



2009-2010 VOLUNTEER OPPORTUNITIES

We welcome parent involvement at TCGIS! Our school is thriving thanks to the hard work of our teachers and our staff, as well as the countless volunteer hours that our parents and other community members devote to supporting the school. There is a way for you to contribute, no matter what your interests and talents, and even if you have only limited time to give.

The most immediate volunteer needs for 2009-2010 are listed below. Additional details on these and other volunteer opportunities, including contact information, can be found in the following pages.

Priority volunteer needs for 2009-2010 (as of August 2009):

Board Committees & Groups

Grants Committee members
High School Research Group members

School Committees & Support

Library volunteers
Classroom Parents (for select classrooms)
Amity host families
After-School Activities Coordinator
Neighborhood Relations Coordinator
M.A.I.N. Parents Representative

PTO Committees / Positions

Fundraising Committee members
Educational Support Committee members
Volunteer Coordinator

Fundraisers

Equal Exchange Chocolate Coordinator - Fall
Strudel Sales Coordinator - Winter
Velasquez Coffee Sales Coordinator - biweekly

Community Events / Fundraisers

Auflauf Cook-off - 10/23
Event Committee
Event Volunteer

Craft Bake/Sale - 11/21
Event Committee
Event Volunteer
Donate craft or baked goods

Maskenball - 2/20
Event Committee
Silent Auction Committee
Event Volunteer

Rummage Sale - 04/03
Event Committee
Event Volunteer

Tanz in den Mai - 5/08
Event Committee
Event Volunteer

I. Board Committees

1. Board of Directors

There are nine elected members of the board, each of whom is elected by the school community for a period of three years. Board members meet at least once a month to discuss the agenda prepared by the Board Chair (currently Andrew Oxenham). Their main role is to set policy and initiate long-term strategic planning for the school. Elections take place in the spring.

2. Board committees

These committees have been initiated by the board and have a board member participating. Their role is to directly support the board and the school. If you are interested in serving on one of these committees, please contact the respective chair.

a) Finance committee

The finance committee is responsible for the school budget (including development and financial oversight). Finance and/or business experience helpful. *Chair: Debra Haessly.*

b) Facilities committee

The facilities committee deals with the development of our current and future school space, including development of the indoor space and the playground. *Chair: Kim Kompel.*

c) Grants committee

The grants committee seeks to enhance school revenue through grant writing. Experience in technical or grant writing and oversight is helpful. **Actively seeking members.** *Chair: Jürgen Konczak.*

d) Technology Committee

Troubleshoots and strategically plans in the area of school technology; updates and maintains school website. *Chair: Holly Wiste.*

e) Governance Committee

Reviews school bylaws and recommends revisions; researches and advises board as to changes in charter school law. *Chair: Ken Greener.*

3. Other Board groups

a) High School Exploratory Research Group

Examines possible high school pathways for TCGIS middle school. *Chair: Rebecca Hauth-Schmid.*

II. School committees

Working in one of these committees or positions will directly benefit the school in its day-to-day operations.

1. Library support

Help with the running of our school library. Volunteers check books in and out during classroom visits; reshelve, catalogue and repair books, etc. 1-2 hours per week; no German necessary.

Volunteers needed for 2009-2010. *Contact: Holly Wiste, library@germanschool-mn.org.*

2. **Office support**
 - a) **Clerical support**
Assist office staff with things like take-home tasks, copying, distribution, and from time to time with answering the phone and door check. *Contact: Stefanie Berres.*
 - b) **Lunch/recess assistance** *Contact: Stefanie Berres.*

3. **Classroom support**
 - a) **Individual classroom support**
Scheduled time in individual classrooms for reading help or small group work. Knowledge of German is necessary. *Contact: Classroom teacher.*
 - b) **Classroom Parents**
Classroom Parents help to organize supplies, field trips, teacher presents, etc. Training is provided by the PTO Classroom Support Committee. Knowledge of German is not necessary. *Contact: Kami Blackwell Kinney.*

4. **Amity Intern Committee**
Support interns and host families, help recruit new host families, organize transportation and university courses etc. for the Amity interns. *Contact: Mary-Fred Bausman Watkins or Chris Weimholt.*
 - a) **Amity Intern Host Family**
Welcome an Amity intern into your home for 9 or 18 weeks. Families provide room & board and transportation to and from school, and include interns in family activities. **Families needed for spring 2009.** *Contact: Mary-Fred Bausman-Watkins or Chris Weimholt.*

5. **Hiring Task Force**
Participate in recruiting teachers for the upcoming school year; includes participation in the interviewing process. (Spring 2010). *Contact: Annika Fjelstad.*

6. **Garden**
Help plant and maintain the school's flower and raised beds, help with harvest day, learn more about gardening from our Master Gardener, Nancy Mulholland, and give yourself a good backache for your efforts. *Contact: Nancy Mulholland.*

7. **Neighborhood relations**
Originally a task force before the move to our new location, this committee will focus on establishing and maintaining good relationships with our neighbors (schools, businesses) in the area. **Coordinator needed.** *Contact: Rebecca Johnson.*

