

## School Service Handbook 2014/2015

OSS benefits from your participation. Volunteering leads to the success of our programs; this ultimately benefits our children and strengthens our school community. The Holiday Bazaar is a fun family event in which the community has a chance to learn about Waldorf education and what OSS has to offer. The proceeds from the OSS Walk-A-Thon are built into the year's budget and fund our children's daily experiences. Creating and maintaining a beautiful environment allows us to move in beauty each day and supports enrollment.

Below is a list of the ways in which you may offer service to OSS. Each of us brings different skills, preferences, availability and vision that, when combined together, produce something unique and beautiful. It is our hope that the following list will offer you a way to share of yourself in an enjoyable way. Should you wish to provide service in a way not listed below, please share your idea with administration team.

### School Service Guidelines

We ask all families to support the school by providing 20 hours of service. We prefer families contribute to the school with service but understand for some that payment in lieu of service may be necessary. (payment is \$25 per service hour)

Positions are open until filled and approved. Some positions will fulfill your entire volunteer commitment – this information is noted in the position description.

School Service sheets may be obtained from the office or the web site (<http://www.oaklandsteiner.org/family-service-information.html>). Sheets are to be signed by the lead of the activity or the office staff and turned into the office after a service completion or June at the latest.

We encourage families to also provide support in serving your child(ren)'s class(es) however, this time is not part of the School Service program.

Donated hours, traded hours, travel to and from the school or event to perform school service and time spent shopping for school service are not included as School Service hours.

## HOLIDAY BAZAAR

Bazaar Coordinator: July – November, 40+ hours, 1 person

Working with Advancement Director, oversees entire event, coordinates volunteer sign up on the Wall in the Hall, holds/leads meetings, makes sure volunteers are working together and are on the right track. Determine crafts and rooms for crafts by early October. Take inventory and order supplies in advance. Prepare materials for classroom crafts/activities. Manage all classroom crafts and leaders. Prepares web site, flyers, e-blasts, outdoor signage, advertising etc to promote the event. Organize closet after the event

**This position fulfills ALL of your volunteer hours**

Vendor Coordinator: July – November, 40+ hours, 1 person

Contacts potential vendors/artisans, reviews applications and determines who will be accepted, sends acceptance/rejection letters, plans the layout and works with Buildings and Grounds coordinator to determine where tables/spaces are located, acts as point of contact to greet, direct and assist vendors.

**This position fulfills ALL of your volunteer hours**

Room Leaders: September-November, 10+ hours, 1 person per room

Each class is responsible for a room activity. In addition to each class taking responsibility for an activity, there are several other activities in need of leaders. Leaders are needed for each activity. The leader will recruit, train and supervise room volunteers, lead activity/craft on the day of the event, make sure your volunteers are in place and trained ahead of time, make sure room is set up and supplies are in place the day before the event.

Fishbowl Raffle Coordinator: September-November, 20+ hours, 1 person

Obtains a license from the gaming board, solicits donations for the raffle, sells raffle tickets, organizes and sets up raffle and distributes goods to the winners

Storytelling Puppet Play Leader September-November, 10+ hours, 1 person

Lead activity on the day of the event, make sure your volunteers are in place and trained ahead of time, make sure storytelling/puppet play room is set up and supplies are in place the day before the event.

Cake Walk Leader

Organize donated cakes. Lead activity on the day of the event, make sure your volunteers are in place and trained ahead of time, make sure cake walk room is set up and supplies are in place the day before the event.

