

2009/2010

Fiche de volontariat/Volunteer Sign-Up

Nous comptons sur un minimum de 10 heures de volontariat par an, par parent.

Nous offrons plusieurs choix de bénévolat tout au long de l'année scolaire. Le service du Développement reste à votre disposition pour vous diriger par rapport à vos préférences, votre disponibilité et vos talents. N'hésitez pas à nous contacter!

Dans quel domaine allez-vous être bénévole cette année ?

La participation des parents à la vie du Lycée Français La Pérouse est vitale pour son succès, non seulement en termes financiers mais aussi et surtout, pour développer un esprit de communauté.

Voici une liste d'activités pour l'organisation desquelles nous avons besoin de votre aide. Vous en trouverez le descriptif ci-après.

Merci d'en choisir 3 minimum en indiquant votre ordre de préférence, et de **remettre la fiche à l'enseignant de votre enfant dès le 1^{er} jour de la rentrée des classes**. Nous vous contacterons dès que possible. Vous pouvez également contacter directement le responsable école ou parent indiqué.

Each parent is encouraged to volunteer at least 10 hours per year.

Sharing your time and talents is essential to building a thriving community and your personal involvement in the school will benefit your child as we create a dynamic community. There are numerous opportunities to volunteer throughout the year, and the Development Office can assist you in choosing the best match for your interest, skills and availability.

How will you volunteer this year?

Parent participation is vitally important to the school's success – not only financially but also in terms of maintaining school spirit and a strong community. Below are some enjoyable and helpful ways for you to become involved in your child's school life.

Below is a list of activities where we need your help to make it happen. Descriptions are attached. **Please choose 3 areas minimum**, marking your order of preference and **return the form to your child's teacher on the 1st day of school**. We will confirm your volunteer sign-ups email or feel free to contact the coordinator directly.

- | | |
|--|--|
| <input type="checkbox"/> Délégué de classe | <input type="checkbox"/> Room Parent |
| <input type="checkbox"/> Délégué au Conseil d'École | <input type="checkbox"/> School Committee Parent Representative |
| <input type="checkbox"/> Délégué au Conseil d'Établissement | <input type="checkbox"/> School Council Representative |
| <input type="checkbox"/> « Capitaine de classe ». | <input type="checkbox"/> Development Liasons |
| <input type="checkbox"/> Pique-nique de la Rentrée | <input type="checkbox"/> Back-to-School Picnic |
| <input type="checkbox"/> Marché de Noël | <input type="checkbox"/> Winter Fair |
| <input type="checkbox"/> La vente aux enchères | <input type="checkbox"/> Annual Auction |
| <input type="checkbox"/> La Kermesse | <input type="checkbox"/> Kermesse "Country Fair" |
| <input type="checkbox"/> eScrip | <input type="checkbox"/> eScrip |
| <input type="checkbox"/> Journée Portes Ouvertes | <input type="checkbox"/> Open House Tours |
| <input type="checkbox"/> Parent de référence | <input type="checkbox"/> Referral Parent |
| <input type="checkbox"/> Comité d'accueil | <input type="checkbox"/> Welcome Committee |
| <input type="checkbox"/> Famille d'accueil | <input type="checkbox"/> Host Family |
| <input type="checkbox"/> Bibliothèque (primaire/secondaire) | <input type="checkbox"/> Library (primary/secondary) |
| <input type="checkbox"/> Foire aux livres | <input type="checkbox"/> Book Fair |
| <input type="checkbox"/> Patrouille de poux | <input type="checkbox"/> Lice Patrol |
| <input type="checkbox"/> Aide à la Conseillère d'Orientation | <input type="checkbox"/> College Counselor Office |
| <input type="checkbox"/> La maison Hantée de Halloween | <input type="checkbox"/> Halloween Haunted House |
| <input type="checkbox"/> Dépose rapide (Corte Madera) | <input type="checkbox"/> Drop off (Corte Madera) |
| <input type="checkbox"/> Les amis du Jardin (Corte Madera) | <input type="checkbox"/> Garden "Les amis du Jardins" (Corte Madera) |

ECRIVEZ EN MAJUSCULES SVP/ PLEASE PRINT IN CAPS

NOM Parents/ Parents NAME: _____

Tel: _____ Email: _____

NOM Enfant(s) / Child NAME: _____

Class (es): _____

Campus: SF / CM

A remettre à l'enseignant dès la rentrée / Please return to teacher on the 1st day of school
Questions? Call Yukiko Meadows 415-661-5232 x 2701 or email ymeadows@lelycee.org

Lycée Français La Pérouse needs YOU!

