

Volunteer Opportunities at ICS

Throughout the year, many opportunities will be available for each family to be able to easily fulfill their 30-hour minimum commitment. Sign-up sheets for committees will be available at the August 26 registration day, and at the September Parent meeting. **Please plan ahead to earn your volunteer hours – it's more difficult to fulfill them late in the year.**

Below is a list of the committees with a short description of what you might do on this committee. This list is just a start - more opportunities will be available throughout the year and posted on ParentOrganizer.

ASB Liaison –

This person works with the ASB to provide mentoring beyond what the faculty advisors provide. For example, coaching students as they prepare to make presentations at the Parent Meetings. This position requires one person. (time varies)

Auction Baskets -

Assist in procuring items for and in arranging the Scholarship Basket(s) which ICS donates to the PTSA Council Scholarship Auction each November.

Choir –

Parents are needed to supervise student members and assist the director as needed during rehearsals, copying music, and arranging carpools to festivals. (1.5 – 2 hours/week per semester or the whole year.)

College Committee -

Assists the ICS Counselor in helping students research, select and apply for colleges, or to plan for their future beyond ICS. This committee supports 5 events during the school year (College Planning, Financing College, Career Fair, College Fair, and Seasoned Parent to Newbie Parent). They support college visits, sign up students for PSAT, and offer a Power Reading Class and a SAT prep class. This committee meets 5 times a year. (time varies)

Community Building -

Assisting in school-wide events such as the first Wednesday Pizza lunch, and the End-of-year BBQ. (time varies - some from at home)

Compendium -

PTSA newsletter which is published one to two times per year. Committee assignments include editor, staff coordinator, writer, photographer, proofreader, layout artist, and distribution. (time varies)

Cultural Arts –

Art Day is a day-long event held during school hours each January. Committee members are responsible for planning and implementing the event. This includes deciding which classes will be offered, locating leaders/assistants for classes, organizing the assembly, and offering a luncheon for volunteers and staff on the day of the event. (time varies)

Drama Committee -

Assist students with drama productions: sew costumes, sell concessions and more. (time varies - 2 productions per year - fall and spring)

Emergency Preparedness -

Making sure our school is ready in the event of an emergency. Helping to keep track of items stored/needed for emergency situations. Assisting with a school-wide practice drill. (time varies)

Ensemble -

Parents are needed for supervising the musicians and assisting the director as needed during rehearsals, copying music, carpooling to festivals, and setting up chairs and stands. (1.5 hours, one to two days per week, for one semester or the entire year)

Finance –

This committee meets monthly. They determine the budget each year and make sure the finances stay on track. The chair of this committee presents financial information at each of the Parent Meetings.

Graduation -

Formed each year of junior parents. The junior committee plans the graduation reception for the seniors and finds chaperones for the all-night celebration following graduation. The senior committee helps plan graduation activities including the senior-staff luncheon, the graduation ceremony, and the all-night party. Parents organize fundraising activities for the students to help off-set graduation costs. This includes a fall poinsettia sale and a spring plant sale. (two year commitment – times vary)

Grants -

Meets once a month to view optional grants that can be applied for the following year to offset expenses in the classroom or special needs occurring due to the educational advancement of classes, departments, or specific teachers requiring project funds. Two to three people with knowledge of grant writing will work together. (Work from home – time varies)

Hospitality -

Monthly bakers are needed to make refreshments for parent meetings. Assist with set up for the monthly parent meetings and other PTSA events. (time varies)

ICS Clothing Sales –

Assists with ordering and sales of ICS t-shirts, sweatshirts, etc. (time varies)

International Partnerships -

Works to find host families for international students within the ICS community and also acts as a liaison between the exchange organization and the school. Advocates for the exchange student in the school. AFS is the organization that ICS currently works with. Host families must be identified by early spring to accommodate the ICS student placement process. (Work from home – time varies)

Intramural Sports -

Assist in getting intramural sports underway-- coaches are always needed! Volleyball, Soccer, Ultimate Frisbee, Softball and more (time varies)

Legislative Liaison -

Keeps the parent body apprised of actions in the state affecting children and education via newsletters and Parent Organizer. One person needed for this position. (Mostly from home- time varies)

Library -

Chairperson - arrange a schedule of volunteers to supervise in the library at various times.
Other - supervises students in the library when needed, assist librarian with necessary duties. (time varies)

Lunch Volunteers -

Supervise students at lunch, assist in the kitchen, cashier (2 hours, once per week, for one semester or for the entire school year)

Parent Organizer -

Parent Organizer is the main tool used to communicate between parents and the school. All announcements are made via PO – paper announcements are no longer sent home with students. Letters from the principal and general office announcements are made through Parent Organizer. Committee members will take month-long turns inputting information received from committees and staff to the Parent Organizer. (Work from home, time varies)

Parking -

For the first two weeks of school and on Wednesdays to help maintain the safe and smooth flow of traffic in the parking lot. (Before school, 7:20 am-7:50 am, and after school 1:55 pm - 2:20 pm)

Passive Fundraising -

Announce and post on PO all Passive fundraising options available. Works to get escrip clients throughout the school year. Key in entries as new clients join the program. (Work from home – time varies)

Phone Tree -

Make phone calls to remind parents of monthly meetings, etc. (Work from home - about 1 hour per month)

Picture Day -

Help is needed on Picture Day (August Registration Days) as well as Picture Retakes Day. Committee members assist the school librarian with this event.

Public Relations -

Assist with writing monthly articles for local newspapers and for the Lake Washington PTSA Council newsletter. (Work from home – time varies)

Reflections -

Get the word out to students about the PTSA Reflections contest via poster, Parent Organizer and ASB, coordinate the entries, arrange a showing, arrange for judging, and deliver entries to the district contest in November. The committee chair assists with the District-level open house. (time varies)

Site -

Site Committee works to help maintain and upgrade the school facility, beyond what the District provides. Includes a fall and spring work party to clean grounds, pull weeds, and spread mulch. Also includes ongoing improvement projects. (time varies)

Staff Appreciation Committee -

Provide home cooked monthly lunches for staff, including set up and clean up. Also deliver special treats for Staff Appreciation Week in May. All coordination is done via email. Chefs cook at home and deliver dishes to ICS. (Mostly from home – time varies – may cook each month, or take turns.)

Student Directory –

Help to compile, correct and update information for our student directory which is published each October. Computer skills a must. (Work from home – time varies)

Student Store -

Work once per week during lunch, assisting students in the student store. (about 2 hours/week per semester)

Teacher Liaisons –

Act as a go between a teacher and the PTSA. Members of this committee will be appointed to partner with ICS teachers who request them. Liaisons will work closely with the teacher to fulfill tasks as requested. Tasks can be anything from administrative work to assisting with organization of a Focus Week experience. Not all teachers request a liaison. The committee chair is responsible for finding out which teachers want liaisons, advertising for volunteers via PO, and matching volunteers to teachers. (time varies)

Volunteer Coordinator -

Makes volunteer sign-up forms available at the August registration days and at the first Parent Meeting in September. Posts various volunteer opportunities on Parent Organizer. Helps parents find opportunities to fulfill their commitment. One person needed for this position. (Work from home – time varies)

Volunteer Hours -

Maintains an accounting of hours reported for each family. Sends reports to school principal. (Work from home – time varies)

Find something interesting? Sign up at the August 26 Registration Day or at the September parent meeting. You're welcome to sign up for more than one committee!