sending out email reminders, contact local media, create signs to advertise in the neighborhood)*
- *parking, security*
- *set-up/clean-up*
- *provide baked goods*
- *donate prizes or other services*

Scholastic Book Fair

The Scholastic Book Fair is a week long event that enables parents to purchase quality books for their children and at the same time help the teachers to build up classroom libraries. In addition to the book sale, we have a read-in where all of the kids in the school read for a half hour together, and a pajama party on Thursday evening. Children (and some of the parents!) come to the pajama party in their pajamas for an evening of storytelling, art activities, and special drawings with prizes, along with pizza, milk, and cookies.

Volunteer needs: set up the book fair, cover shifts to sell books, help out with pajama party, take down book fair at closing, take pictures during pajama party, distribute books to classrooms

School Picnic

The school picnic is held in the spring at the Seed on a weekend afternoon. The picnic is organized by the APA and includes a delicious potluck lunch, games, popcorn, tile painting (for those who didn't get to do it in the fall), and a chance to check out various elements of the outdoor environment. Former Seed families are always welcome and everyone enjoys this relaxing and casual time on the Seed playground.

Volunteer needs: help set up and organize the picnic, post food sign-up sheets on classroom doors, organize games and activities, clean-up, set up and clean up tile painting table

Habitat Card/Craft Sale

The Habitat Card/Craft Sale is held before Valentine's Day each year to raise money for the outdoor education programs at the Seed. A wide selection of handmade cards, valentines, crafts, and baked goods make this a sweet and beneficial Seed event.

Volunteer needs: help teachers create art for cards with students, coordinate card assembly with classroom teachers, package cards, bake treats, cover shift to sell items

Seed Scramble

The Seed Scramble Golf Tournament is our spring fundraiser, held away from the Seed campus. It includes a golf scramble, putting contest, silent auction and raffle, and lunch. The Scramble is for golfers age eight and above, and participants need not be Seed parents or students. The putting contest is for children ages four through twelve. The silent auction features, among many prizes, original art work by Seed students. This is a family-friendly event and our newest fundraiser, sponsored by the Seed Board of Directors and supported by the APA and staff.

Volunteer needs:

- *solicit or donate raffle/silent auction prizes*
- *assist classroom teachers with producing or mounting silent auction art*
- *organize and set up display of silent auction art items at school and on day of the Scramble, set up bid sheets*
- *coordinate raffle (gather and create list of prizes, draw names at Scramble, sell tickets, post winners, distribute prizes to winners)*
- *putting contest*
- *assist with golfer sign-in on day of Scramble*
- *place hole signs and hang sponsorship banners*
- *general assistance during day of Scramble*

Yearbook

The beautiful Seed yearbook is published each year as a memory book of the school year. It includes pictures of all students and staff, narratives and photographs about each classroom and special school events or activities, children's art, inspiring quotes, a place for autographs, and a list of sponsors and event supporters.

Volunteer needs: yearbook coordinators with graphic art/design experience, photos of classroom activities and school events, narrative writers/editors, printer

Teacher Appreciation Week

During a week in May, the APA sponsors Teacher Appreciation Week. Teachers are each given gifts (e.g. Starbucks cards, movie tickets, flower seeds) and reminders of how much they are appreciated. All gifts are purchased by the APA. On Friday the APA provides lunch for the staff.

Volunteer needs: coordinate week's activities (including Friday lunch), purchase and distribute staff gifts, set up and clean up lunch

Family End of Year School Celebration

This is a new event to be held instead of traditional end-of-the-year pool parties. The all-school family celebration will be held at the Seed from 4:300 to 7:00 p.m. on Wednesday following

graduation and awards. There will be planned outdoor water activities, food and drinks, snow cones, and any other fun activities the organizers might plan.

Volunteer needs: creative and enthusiastic organizers for this new event, make arrangements for food and activities, set-up, clean-up

Room Representatives

A room rep is a parent who volunteers to help coordinate various classroom activities and support the teachers in their work throughout the year. Being a room rep is a direct way to get involved with your child's classroom, develop a relationship with your child's teacher(s), and get to know other parents in the class. It is a great volunteer opportunity for working parents, as most of the work can be done after regular school hours and on weekends. Responsibilities of the room reps are as follows:

- Work with classroom teacher(s) to coordinate beginning-of-the-year class picnic or gathering
- Make arrangements for parents to cover Teacher Planning Days
- Work in conjunction with the APA to coordinate shifts and set-up of one game booth for the class at Halloween Carnival
- Assists the APA in collecting money from classroom parents for the holiday and end-of-the-year teacher funds
- Organize and create end-of-the-year teacher gift from the children **for the lead teacher and assistant.**

Room reps work under the guidance of the room rep coordinators. It is recommended that two or more parents take on this important responsibility, which is highly appreciated by the classroom teachers throughout the year. Many parents enjoy being a room rep so much that they do it year after year.