Volunteer Opportunities

What will you volunteer for this year?

The Lycée, like all independent schools in the US, relies on volunteers to enhance the school. Parent participation is vitally important to the Lycée Français La Pérouse's success in terms of maintaining school spirit and a strong community. Below are some enjoyable and helpful ways for you to become involved in your child's school life.

Each parent is asked to volunteer at least 10 hours per year.

During the year, if you'd like to coordinate or volunteer for one or more of the below events, please contact the school representative in charge of the activity.

You will gain a greater understanding of the school and classroom dynamics while getting to know a lot of great people!

PARENT DELEGATE OPPORTUNITIES

Contacts:

Frédéric Arzelier, Headmaster at 415.661.5232 x1704 ou farzelier@lelycee.org

Catherine Feyeux, Vice-Principal at 415.661.5232 x1716 ou cfeyeux@lelycee.org

Bruno Le Brize, Primary Director (SF) at 415.661.5232 x2717 ou blebrize@lelycee.org

Francis Duprat, Primary Director (CM) at 415.661.5232 x3701 ou fduprat@lelycee.org

Room Parents

Be active and involved in the classroom! This is a fulfilling role where you team up with other room parents, teachers, directors and the headmaster and positively impact the day-to-day school life of our children. Room parents facilitate the information flow between administration, teachers and parents. You will welcome parents in your class at the beginning of the school year, convey parents' interests and concerns in meetings and report back. Room parents also help coordinate field trips and many other yearly events. Communication is often done by email. One room parent per class is also strongly encouraged to be Primary School Committee representative. (See below)

Number of volunteers needed: 2 elected parents per class at first meeting with teachers in September, preferably one French speaking and one English speaking.

Time commitment: One meeting, conducted in English, every 1st Wednesday of the month at 8.30am (CM); and every 1st Thursday of the month at 8:45am (Ashbury) and monthly on Ortega.

School contacts: Your child's teacher, Bruno Le Brize (SF primary), Francis Duprat (CM) and Catherine Feyeux (SF Secondary)

Primary School Committee Parent Representatives

The Committee which includes room parents, teachers and school administrators, meets three times a year to share ideas on any subject related to the school and to student life at school. One Primary school council (K1-5th grade) will be organized per campus and will meet three times a year. Two separate committees, one for Corte Madera and one for Ashbury. French understanding is preferable; however either French or English may be used to express oneself. Translation will be done if necessary.

Number of volunteers needed: One of the two elected room parents per class. Primary School Committee representatives should preferably also be room parents, but it is not mandatory.

Time commitment: Three meetings held at 4.30pm during the school year.

School contacts: Your child's teacher, Bruno Le Brize (SF primary), Francis Duprat (CM)

School Council Parent Representatives

Do you have energy and are a good communicator? Represent the parents of your cycle at the School Council, composed of the administration, teachers, parents and high school student representatives. As in all public schools in France, the School Council is responsible for the rules and regulations of school life, calendar, disciplinary and security issues, and more. You will chair the room parent meetings, coordinate with the directors and have a direct role in the decision-making process with a right to vote at the School Council.

Number of volunteers needed: 6 elected parents, 2 (CM) and 4 (SF). Good command of French is necessary as the School Council meetings are conducted in French.

Time commitment: 5 meetings per year after school, and regular room parent meetings.

School contacts: Frédéric Arzelier and Catherine Feyeux.

DEVELOPMENT – FUNDRAISING

Contact: Yukiko Meadows, Director of Development at 415.661.5232 x2701 or ymeadows@lelycee.org
Nathalie Hautavoine, Development Associate at 415.661.5232 x2702 or nhautavoine@lelycee.org.

Development Liaisons

Help encourage the parents of your class to contribute to the Annual Giving Campaign, Annual Auction and eScrip. We'll meet with you and you'll receive a handbook with helpful hints, sample e-mail letters and will be regularly in touch with the Development office.

Number of volunteers needed: 1 or 2 per class

Time commitment: 1-2 hours a month Sept-May

Back-To-School Picnic – Sunday, October 4

At our annual fall picnic for all three campuses and all grades, you will welcome new families and reconnect with friends from last year.

