



## Westminster School 2023-24 Parent Involvement Opportunities

Westminster School traditions would not be possible without the hard work of our volunteers! We offer many ways to become involved in the Westminster community and in the school life of your child. Upcoming volunteer opportunities include the annual school Carnival and Auction. Please join in on the fun by checking the appropriate interests below. Return this form to **Emmery Frejo** in the Communications Office in the Middle Division by August 11.

Parent Name(s) Volunteering: \_\_\_\_\_ Cell #: \_\_\_\_\_

Home #: \_\_\_\_\_ Email: \_\_\_\_\_

### WESTMINSTER SCHOOL CARNIVAL Friday, September 8, 2023 5:00-7:00 p.m.

#### CARNIVAL SHIFT\* VOLUNTEERS

\_\_\_\_\_ 4:50 - 6:00 p.m.

\_\_\_\_\_ 7:00 - 7:30 p.m. (Clean-up)

\_\_\_\_\_ 5:50 - 7:00 p.m.

\_\_\_\_\_ Flexible? Let us assign your shift time

\*Shift assignments and a map will be communicated to you via email prior to the event.  
*Families in the Primary Division traditionally donate homemade baked goods for sale at the Carnival in lieu of a shift.*

### WESTMINSTER SCHOOL AUCTION Saturday, April 13, 2024

Another great way to connect with your Westminster community behind the scenes is the annual Auction! The acquisitions committee begins soliciting items in the fall and is typically completed by January 31. Do you have a unique item you would like to donate? Great, the committee will be in touch. Would you like to work with other parents in your child's grade to design and produce an Auction item? Class projects are a perfect fit! Please check your area of interest below.

\_\_\_\_\_ Acquisitions

\_\_\_\_\_ Class Project, \_\_\_\_\_ Grade(s)

\_\_\_\_\_ Donate an Item

\_\_\_\_\_ Auction Display & Setup

\_\_\_\_\_ Auction Night Volunteer

\_\_\_\_\_ Thank You Committee

• All responsible persons who work with children are required to: complete a Staff and Volunteer Screening Form, be interviewed by an appropriate administrator, consent to and pass a reference and background check every five years, and be approved by the head of school, division directors, or the director of development.

(over for additional opportunities)

# Westminster School

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Additional classroom volunteer opportunities are also available throughout the year. Communication will be sent via email or class note when these needs become available. Examples of volunteer needs are listed below.

All volunteers are required to complete a set of volunteer screening forms. These forms are available on our website ([www.westminsterschool.org](http://www.westminsterschool.org)) under the *Support WM/Volunteer Opportunities*. If you are not sure you have completed these forms, please check with the appropriate Division office.

### PRIMARY DIVISION

- Chapter reading
- Preparing classroom materials
- Tidying & shelving books in the library
- Helping in the garden
- Speaking on special topics (career, hobby, culture)

### LOWER DIVISION

- Helping children with special activities
- Preparing classroom materials
- Learning Excursions
- Special Events
- Tidying & shelving books in the library
- Speaking on special topics (career, hobby, culture)

### MIDDLE DIVISION

- Learning Excursions
- Speaking on special topics (career, hobby, culture)
- Special Events (decorations, food preparation, serving, clean-up)