For more information about being a room rep, contact:

Astraea Rohloff (602) 677-2810 rohloffx5@mac.com

Sherri Johnson ((480) 620-6718 sherrijohnson@cox.net

Substitute Teaching

Throughout the year we are always in need of substitute teachers. Some parents donate their substitute time to the school as part of their volunteer hours. Others are paid for their time. Generally, parent subs will assist a regular staff member with a classroom or the after school program. If you are interested in subbing, please be sure to indicate which grade level you are most interested in, as well as your availability. We are especially interested in parents who have had some teaching experience.

Other Volunteer Opportunities

Some families have difficulty putting their volunteer time in at the school due to small children at home, demanding job schedules, or other logistical challenges. We have some volunteer jobs that can be done off-site that help the school considerably.

Off-Site Office Support

Occasionally we have a few tasks that need to be done, such as stuffing envelopes for tax credit mailings, making phone calls, mailing Carnival postcards to alumni, and taking care of other correspondence.

Volunteer needs: varies (see above)

SCRIP

Several grocery stores, including Fry's, Safeway, and Whole Foods have programs that give money to schools if parents shop there. Each store has its own program that is handled differently.

Volunteer needs: publicize the programs, encourage parents to sign up, handle monthly Whole Foods orders (their program uses gift cards), take check to Whole Foods, pick up cards and distribute to participating families

Committees

Committees will be posted on the Parent Volunteer bulletin board in the hallway. Descriptions of each committee and the time commitment involved are included. The basic committees and requirements are as follows:

Committee	Dates	minimum volunteers required	estimated time commitment
T-shirt Sales	mid-Aug to early Sept	5-7	1-20 hours
Tie Dye/Tile Day	1 week mid-Sept	10	1-10 hours
Carnival Coordinator	August-October	3-5	60-70 hours depending on how much is delegated
Carnival Food	October	10	1-10 hours
Carnival Silent Auction/Raffle	August-October	10	5-60 hours depending on committee role
Carnival Games	Sept-Oct	50	1-5 hours
Carnival Ticket Sales	October	5-7	1-10 hours
Carnival Cake Walk	October	12	1-10 hours
Carnival Light Set-up/Take down	October (two Sat mornings/one evening)	6	5-10 hours depending on number of volunteers
Carnival Decorations	October	5	5 hours
Carnival Set-up	October 24th	10	4-6 hours
Carnival Clean-up	October 24th	10	2-4 hours depending on number of volunteers
Carnival Promotions	Sept-Oct	3	3-5 hours
Scholastic Book Fair	February	15	2-25 hours
Spring Picnic	late Feb-Mar 1	5	1-4 hours
Seed Scramble	Febr-April	15	5-20 hours
Teacher Appreciation Week	late Apr-May	3	3-5 hours
Off-site Volunteers	on-going	2-3	variable
Family End of Year Celebration	April-June	10	5-20 hours
SCRIP	on-going	1	5-10 hours
Yearbook	on-going	5	variable

The hours for each committee are estimated based on the experience of previous APA coordinators and committee leaders. **Hours will vary depending on the experience and expertise of the leaders, time available, the number of volunteers on the committee, and how the workload is delegated.** The time requirement for each committee also depends on what role a volunteer takes on (i.e. committee chairs generally put in more hours than people who have a supporting role). In general, the more people on the committee, the less work each person will have to do.

To sign up for a committee:

- Check the bulletin board and decided which committee will best meet your family's interests, skills, and time availability.
- Write your name, phone number, and email address on the sign-up sheet.
- Write your committee on the volunteer list in your child's classroom.

Every family is expected and required to volunteer a minimum of 10 hours per year on at least one committee. If you have any questions or concerns about this commitment, please contact Mary or one of the APA Coordinators.

Working with Staff

The APA and the Seed staff work together on many projects and school event throughout the year. Each staff member volunteers to be on a project or event committee per semester. Many committees are led by lead teachers who have previous experience with the events. The staff and APA work TOGETHER to see that the event runs smoothly.

Other ways parents can help the staff are by volunteering to do research for teachers, helping with special classroom projects, assisting Ana with office work, assisting Bill with maintenance, or going to the library to get books for studies. If you have an interest in one of these areas, please contact the staff member directly to see how you can be of assistance.

Recognition and Appreciation

At the end of each school year, the staff provides breakfast for all parent volunteers on two separate mornings. The Seed staff knows the value of our parent volunteers and the breakfast is their way of showing their appreciation.

Everyone at the Seed is grateful for any and all work done by parent volunteers on behalf of their children, teachers, and the school itself. Efforts put into the school by members of the Seed parent community make an invaluable contribution to the long lasting memories each person receives who has been a part of Awakening Seed.