Room Volunteers: Day of Bazaar, 2+ hours, 30+people

Support needed on the day of the event to help visitors complete a craft - Training, if needed, provided in advance by the Room Leader

Decorations Coordinator: July-November, 20+ hours, 1 person

Solicits donations for decorations. Works to create a goal for what the decorations will look like that is in line with the theme, organizes volunteers to help with decorations the day before the bazaar and clean-up/take-down once it is over, and organizes donation/purchase of natural items for decorating

Decorations Assistants: Day and evening before Bazaar, 2+ hours, 3 people

Decorate gym and hallways according to theme, includes hanging backdrops in gym, beautify all necessary areas, including restrooms and entrances

Buildings and Grounds Coordinator: October-November, 20+ hours, 1 person

Labels tables and equipment and creates classroom maps so that all tables and other borrowed/moved furniture can be put back in its place once the bazaar is over, organizes volunteers for set-up and clean-up, stocks bathrooms with courtesy supplies and organizes donation of same (diapers, wipes, feminine products, lotion, sanitizer, etc.) and makes sure bathrooms are on schedule with janitor to be cleaned just before the bazaar, has back-up plans available in case of foul weather (knows where the snow shovels are and has volunteers to shovel, works with administrator Lisa Peyser to make sure the parking lots get plowed, etc.), works with the school board to arrange parking lot attendant volunteers

Parking: Day of Bazaar, 2+ hours, 6-8 people

Coordinate with Lodge across the street for parking on the day of the Bazaar. Coordinate Board of Trustees to help direct traffic in the school parking lots and directs people to overflow parking across the street

Food Coordinators: September-November, 20+ hours, 2 people

Works with OSS food service provider to plan menu and pricing. Solicits donations of water and beverages. Sets up beverage table. Organizes bake sale with OSS families. Pricing should be adjusted so that there is a profit for OSS as well as the food service provider.

Kitchen, Beverage and bake sale help: Day of Bazaar, 2+ hours, 10-12 people

Helps out the Food Coordinator in the Steiner Café the day of the Bazaar, prepare, plate and serve food

Bake Sale and Cake Walk all parents prepare items

Prepare baked goods for bake sale and Cakes for cake walk

Entertainment Coordinator: September-November, 5+ hours, 1 person

Contact Stefan Kukurugya and Mark Gavulic to see if they are willing to provide gratis music and entertainment. Contracts and interviews (if necessary) storytellers, singers, musicians, entertainers, yoga instructors, folk dance leaders, etc to fill the stage in the Steiner Café, the cakewalk room.

Entertainment: Day of Bazaar, ½ hour +, 10-12 people for cakewalk, 6-8 people for Café, 3-4 people for storytelling

Share your talent! Provide entertainment (instrumental) for cakewalk, Steiner Café, and/or hallways.

Vendor Signage/Volunteer Name Tags: October-November, 5+ hours, 1 person  
Paints water color paper and creates Vendor signage and Volunteer name tags

Pocket Lady (or Gentleman): Day of Bazaar, 1+ hour, 6 people  
Walks around during the Bazaar wearing an apron with many pockets containing small treasures for children to choose from

Cashier: Day of Bazaar, 2+ hours, 9 people  
Needed at both entrances for ticket sales and in the Steiner Café for food sales

Set Up: Day before Bazaar 2+ hours, 6 people  
Move furniture/accessories from halls and classrooms, move tables and chairs for vendors into correct areas, stage set-up, execute vendors needs (nails, extension cords, etc.), hang all bazaar signs, prepare all areas for presentation of school

Clean-Up: Day of Bazaar, 4pm until done, 2+ hours, 10 people  
Remove all decorations and signs, return furniture/plants/accessories to appropriate places, sweep school floors, take garbage to dumpster, clean kitchen and gym.

## **WALK-A-THON**

Lead – Advancement Director

Assistant to Lead 1 person 10 hours  
The Assistant will aid the Advancement Director with communication, promotion, signage t-shirt production and distribution, and set up at venue prior to the event.

Picnic 1 Coordinator - 6 hours, 3 Picnic Helpers - 3 hours each  
Organize the picnic that will be held after the walk-a-thon. The organizer will coordinate the pot-luck foods and set up for the picnic at the venue. Families are asked to bring their own table service. The picnic coordinator will also organize the clean up after the picnic

Safety 10 safety checkers (2 at each check point) – 2 hours  
The safety checkers will be at specified locations on the walk to check everyone through and attend to any needs of adults and children. Safety checkers at each location are encouraged to be creative at their check point – music, decorations, etc are appreciated to cheer on the walkers and inspire them to get to the next check point to see what will be awaiting their arrival. Volunteers need to bring their own chairs. Volunteers will be supplied with a first aid kit and a cell phone list for teachers and safety volunteers.

