

**Del Oro Parents Club (DOPC)
Volunteer Sign-up Sheet 2011-2012**

DOPC website www.doparentsclub.org

Active parent participation at school is critical for a strong school environment. Please indicate what areas you would be willing to help. The DOPC would appreciate any assistance you can provide. We have jobs that go all year long, event specific, or one time only. Please continue to submit this volunteer form each school year even if you have not been contacted in the past, our needs change every year. *See back of this form for a description of event/ committees/ jobs.*

Please fill out this form and return to the school office **OR**
mail to: DO Parents Club, 3301 Taylor Rd, Loomis, CA. 95650

- _____ Interest in participating as DOPC Officer, Committee Chair/co-Chair or in DOPC activities
- _____ Assist the DO Parents Club treasurer (book keeping, accounting or similar experience preferred)
- _____ Assist the Kaplan Test Prep Coordinator with workshops and arranging test prep classes
- _____ Assist the Newsletter Editor for the monthly DOPC newsletter (e.g., reporter, sending emails, ads, etc)
- _____ Assist the Website Editor with the DOPC website
- _____ Assist the Hospitality committee
- _____ Assist the Membership committee
- _____ Assist the Sports Booster committee
- _____ Assist with Cow Chip Bingo event (fall)
- _____ Assist with spring fundraising event (spring)
- _____ Volunteer to work in the Visitor's football snack bar for home games (September-December)
- _____ Provide luncheon items or baked goods (Staff luncheon, Back to School night, etc)
- _____ Volunteer to help in the library during the day
- _____ Volunteer to work in the Student Store during lunch hours, sport's games, etc
- _____ Assist with the Raley's Quality of Life card and eScrip programs
- _____ Assist with Grad Night 2012 for seniors (planning, fundraising, and/or the event itself)
- _____ Participate in the judging for the DOPC senior scholarships (May) *Note: No senior parents can judge.*
- _____ Act as a Senior Boards judge (May)
- _____ Curriculum Steering Committee member
- _____ Site Council Committee member
- _____ **I'm willing to help, just contact me and ask.**

Other areas to volunteer, comments, clarifications, etc _____

Please print legibly

Parent Name(s) _____ Home Phone _____
Email address _____ Other Phone(s) _____
DO Student Name _____ Grade _____
DO Student Name _____ Grade _____
DO Student Name _____ Grade _____

Committees/ Jobs for Volunteers

Kaplan Test Prep Coordinator: Interacts with the Kaplan Test Prep manager to organize the DO SAT/ACT workshops and test preparation classes for the school year. Tasks include reserving rooms, making flyers, picking up/ tracking workshop registration, opening classroom as required and overseeing workshops.

Newsletter editor: Gather articles each month for the DOPC newsletter (9 editions) from teachers, principal, counselors, and other sources, and put the information into an organized format. Send out email notifications and invoices for ads, writes articles, etc.

Website Editor: Performs monthly online edit of our DOPC website www.doparentsclub.org.

Sports Booster Committee: Responsible for support activities for DO athletic teams.

Cow Chip Bingo event: Annual event that takes place in the fall which raises funds for DO sport teams and clubs. This community event includes a drawing and lots of fun watching the cows place their “chips” to see who wins the money.

Membership Committee: Coordinates distribution of DOPC membership application and school magnetic calendar and collection of fees/donations.

Visitor (Football) Snack Bar Committee: Plans the volunteer schedule, purchases the supplies and runs the visitor snack bar during the home football games in the fall.

Hospitality Committee: Plans and coordinates the welcoming tables of cookies and beverages for various DOPC events, Homecoming, Parents’ back to school night, and appreciation luncheons for DO staff and teachers.

Student Store Committee: Student store sells DO spirit wear and supplies during school lunch hours and at various events throughout the year. Store is staffed by volunteers.

Raley’s Quality of Life/ eScrip program: Distributes Raley’s Quality of Life cards and completes online registering. Responsible for running the eScrip program for DOPC including mailing used ink cartridges, phones collected in the office for rebate. Raley’s cards are a major fundraiser for the DOPC.

Grad Night Committee: Plans and coordinates the end of the school year Safe & Sober Grad Night Event for seniors which takes place in June at Roseville SunSplash.

Scholarship Committee: Coordinates the review of scholarship applications and selection of DOPC senior scholarship awardees. Judging panel is composed of freshman, sophomore and junior parents.

Senior Board Judge: Judge the senior project presentations given by seniors (May, 2-day event only)

Curriculum Steering: DOHS continuous improvement committee that makes recommendations to Principal regarding curriculum, supports the process of curriculum development and improvement, hears teacher input. Meetings are 1X per month or every two months on a weekday at 3:15 PM.

Site Council: DOHS committee reviews data to assess the needs of programs to improve student achievement, develops school improvement/ action plan, develops a budget to support the plan, design system to monitor and evaluate program effectiveness, and annually reviews program effectiveness. Meetings are 1X per month on a weekday at 3:15 PM.