

**ROLAND PARK COUNTRY SCHOOL
Parents' Association Lower School Network
Volunteer Information 2007-2008**

Parent Network Representative: Serve as a liaison for parents in your daughter's homeroom class to the Parents' Association Lower School Network. Must be able to attend monthly meetings from 8:00 – 9:00 am, typically on a Wednesday morning. Must have email access to pass on all information, meeting minutes, and Parents' Association requests and information in a timely manner to your homeroom class. Should be prepared to correspond by mail or telephone with those parents without email access. Keep parents abreast of Parents' Association activities and encourage participation.

Bear Essentials: Work shifts assisting with sales or restocking inventory under direction of manager Kathie Krieger. Hours of greatest need are 7:45-9:30 am, lunchtime, and 3:00-4:00 pm, with an occasional evening request.

Book Fair: Work a shift during the annual Book Fair fundraiser, usually held in October. Involves assisting with student checkout and tallying of receipts.

Closing Exercises Reception Coordinator: *For 4th grade parents only* – Coordinate food, decorations and staffing for the 5th grade closing exercises reception. Work in connection with the Lower School Head and the 7th grade parent coordinator who is responsible for the 8th grade closing exercises later that same day in June.

Holiday Fair Class Booth Coordinator: Organize shifts of parents to work the class booth/activity for the Parents' Association Holiday Fair, usually the first Saturday in December. (This is the major annual Parents' Association fundraiser.)

Lower School Library: Work shifts assisting with book shelving, bulletin boards and displays, inventory and occasional student projects or activities under the direction of librarian Beverly Edwards. Hours of greatest need are afternoons, 2:00–3:30 pm.

Mentor Family: *For returning families only* - Serve as a welcome and continuing contact family for a new RPCS family. This may include arranging get-togethers or phone calls to the new student in the summer.

Parent Social Host: Host a social event in early fall in your home or at the school for the parents of your daughter's class.

Spring Fundraiser: Assist the committee in any number of ways to host a parent community event. This event will alternate years as a fundraiser (Red Hot Affair) and a community gathering.

**Kathleen Curtis, Parents' Association Lower School Network Chair
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