Number of volunteers needed: 2 to 5

Time commitment: 2 hours planning and picnic day

Parent coordinator: Kathy Emerson

Winter Fair – Saturday, November 14

Our annual winter fair focuses on vendors and children's activities.

Number of volunteers needed: 2 coordinators and up to 30 volunteers the day of

Time commitment: Coordinators-10 hours plus the day of; other volunteers-2 hours Friday evening plus the day of

Parent coordinator: 2 needed

Annual Auction – Friday, March 19

Are you the creative, artistic type or good at sales? Participate in the making of a memorable night for the Lycée's biggest fundraising event! Several organizational meetings will take place at the beginning of the school year.

We need volunteers in the following committees:

- **Donations:** Find prizes such as good bottles of wine, restaurant or hotel gift certificates, get-away week-ends...
- **Data Entry:** If you prefer to work at home, you can input donations to our web-based database.
- **Communications:** You know how to write, join our team to promote the auction in articles that will be published in the school newsletters and the Lycée website.
- **Advertising:** In order to pay off the printing cost, we need to sell advertising in the catalogue
- **Class Projects:** Teachers appreciate parents' involvement for the creation of class projects.
- **Decor:** Creative, full of ideas, be part of the Decor committee and make the room beautiful for the night.
- **Entertainment:** You know how to put on a show, find artists... join this committee.
- **Food & Beverage:** Procure donations for appetizers and wine to pour during the evening.

Time commitment: Varies starting with October kick-off meeting to the day of for set-up.

Co-chairs: Lesley Margolis and Betsy Muhle

Kermesse "Country Fair" - Sunday, June 13

This happy event takes place on the Marin campus in Corte Madera. It is based on a traditional French school fair with games, children's shows, food and beverages and lots of school spirit. It celebrates our community and the close of the school year. Volunteers are needed for ticket sales, food and beverage booths, t-shirt and hat sales, game booths, installation and break-down of stands. Although this is not a fundraiser, we always have a raffle with great prizes.

Number of volunteers needed: Approximately 50

Time commitment: 5 hours in May and on Kermesse day

Parent coordinator: Needed. If organization is your thing...this is a job for you!

eScrip...(United Markets, Albertson's, Office depot, Target...)

Help coordinate and promote the Lycée's very important and painless eScrip fundraising program. Volunteers will talk to parents about the value and ease of use of eScrip. Help register new participants. Your powers of persuasion will result in increased funding for your child's school, paid for by merchants!

Number of volunteers needed: 1 or 2 per campus

Time commitment: Flexible

Parent coordinator: Needed

ADMISSIONS OFFICE

Contact: Isabelle Desmole, Admissions Director at 415.661.5232 x2750 or idesmole@lelycee.org

Open House Tours

If you are an enthusiastic, positive and outgoing person with a few hours to spare for the school, this is your chance to help promote the Lycée! Parents are needed from all grades.

Number of volunteers needed: 10 to 15 parents for each Open House, per campus. New parents are also appreciated!

Time commitment: One hour training in October in order to understand your role. Welcome of attending visitors and the tour lasts approximately two hours, 9:30am and 11:30am. You can help us depending on your availability (dates for the 2009-2010 Open Houses are already on our Website in the admissions section, under Open House calendar).

Referral parents

The Admissions Office will keep your number confidentially on hand to give to potential parents of the Lycée who would like to get an insider's view of our school. Those parents are already in contact with us, have often already attended an Open House or met with the Admissions Director for an interview and are interested in getting some feedback on a current parent's perspective.

Time commitment: Depending on the number of volunteers in this area, a few minutes over the phone, usually in the evening or on the weekend.

Welcome Committee for New Families

We all remember being a new family in our children's school and we know it is not always easy to understand it all from the beginning, especially when you have moved from abroad! This committee will be dedicated to welcoming our new families. You will attend our new parent meetings in May and be available to families who would like to know more about the school and resources in the area. If there are enough volunteers, we also would love to put a more personalized buddy system in place for each family.

Number of volunteers needed: 10 volunteers per campus.

Time commitment: Welcome meeting in September, a few meetings between volunteers to exchange ideas on committee goals and plans, one meeting in May for those new parents who will enter the school the following September and who already live in the Bay Area.