8. **M.A.I.N. Parents**
MAIN Parents is the parent branch of the MN Advocates for Immersion Network, an organization that works to encourage and support discussion, collaborative problem-solving, and pooling of resources between the various language immersion schools in Minnesota. School rep. will attend regular meetings and report back to our community. Meetings are held five times per year, on third Thursdays from 9:30 a.m. to 11:30 a.m. at rotating sites. **Representatives needed.** *Contact: Leslie Watson.*

9. After School Program Coordinator

Coordinate scheduling of after-school classes and activities offered by teachers and YMCA; communicate class offerings to parents; track enrollment and ensure that parents submit necessary forms. Requires approx. 10 hours per trimester. **Coordinator needed.** *Contact: Leslie Watson.*

III. TCGIS Parent-Teacher Organization

The PTO coordinates its activities with the school, and works to support teachers, classrooms, students, parents and the administration. Meetings are typically on the 1st Monday of every month (rescheduled on Labor Day) at 6:30 p.m. at the school. All parents or guardians and teachers are welcome to join at any time. Additional information on PTO activities can be found at www.tcgispto.org.

1. PTO Board Service

The PTO has five elected positions: President (currently Leslie Watson), Vice President (currently Gina Vader), Secretary (currently Liane Gale), Treasurer (currently Molly McBeath), and Historian (currently Nicole Grenz). Officers are elected to one-year terms; elections are at the regular May meeting.

2. Classroom Support Committee

Recruits and trains classroom parents, coordinates volunteers for school-wide events, and coordinates staff appreciation programs. *Contact: Kami Blackwell Kinney, Chair.*

a) Volunteer coordination

Help with recruiting and placing volunteers for both PTO and school activities; help school to coordinate with outside volunteers. **Coordinator needed.** *Current contact: Sylvia Oxenham.*

3. Fundraising Committee

Schedules fundraising events and sales throughout the year and recruits volunteers for individual event committees. *Contact: Leslie Watson and Heidi Zimmermann, Co-chairs.*

4. Parent Outreach Committee

Coordinates welcome and orientation programs for new school families, coordinates PTO communications, develops parent education programs, and organizes school-wide, community-oriented events. *Contact: Britta Walker, Chair.*

5. Education Support Committee

Oversees funding requests for school projects, assists with Culture Weeks, provides support for field trips, and assists with school tours for prospective families. *Contact: Lisa Friedman and Liane Gale, Co-chairs.*

IV. Fundraising

1. 2009-2010 Fundraising & Community Events

Volunteers are currently needed for individual event committees. Sign-ups for event-day volunteers are typically posted several weeks prior to each event.

a) Auflauf Cook-Off.

Potluck-style hot dish competition. Friday, October 23, 2009. *Contact Leslie Watson to join the planning committee.*

b) Community Craft & Bake Sale. Saturday, November 21 2009. *Contact Heidi Zimmerman to join the committee or contribute craft or baked items.*

c) Maskenball.

Adults-only gala party with live music, dancing, hors d'ouerves, and silent auction. Saturday, February 20, 2010, at the Wabasha Street Caves. Our biggest fundraiser of the year; many volunteers needed. *Contact Leslie Watson to join the planning committee. Contact Rebecca Johnson to join the silent auction committee.*

d) Game Night.

A night of family fun trying out GameWright games, which are also available for purchase on the night of the event. Friday, March 19 (date tentative). *Contact: Gretchen Barsch.*

e) TCGIS Rummage sale.

Saturday, April 3. *Contact: Heidi Zimmermann to join the planning committee.*

f) Tanz in den Mai.

Annual school carnival with games, cake walk, and music at the GAI. Many volunteers needed. *Contact Gina Vader to join the planning committee..*

g) Great Gatherings. Classes, parties, or other events, organized by community members for kids and/or adults as mini-fundraisers. *Contact Leslie Watson or Heidi Zimmermann.*

2. Merchandise Sales

a) Blue Sky Guide. *Coordinator: Kate Olson.*

b) Flower bulb sale. *Coordinator: Leslie Watson.*

c) Equal Exchange chocolate, coffee, and tea. **Coordinator needed.** *Contact Leslie Watson or Heidi Zimmermann.*

d) Holiday strudel sale. **Coordinator needed.** *Contact Leslie Watson or Heidi Zimmermann.*

e) Holiday Poinsettias and wreaths. *Coordinators: Cornelia Sampson and Linda Michel.*

f) Spring plant sale. *Coordinators: Cornelia Sampson and Linda Michel.*

g) Velasquez Coffee sale. Bags of whole-bean and ground fair-trade coffee, available biweekly or by special order. Coordinators sell brewed and bagged coffee biweekly in the school lobby and fill special orders. **Co-Coordinator needed.** *Contact Leslie Watson or Heidi Zimmermann.*

h) TCGIS clothing sale. T-shirts, sweatshirts, hats and bags with the TCGIS logo. Fall and Spring. *Coordinator: Silke Moeller.*

i) Great Lakes SCRIP sale. Gift cards for everyday items from a variety of merchants. *Coordinator: Deb Helm.*

3. Rewards Programs.

Sort and submit Campbell's soup labels, used ink jet cartridges, Land O'Lakes and Kemps milk bottle caps, and General Mills "Box Tops for Education." *Contact: Lisa Antony-Thomas.*

If you have any questions or suggestions on volunteering, please contact Sylvia Oxenham at Volunteer@germanschool-mn.org or PTO president Leslie Watson at president@tcgispto.org.