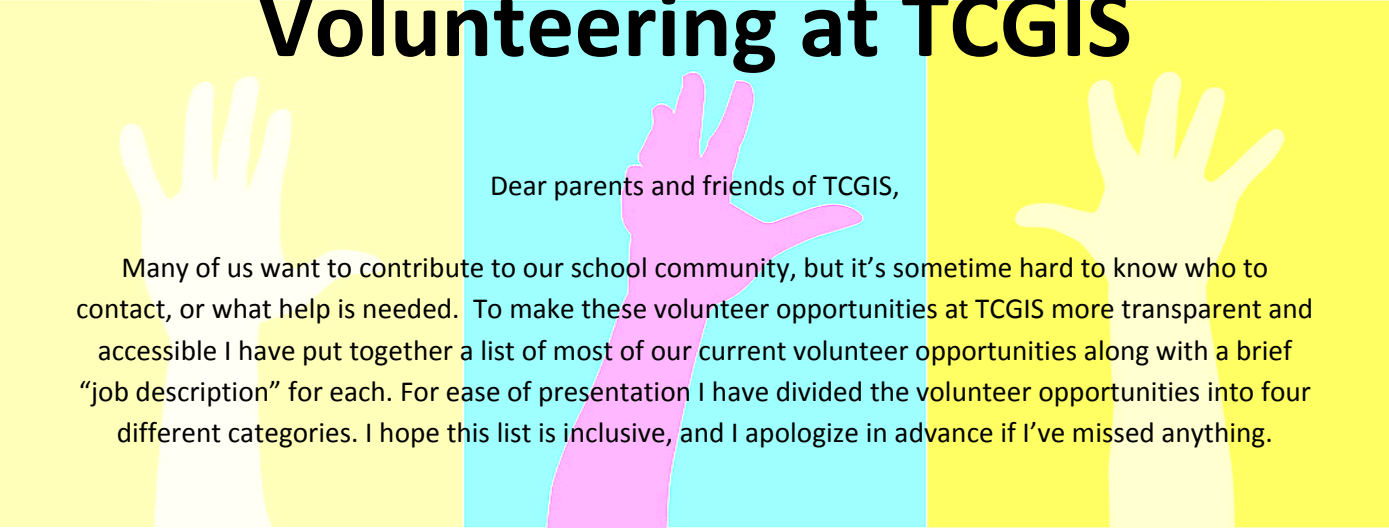




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Volunteering at TCGIS



Dear parents and friends of TCGIS,

Many of us want to contribute to our school community, but it's sometime hard to know who to contact, or what help is needed. To make these volunteer opportunities at TCGIS more transparent and accessible I have put together a list of most of our current volunteer opportunities along with a brief "job description" for each. For ease of presentation I have divided the volunteer opportunities into four different categories. I hope this list is inclusive, and I apologize in advance if I've missed anything.

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I. Administrative volunteer opportunities

These are volunteer opportunities for those of you who want to take an active part in the running of the school.

1. Board of Directors

There are nine 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 Michael Dorneich). Their main role is to set policy and initiate long term strategic planning for the school. Elections take place in the spring.

The board is currently in need of a clerk to take notes at board meetings (please contact Andrew Oxenham) if interested.

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 (incl. development and financial oversight). Finance and /or business experience helpful.

Chair: Judi Ingison

b) Facilities committee

The facilities committee deals with the development of our current and future school space.

Chair: Andrew Oxenham

c) Grants committee

The grants committee seeks to enhance school revenue through grant writing. Experience in technical or grant writing and oversight helpful.

Chair: Mary Zellmer-Bruhn

II. School committees

Working in one of those committees will directly benefit the school in its day to day running.

1) Technology support

Deals with troubleshooting and strategic planning in the area of school technology.

Contact: Greg Seifert, Jesse Zibble

2) Library support

Help with the running of our school library. Volunteers are needed to check books in and out during library hours, to re-shelve, catalogue and repair books etc.

