



## SCHOOL-WIDE VOLUNTEER SIGN-UP

Summit Academy depends on the generosity of our volunteers to keep the day to day operations and special events of our school running smoothly. If you are a parent, grandparent, or know of someone who would like to volunteer a few hours for the benefit of our students, please check your areas of interest below and someone will contact you:

Student Name \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Volunteer's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### Lunchroom Helper

When: Monday – Friday 10:45 – 12:45

School Contact: Sandy Rutledge

Description: Help prepare kitchen for service, serve children, clean up kitchen, prep for next day

- Weekly \_\_\_\_\_
- Bi-weekly \_\_\_\_\_
- Monthly \_\_\_\_\_
- Other \_\_\_\_\_
- Substitute \_\_\_\_\_

### Middletown Festival Parade

When: Saturday, September 9, 2017 8:30am-11:00am

School Contact: Chevonne Dumke

- Decorate floats for parade \_\_\_\_\_

### Family Picnic

When: Saturday, September 9, 2017 Noon-2:00pm

School Contact:

- Set-up, serve food, clean up \_\_\_\_\_

### School Picture Day/Picture Retake Day

When: Thursday, September 21, 2017 8:30-11:30

Thursday, November 2, 2017 8:30-10:00

School Contact: Chevonne Dumke

Description: Monitor/Organize students during picture taking

- Thursday, September 21, 2017 \_\_\_\_\_
- Thursday, November 2, 2017 \_\_\_\_\_

### Conference Day Snacks

When: 3 times per year

School Contact: Barbara Waldrop

Description: Coordinate/Assist with providing snacks for teachers on conference days

- October 26 & 27, 2017 \_\_\_\_\_
- February 22 & 23, 2018 \_\_\_\_\_
- May 23 & 24, 2018 \_\_\_\_\_

### Development Mailing Helper

When: Periodically

School Contact: Kelly Jarboe/Jennifer Fisher

- Assist with mailings of letters and postcards \_\_\_\_\_

### Development Décor Helper

When: October/November and February/March

School Contact: Chevonne Dumke

Description: Help create/assemble decorations

- Mountaintop Breakfast (Oct/Nov) \_\_\_\_\_
- Bluegrass, Bourbon, & BBQ (Feb/March) \_\_\_\_\_

### Mountaintop Breakfast Table Captains

When: Thursday, November 9, 2017

School Contact: Kelly Jarboe

- Invite people to the Mountaintop Breakfast and host them at your table. Does not involve asking for money or donations. \_\_\_\_\_

### Bluegrass, Bourbon, & BBQ

When: March 2, 2017

School Contact: Kelly Jarboe/Chevonne Dumke

- Solicit items for live and premier silent auction event. Assist with preparation of auction packages and set up of auction items at the event \_\_\_\_\_

### Standardized Testing Snacks

When: March 20-22, 2018 8:15-9:30

School Contact: Debi Longfellow

Description: Prepare snack trays for classrooms (Summit provides food)

- Tuesday, March 20, 2018 \_\_\_\_\_
- Wednesday, March 21, 2018 \_\_\_\_\_
- Thursday, March 22, 2018 \_\_\_\_\_

### School Carnival

When: Friday, May 25, 2018

School Contact: Kyle Carden

Description: Various Tasks

- Set-up (7:30am-8:30am) \_\_\_\_\_
- Tear-down (11:00am-12:00pm) \_\_\_\_\_
- Run Activities (9:00am-11:00am) \_\_\_\_\_
- Serve Refreshments (9:00am-11:00am) \_\_\_\_\_