



# CORAL GABLES PREPARATORY ACADEMY

## 2016-2017 VOLUNTEER OPPORTUNITIES

(Parents, Grandparents, Guardians, Friends and Community Members)



Below are many of the school and PTSA-sponsored activities that require volunteers to help make them possible.

If you are interested in helping the PTSA with its various activities/fundraisers, please sign up today.

We will contact you throughout the school year with information on volunteer opportunities at our school as they present themselves.

**ALL NEW & RETURNING VOLUNTEERS MUST COMPLETE THIS PROCESS EVERY SCHOOL YEAR. NO EXCEPTIONS.**

Please visit <http://www.dadeschools.net> and complete the volunteer application via your PARENT PORTAL or COMMUNITY PORTAL account. Once you submit your completed volunteer application, you must visit the school's main office and present your driver's license/photo ID to complete the approval process.

### **SCHOOL-SPONSORED PROGRAMS SUPPORTED BY PARENT VOLUNTEERS**

**LISTENING PROGRAM** – Work with students who need someone to talk to and need support. Please see Ms. Mendiola.

- Training: School district provides training and volunteers must have Level 2 clearance in order to help in this capacity.
- Commitment: 1 hour a week. Must attend 4 meetings in the school year as follow-up.

**PAIRS – PARENTS ALL TOGETHER IMPROVE READING** - Work with second and third graders with pre-reading skills.

- Training: Required. Please see Ms. Lali Gonzalez.
- Commitment: 30 minutes a week or more if scheduling permits, flexible schedule.

**KINDER KLUB** – Working with Kindergarten students.

- **Training:** Required. Please see Ms. Lily Padron.
- **Commitment:** 30 minutes a week or more if volunteer is able to.

**RED RIBBON WEEK** – Say no to drugs, promote a drug free environment.

- No training required. Please see the school counselors.
- Ms. Valdez Diaz at the Lower Academy Campus and Ms. Del Cerro at the Upper Academy Campus.

**MEDIA CENTER** – Media Center needs help with various tasks including shelving and inventory.

- **Training:** Minimal training required.
- **Commitment:** Flexible schedule. Help needed Mon-Fri between 9am – 2pm.

## FUNDRAISERS/EVENTS

**BOOK FAIR** – Help is needed to set-up, sell during the week of, and repack books after the fair is over. Book fairs are held at both campuses during the Fall and Spring.

- **Training:** No training required.
- **Commitment:** Flexible Schedule, any part of a day for a few hours.

**HALLOWEEN CARNIVAL** – The Halloween carnival is a tradition at our school and takes place in October. There is a great deal of help required in many different areas, before, during and after the Carnival with preparation for the “Haunted House”, carnival games, decorating the cafeteria, helping sell food and beverages and much more.

- **Training:** No training required.
- **Commitment:** As much or as little as you are able to provide.

**FAMILY FUN DAY** – The FFD carnival takes place on the last Saturday in February and requires a great deal of volunteers on the day of the event to help set-up, run and take down, help with food sales, arts and crafts, tickets sales, and more.

- **Training:** No training required.
- **Commitment:** As much or as little as you are able to provide.

**MOVIE NIGHT** – Movie Night takes place in January. We will need help before, during and after Movie Night. Volunteers will be needed to prepare the auditorium and cafeteria areas with decorations as well as selling food and beverages before the event.

- **Training:** No training required.
- **Commitment:** As much or as little as you are able to provide.

**TEACHER APPRECIATION WEEK** – First Week of May is reserved to honor our teachers and staff members for a job well done throughout the year. Volunteers help with daily activities throughout this special week.

- **Training:** No training required.
- **Commitment:** after meeting with committee, choose where you would like to help and sign-up. No minimum time required.

## ON-GOING PROGRAMS/EVENTS THROUGHOUT THE SCHOOL YEAR

**KINDERGARTEN AND FIRST GRADE ART** - There is no art teacher for kindergartners and first grade students. Parent volunteers prepare the projects and assist in teaching the 30-minute classes. Kindergarten art classes are held once a week. First grade art classes are held twice a month.

- **Training:** No training required.
- **Commitment:** As much or as little as you are able to provide.

**HOSPITALITY** – Volunteers help with various events; Beginning of the Year Teacher Breakfast, PTSA Volunteer Orientation Breakfast, Career Day lunch, Science Fair Night, Pajama Night, etc.

- **Training:** No training required.
- **Commitment:** As much or as little as you are able to provide.