Contact: Holly Wiste

3) Office support

a) Clerical support for the office staff (e.g. take-home tasks, help with copying, distribution, and from time to time help with answering the phone and door check)

Contact: Stefanie Berres

b) Volunteer coordination

Assist the office in managing volunteers (help with recruiting and placing of volunteers, interview outside volunteers, building a network)

Contact: Sylvia Oxenham

c) Lunch/recess assistance

Contact: Stefanie Berres

4) Teacher support

a) Classroom support

Scheduled time in individual classrooms for e.g. reading help or small group work (knowledge of German is necessary)

Contact: Classroom teacher

b) Classroom parents (helps with organizing supplies, field trips, teacher presents etc.)

Knowledge of German is not necessary

Contact: Classroom teacher and/or Sylvia Oxenham

c) FLES (Foreign Language in Elementary Schools). The FLES assistants are looking for help with the time-consuming production of FLES materials, e.g. games and would include coloring, cutting, pasting etc.)

Contact: Sylvia Oxenham

5) Amity Intern support

Support interns and host families, help recruit new host families, organize transportation and university courses etc. for the Amity interns

Contact: Chris Weimholt or Heidi Scholtz

6) Website management

Updating and development of the TCGIS website

Contact: Silke Moeller or Tim McGuire

7) 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

8) Neighborhood relations

Originally a task force before the move is now, this committee will focus on establishing and maintaining good relationships with our neighbors (schools, businesses) in the area.

Contact: Barbara Holmes

9) MAIN Parents

MN Advocates for Immersion Network. We are still looking for a volunteer/volunteers to join their monthly meeting to keep us up to date, and share resources and information on a variety of aspects of immersion schools.

Contact: Marcy Zachmeier-Ruh

10) Hospitality Committee

This committee needs a parent/s to coordinate hospitality events and parent volunteers to bake/cook/purchase items.

The events scheduled so far this year are:

- Treats to serve to parents on curriculum night (October 6th)
- Meals/treats for staff during parent/teacher conferences (Nov.17-20th, March16-19th)
- Treats for special student performance events such as concerts (Dec.11th, May14th)
- Work with other class parents to coordinate a monthly staff luncheon. One grade level section will take responsibility for one meal on a selected month.
- Coordinate an end of year picnic (End of may/June)
- Assist with student treats on special days such as National Pie Day, national Popcorn day etc.

Contact: Judi Ingison

III. Fundraising

1. Tanz in den Mai. *This is our main annual fundraising event.* (Contact: Gina Vader)
2. Clothing sale (Contact: Silke Moeller)
3. Coffee sale (Contact: Silke Moeller)
4. SCRIPT Sale (Contact: Deb Helmel)
5. Plant sale (Contact: Cornelia Sampson)
6. Blue Sky guide (Contact: Leslie Watson)
7. Rummage sale (Contact: Heidi Zimmermann)
8. Labels and box tops (Contact: John Cornell)

IV. Short-term or task-oriented volunteer opportunities

1. Director Search Committee

Participate in the search for a new Director of Operations (for July 2009)

Contact: Scot Stephenson

2. Hiring Task Force

Participate in recruiting teachers for the upcoming school year, includes participation the interviewing process.

Contact: Judi Ingison

3. Middle School Task Force

Work with Director of Curriculum to help develop a middle school model and curriculum for grades 5-8.

Contact: Marcy Zachmeier-Ruh

4. Indoor Task Force

Help with the beautification of the school's indoor space (cafeteria in particular). Volunteers are needed to draw a design and paint the cafeteria space

Contact: Sylvia Oxenham

5. Outdoor task force

Work on the development of the school's outside space.

Contact: Molly McBeath

If you have any questions or suggestions on volunteering, please contact me at Volunteer@germanschool-mn.org

Thanks!

Sylvia Oxenham

TCGIS Volunteer Coordinator