

# 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.

### **PARENT DELEGATE OPPORTUNITIES**

Contacts:

Frédéric Arzelier, Headmaster at 415.661.5232 x1704 ou [farzelier@lelycee.org](mailto:farzelier@lelycee.org)

Catherine Feyeux, Vice-Principal at 415.661.5232 x1716 ou [cfeyeux@lelycee.org](mailto:cfeyeux@lelycee.org)

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

Francis Duprat, Primary Director (CM) at 415.661.5232 x3701 ou [fduprat@lelycee.org](mailto: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 convey parents' interests and concerns in meeting. Room parents also help coordinate field trips and many other yearly events. Communication is often done by email.

**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 1<sup>st</sup> Wednesday of the month at 8.30am (CM); and every 1<sup>st</sup> Thursday of the month at 8:45am (Ashbury) and twice a trimester on Ortega.

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

### **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 [y Meadows@lelycee.org](mailto:y Meadows@lelycee.org)

Nathalie Hautavoine, Development Associate at 415.661.5232 x2702 or [nhautavoine@lelycee.org](mailto:nhautavoine@lelycee.org)

Jennifer Larzul, Development Assistant at 415.661.5232 x 2703 of [jlarzul@lelycee.org](mailto:jlarzul@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, September 19**

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:** To be determined

### **Winter Fair – Saturday, December 4**

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 – Saturday, November 13**

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.
- **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.

**Time commitment:** Varies between 10 and 20 hours to the day of for set-up.

**Committee:** Jalal Akhavein, Brandon Bert, Shon Dellinger, Kevin Erdman, Greg Gobbi, Christian Iribarren, André Larzul, Alexis Laurent, Michael Meadows, Stefan Mühle, Mark Otero & Peter Van Pruissen

### **Kermesse "School Fair" - Sunday, June 12**

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

**Number of volunteers needed:** Approximately 80

**Time commitment:** 5 hours in May (coordinator and/or 1-3 hrs 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](mailto:idesmole@lelycee.org)

### **Open House Tours**

If you are an enthusiastic, positive and outgoing person 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 to 11:30am. You can help us depending on your availability (dates for the 2010-2011 Open Houses are already on our Website in the admissions section, under Open House calendar).

### **Referral parents**

The Admissions Office will keep your number 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.

**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 student, (mostly students entering 11<sup>th</sup> and 12<sup>th</sup> grades,) an opportunity to live in the U.S. This can be a rewarding experience for the host family, especially if you have a Lycée student. 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!

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### **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](mailto:nlemaitre@lelycee.org)

**Primary Library Contact CM:** Marie-Noëlle Hendren at 415.661.5232 x 3715 or [mhendren@lelycee.org](mailto:mhendren@lelycee.org)

**Secondary Library Contact (CDI - SF):** Catherine Ducerf at 415.661.5232 x 1710 or [cducerf@lelycee.org](mailto:cducerf@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:** 8 hours minimum, Tuesdays and/or Thursdays, between 11am – 3pm

**Contact:** Natalie Bitton, College Counselor at 415.661.5232 x1751 or [nbitton@lelycee.org](mailto: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 1<sup>st</sup> 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](mailto:ymeadows@lelycee.org)) or Nathalie Hautavoine (661-5232 x 2702 [nhautavoine@lelycee.org](mailto:nhautavoine@lelycee.org)).

2010/2011

## 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<sup>er</sup> 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 1<sup>st</sup> 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"/> Liaison de classe en développement  | <input type="checkbox"/> Development Liaisons                        |
| <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"/> Gala de la vente aux enchères       | <input type="checkbox"/> Annual Auction Gala                         |
| <input type="checkbox"/> La Kermesse                         | <input type="checkbox"/> Kermesse "School 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) |
| <input type="checkbox"/> Traductions                         | <input type="checkbox"/> Translations                                |

**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 1<sup>st</sup> day of school  
Questions? Call Yukiko Meadows 415-661-5232 x 2701 or email ymeadows@lelycee.org**