Host Families

Host a high-school student: This is a chance for you to give a secondary student, (mostly students entering 11th and 12th grades,) an opportunity to live in the U.S. This can be a rewarding experience for the host family, especially if you have a young Lycée student. These French students are usually looking for English speaking families, to improve their English but can also speak French to your own children! **This is not an exchange and there will be a financial contribution from the student's family for lodging, food and cleaning.**

Each student's application is carefully reviewed by our Headmaster before acceptance to make sure that the student is mature, recommended by his/her current school teachers and Head and is highly motivated to live in the United States for a year.

Number of host families needed: We never have enough!

Library (primary/secondary)

School always starts with book covering and re-shelving in the library. If you have a few hours to spare your help will be appreciated. More help may be needed throughout the school year.

Number of volunteers needed: Two to three persons per campus

Time commitment: Flexible, during school hours. One to two hours per week

Primary Library Contact SF: Nadine Le Maître at 415.661.5232 x 2710 or nlemaitre@lelycee.org

Primary Library Contact CM: Marie-Noëlle Hendren at 415.661.5232 x 3715 or mhendren@lelycee.org

Secondary Library Contact (CDI - SF): Corine LeDiouris at 415.661.5232 x 1710 or clediouris@lelycee.org

Book Fair

Parents are needed during Book Fair week to answer questions for parents and children and to handle sales. Share your love of French literature and discover the latest releases.

Number of volunteers needed: 10 to 15

Time commitment: Regular meetings as well as additional flexible hours during the week of the book fair

Primary Library Contacts: Nadine Le Maître (SF) and Marie-Noëlle Hendren (CM)

Lice Patrol:

Help keep our school lice-free by checking the little heads regularly during the school year. On the job training is provided. This is a good opportunity to personally meet all the children on our campus.

Number of volunteers needed: 8 people

Time commitment: 12:30-2:30 pm the first Friday of each month (Sept-March) (CM); 8:30 am after each school vacation (SF)

School coordinators – Primary Directors: Francis Duprat (CM), Bruno Le Brize (SF)

Parent coordinators: 2 Needed

College Counseling Office

Assistance in the college counseling office includes preparing resources and information that will benefit students in their college admissions process; tasks may include database entry, event planning, mailings, test preparation materials, etc...

Volunteers needed: 3 to 5

Time commitment: Flexible hours during the week

Contact: Nathalie Bitton, College Counselor at 415.661.5232 x1751 or nbitton@lelycee.org

Halloween Haunted House

This American tradition has been a great success since our first houses were created in 2001 in Marin and 2002 in SF! Plan the Haunted House layout, collect borrowed decorations, and assemble the house the day before in one of the classrooms. Costumed volunteers will lead each class through the house following the Halloween parade and children buffet. Children can revisit the House after school. Lights, music and lots of creative energy resulted in an amazingly scary (but fun and safe) American experience that all the children enjoyed. Be part of it!

Volunteers needed: 10 to 15 to set up and clean up

Time Commitment (Parent coordinator): 3 weeks prior to Halloween, 2-3 hrs per week, plus set up the day before.

School Contacts – Primary directors: Bruno Le Brize (SF), Francis Duprat (CM)

Parent Coordinators: 2 needed

Drop off (*Corte Madera*)

Come and help make the drop off for primary students safe and efficient for parents' convenience! It has become an essential tool to ensure a smooth start of the school day, especially with increased enrollment. So don't forget to take a turn at it! It is short, easy and you will get to greet all your friends (but keep those cars going!)

Volunteers needed: 2 per day.

Time commitment: 8:10am to 8:35 am once a week for 2 months.

School coordinator – Director Primary: Francis Duprat

Parent coordinator: Needed

Garden « Les amis du Jardins » (*Corte Madera*)

Do you like gardening? Come and help maintain the beautiful gardens created on the Corte Madera campus. We will meet for a few hours each 1st Tuesday of the month, at 9am

Number of volunteers needed: 5 to 10

Time commitment: Flexible, during school hours

School coordinator – Director Primary: Francis Duprat

Parent coordinator: Needed

Do you have a special skill?

Please let us know your ideas and areas of expertise. We always need parents with skills such as art desktop publishing, graphic design, web design, film or video production, photography, writing, translating, and much more...to help throughout the year or at special events.

Please contact the Development Office if you have any questions: Yukiko Meadows (661-5232 x2701 – ymeadows@lelycee.org) or Nathalie Hautavoine (661-5232 x 2702 nhautavoine@lelycee.org).