Games 1 Coordinator – 5 hours, 4 Games Assistants – 2 hours each  
The coordinator will determine what games to play and will organize the games to be held during the picnic. The coordinator will be responsible for procuring all supplies needed for the games and will direct the games assistants. Games Assistants will work under the direction of the coordinator to facilitate the games.

Sponsorships 2 Volunteers – 10 hours each  
The sponsorship volunteers will procure sponsors for the back of the t-shirts

## **ADMISSIONS & COMMUNITY**

**Community Events** Multiple volunteers – 1 hour each

Throughout the school year many events are scheduled for the OSS school community and community at large. These events require varied volunteers (set-up, clean-up, sign-in, greeters, beautification of rooms and halls etc.)

**Parent Ambassadors** 15 min each time, unlimited number of volunteers

Parent referrals are our #1 source of new families coming to OSS. The assistance of our families as ambassadors for the school helps us to reach a larger audience. Parent Ambassadors will distribute OSS marketing materials to area libraries, child care centers, stores, etc. Some locations may be assigned and materials need to be redistributed monthly to maintain supply of materials at locations.

**Enrollment Paper Management:** As needed, 15 minutes+, 1 person each time

Fold papers and flyers, stuff envelopes for events and marketing

**Marquee:** On-going, as needed, 30+ minutes, 1 person

Keep the outside sign (at corner of South Blvd. and Livernois) updated with current school information and dates, check with the Enrollment Coordinator for messages.

**Baking:** Prior to Events 1 hour per event – multiple people

Make baked goods for Introductory Tours, Grandparents Day, and other special events

### **Introductory Tours**

**Tour Guide** 2 hours, 1 person attends the tour and answers questions from our guests

### **Grandparents and Special Friends Day**

**Registration table:** Day of event, 1 hour, 2 people

Register special guests

**Set-up:** Day before event, 1 hour, 2 people

**Clean-up:** Day of event, 1 hour, 2 people

### **Back to School Picnic**

**Set-up:** Day of event, 1+ hour, 2-3 people

**Clean-up:** Day of event, 1+ hour, 2-3 people

**Pot Luck** – coordinate pot luck 1+ hour 1 person

**End of year Faculty Meetings and back to School Faculty Meetings:** 1+ hour, 1 person

Coordinate what dishes are to be made, prepare food, set-up food and dishes

## **Gnome Home**

The Gnome Home is our school store. The shopkeeper is a volunteer position.

**Shopkeeper:** September-August 1 person **This position fulfills ALL of your volunteer hours** the shopkeeper is responsible for: ordering all inventory; keeping track of all vendors and inventory throughout the year; accounting for all receipts; making sure the money spent is within an approved budget set forth by the finance committee and approved by the Board; and doing an end of fiscal year inventory which goes to balance the accounting for the previous fiscal year. The Shopkeeper submits a proposal for the following school year in February/March of each year. The Shopkeeper works with the Administrator and the Bookkeeper on these financial tasks. This position fulfills all 20 hours of school service.

Any volunteer in the Gnome Home may participate in any or all of the following tasks. It is hoped that any volunteer in the Gnome Home will make a commitment for the entire year with the understanding that circumstances arise that may limit that commitment:

**Sales:** September-June, weekly commitment of 1+ hour, 3-6 people  
Sitting behind the desk and to assist the Shopkeeper in keeping the Gnome Home open for the maximum number of hours to deal with the diverse community in the school and the community at large who want to visit the Gnome Home, learning how to use the credit card system; remembering to charge sales tax; putting Gnome Home stickers on the yellow receipts in the receipt books; emptying the garbage and the recycle bin, sweeping and mopping the floors; vacuuming the rug(s), assisting the shopkeeper to stock the shelves and place price tags on merchandise, running a batch on credit card charges at the end of the day, answering the phone for calls that come in to the Gnome Home, etc.

