



# COMMONWEALTH ACADEMY PARENTS ASSOCIATION

## 2011-2012 VOLUNTEER OPPORTUNITIES

**CAPA** provides a variety of social and enrichment events for everyone at Commonwealth Academy—students, staff, and parents. **CAPA is every parent at Commonwealth Academy and our commitment as parents, all together.** There are many ways to help, and every parent is needed. Please join us as we forge a strong and supportive parent community by volunteering for the activities and open coordinator positions listed below.

### STANDING COMMITTEES

#### SCHOOL ACTIVITIES

Provides support for school activities, programs and events

Committee Chair: Terri O'Connor

[t.oconnor1225@verizon.net](mailto:t.oconnor1225@verizon.net)

#### CAFÉ NIGHT/AUCTION

Event Chair: Susan Deller [deller.susan@gmail.com](mailto:deller.susan@gmail.com)

CAPA's annual social evening for Commonwealth Academy parents and staff. Volunteers plan the event, including food and decorations, and help with auction procurement, set up and clean up. Many hands are needed.

Nov 19

Time commitment:

Varies by job; prep begins early Sep

#### HIGH SCHOOL DANCE

Coordinator: **[Open]**

Volunteers are needed to help with theme decorations, provide food, and oversee students for set up and clean up.

Feb 11

Time commitment:

1-2 hours or more

#### CAREER DAY

Coordinator: Terri O'Connor [t.oconnor1225@verizon.net](mailto:t.oconnor1225@verizon.net)

CAPA sponsors a Career Day one afternoon for 9<sup>th</sup>-11<sup>th</sup> graders. Volunteers are needed to bring in professionals from different areas of interest to the students, or to volunteer to speak.

TBD (Spring)

Time commitment:

Secure speakers

## COMMUNITY SERVICE

**Coordinator:** Kathy Lavelle [kathyanlavelle@gmail.com](mailto:kathyanlavelle@gmail.com)

Volunteers help with school-sponsored community service projects that take place throughout the year. Volunteers drive students to venues for off-campus service projects.

Throughout the year  
Time commitment:  
1-2 hours or more per project/activity

## STUDENT GOVERNMENT ASSOCIATION PARENT LIAISONS

**Middle School:** Karen Hammerman [karenira@verizon.net](mailto:karenira@verizon.net)

**High School:** Terri O'Connor [t.oconnor1225@verizon.net](mailto:t.oconnor1225@verizon.net)

Must be parents of SGA students in the Middle and High Schools. Work with SGA students and their faculty advisors to facilitate/assist with Student Government activities during the year, including school parties and the High School Dance.

Oct/Dec/Feb/Apr  
Time commitment:  
2-3 hours

## YEAR-END SCHOOL PICNIC (MIDDLE and HIGH SCHOOL)

**Coordinators:**

**Middle School SGA Parent Liaison:** Karen Hammerman  
**and a High School Parent [Open]**

MS parents bring snacks and help arrange activities. HS parents volunteer to pick up food and supplies and help with grilling, activities, set up and clean up.

Late May or Early Jun  
Time commitment:  
1-2 hours or more

## SCHOOL SUPPORT

**Provides support to new parents, teachers, and the Marketing and Development Departments.**

**Committee Chair:** Vicki Coward [VictoriaACoward@aol.com](mailto:VictoriaACoward@aol.com)

## GRADE LEVEL PARENT REPRESENTATIVES [FILLED]

Volunteers serve as liaison for families in their child's grade. Responsibilities include welcoming new families to the school, organizing one or two coffee meetings a year after morning drop off, helping to enlist volunteers for school activities, and sending occasional reminders to grade level parents.

Throughout the year  
Time commitment:  
Four hours or more

## MARKETING AND DEVELOPMENT SUPPORT

Volunteers assist with occasional mailings and other marketing projects and the school's Annual Fund. Most work can be done from home.

Throughout the year  
Time commitment:  
1 hour or more

## TEACHER SUPPORT

Volunteers assist teachers when a need arises, such as drivers for field trips and after-school clubs.

Throughout the year  
Time commitment:  
One hour or more per activity

## HOSPITALITY

Provides refreshments for school-sponsored events.

**Committee Chairs: Karen Keller and Alethea Haas**

[keller6804@verizon.net](mailto:keller6804@verizon.net) [aletheahaas@yahoo.com](mailto:aletheahaas@yahoo.com)

CAPA provides refreshments for Orientation, Open House, Back-to-School Night, as well as Middle and High School Graduations, parent meetings, and special events. Volunteers are needed throughout the year to purchase/bring refreshments, set up, and clean up.

## HOT DOG LUNCHES

**Coordinators: Ellen Hildbold and Margaret Gregory**

[ehildbold@yahoo.com](mailto:ehildbold@yahoo.com) [MFG4@aol.com](mailto:MFG4@aol.com)

CAPA organizes a hot dog and ice cream lunch for students, faculty, and staff at the end of the first three grading periods. Volunteers are needed to purchase food and supplies, prepare the food, set up, serve, and clean up.

Nov 9/Jan 25/Mar 28  
Time commitment:  
2-3 hours per lunch

## TEACHER APPRECIATION LUNCHES

**Coordinators: Karen Keller and Alethea Haas**

[keller6804@verizon.net](mailto:keller6804@verizon.net) [aletheahaas@yahoo.com](mailto:aletheahaas@yahoo.com)

CAPA organizes a lunch at the end of each grading period. Parent volunteers provide food, beverages, and/or gift card contributions for the teachers, and help set up, serve, and clean up.

Nov 1/Jan 11/  
Mar 20/May 16  
Time commitment:  
1-2 hours per lunch

## MS FIELD DAY LUNCH

**Coordinator: [Open]**

CAPA organizes a picnic lunch for the year-end Middle School Field Day at Belle Haven Marina in Alexandria.

Early June  
Time commitment:  
1-2 hours

## SPEAKER PRESENTATIONS

Volunteers help set up coffee and tea before the school's Speaker Series presentations, to be held on Wednesday mornings immediately following monthly CAPA meetings. Set up takes about ½ hour at student pick-up time on Tuesdays.

Once a month  
Time commitment:  
<1 hour per meeting

## MIDDLE SCHOOL AND HIGH SCHOOL GRADUATIONS

**MS Coordinator: Meredith Legg** [meredithlegg@gmail.com](mailto:meredithlegg@gmail.com)

**HS Coordinator: [Open - 11th Grade Parent]**

Volunteers help with refreshments and floral decorations.

June  
Time commitment:  
2-3 hours