**Gnome Home Assistant:** As needed, 1+ hour, 3-6 people  
Assisting the shopkeeper to check-in inventory, assisting the shopkeeper with displays, assisting the shopkeeper with end of year inventory

For the past two years, any volunteer in the Gnome Home who works 10 hours and remains on as a volunteer in the Gnome Home the entire school year has earned a 10% discount on all inventory that is regularly priced. Gift certificates and sale items are excluded from this discount.

**Shop with Scrip Program Coordinator:** September-June, 10+ hours, 1 person  
Organize and oversee Scrip program, make program visible, explain how school benefits from program, schedule Scrip sales table in hallway, collect money and turn in deposit, place the order on line, distribute orders, complete monthly balance sheet, place a check request, order and pick up scrip from local businesses that have a scrip program. Explore all ways Scrip program can be run

**Parent Group** Parent Group Lead coordinates Parent Group meetings and attends the Board meetings – **This position fulfills ALL of your volunteer hours**

The Parent Group serves to enhance parents' communication within each of the classes, in the school community and with its governing bodies. The Parent Group consists of the parents and guardians of OSS students. So, if you have a child here, you are a member of the Parent Group and are welcome to participate to whatever extent you desire.

**Handwork Group** weekly, 1 hour

The "handwork group" meets in the Fireplace Room once per week after drop-off. Just as a Waldorf education emphasizes creativity, wonder and a reverence for nature, we are Waldorf mothers and fathers using our hands to create beautiful and functional, fantastic and imaginative creatures of nature. Proceeds from the sales of Handwork items are donated to the school. No previous handwork experience is required. Time spent directly making an item for the School will count toward school service hours. Projects made for personal use, classrooms or classroom auction projects will not be counted toward service hours. Drop-in any time, children are welcome.

**Nature Table** 4-8 displays a year, 1+hour, 1-2 people

Our beloved tabletop display near the school office welcomes visitors and creates that special Waldorf ambiance. Seasonal handmade items provided by The Handwork Group, but the rest is up to you! Bring your inspiration from the outdoors inside for all to admire.

**Office Coverage**

Cover desk in office while Administrative Assistant attends Administration meeting and at lunch times (answer phones, attend to children).

- Once a week during Admin Meeting approximately 1 hour **This position fulfills ALL of your volunteer hours**
- Daily Lunch time M/T/W 12:30 -1:00 **This position fulfills ALL of your volunteer hours**
- Daily lunch time TH/F 1:00-2:00 **This position fulfills ALL of your volunteer hours**

**Ink Cartridge Recycling:** 5 hours, 2 people

Set up and maintain the ink cartridge recycling program using information provided by the school office

**Lost and Found:** 2 hours, 1 person

Display lost and found items that are in the closet by the mailboxes on a table near the school office for one week so that families have the opportunity to claim any of their lost items. After one week, arrange to have items donated to charity.

## **Buildings and Grounds**

Gardening: On-going, 1+ hour, all welcome

Spring and fall clean-up of all garden beds, spring and summer weeding of all garden beds, assist in weekly summer gardening days, bring your tools and a picnic and join the fun, children always welcome

Weekly walk-thru: Walk through school once a week with check list of needs in school (light bulbs, bathroom supplies etc.)

Beautification Days: Scheduled throughout the year, 2+ hours, all welcome  
Participate in beautification days, complete targeted tasks

Snow shoveling: Winter, as needed, 30 minutes, 2-4 people  
Shovel and salt walkways around school on snowy days

Plant Tending: Weekly, 15+ minutes, 1-2 people  
Water and tend to house plants throughout halls and common spaces

Entrance decoration: Seasonally, 1+ hour, 2-6 people  
Decorate OSS entrances (main, lobby, children's center) seasonally

Adopt-a-space: Weekly, 10+ hours, 6 people  
Adopt an area of the school to clean, tidy and make beautiful throughout the year, share this service with another family, spaces include, fellowship hall, mail boxes/bulletin board, bathrooms, kitchen, lobby, etc.

General Maintenance and Repairs: On-going, as needed  
Come to office for list of maintenance and repair needs.