



# ST. MARGARET'S EPISCOPAL SCHOOL

## Parent Teacher Fellowship (PTF) 2006-2007 Volunteers

*Volunteer at SMES! Your participation makes a difference! Share your time, talent, and treasure! Our PTF programs improve the quality of life for our school and our children! Please indicate your area(s) of interest and/or expertise. You will be contacted with further information.*

Mother's/Guardian's Name: \_\_\_\_\_ Email \_\_\_\_\_

Father's/Guardian's Name: \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Children in Grade(s): Please circle grade for each child. P3 P4 K 1 2 3 4 5 6 7 8 9 10 11 12

### 2006 - 2007 PTF EVENTS

#### TARTAN FAMILY ROUNDUP BBQ – September 9, 2006

Chair: Monica Furman  
A fun family BBQ dinner hosted by the PTF to welcome new and returning families to SMES. A wonderful way to kick off the new school year and meet new friends.

- Event Committee
- Registration
- Set-up/Decorations
- Clean-up

#### WELCOME BACK COFFEE – September 12, 2006

Chairs: Suzanne Desforges and Patti Waller  
The Welcome Back Coffee offers the perfect opportunity to inform new and returning parents about the 2006 - 2007 PTF programs and events at SMES.

- Event Committee
- Registration
- Set-up/Decorations
- Clean-up

#### TARTAN FAIRE – October 27, 2006

Chairs: Kay Clements and Joy Locke  
A family fun day with game booths, concessions stands, and creative activities for the children of SMES.

- Event Committee
- Ticket sales
- Game Booth Helper
- Concession Stand Helper
- Set-up/Decorations
- Clean-up

#### SCHOLASTIC BOOK FAIR – November 28-December 1

Chair: Brigid Landau  
Help coordinate the new book sale on campus.

- Event Committee
- Work a shift(s) during Scholastic Book Fair days
- Set-up/Decorations
- Clean-up

#### FACULTY/STAFF HOLIDAY LUNCHEON – December 5, 2006

Chairs: Gloria Luna, Linda Garcia, and Tanya Ebner  
The Holiday Luncheon is hosted by the PTF to honor and celebrate the faculty and staff of SMES.

- Event Committee
- Luncheon Server
- Set-up/Decorations
- Clean-up

#### SPRING FUNDRAISER – March 10, 2007

Event Chairs: Ellen Edington and Heather Lasting  
Auction Chair: Julie Vandermost  
The PTF's main fundraising event of the year. Includes dinner, dancing, and a live and silent auction.

- Event Committee
- Auction Committee
- Set-up/Decorations
- Clean-up
- Donate Silent or Live Auction Items

#### USED BOOK SALE – April 4, 2007

Chair: Brigid Landau  
Help coordinate the used book sale on campus.

- Collect and organize used books prior to sale
- Work a shift during the Used Book Sale

#### GRANDPARENTS' & SPECIAL FRIENDS' DAY – May 11, 2007

Chair: Bahara Stapleberg  
A fun morning for Lower School (K-5) Grandparents and Special Friends to visit the campus.

- Event Committee
- Registration

#### LIBRARY LUNCHEON – May 18, 2007

Chair: Carolyn Stephens  
A creative annual spring luncheon, a tradition at SMES for 25 years.

- Event Committee
- Registration
- Set-up/Decorations
- Clean-up
- Table Hostess/Decorating a table
- Table Server (males only)

### UNDERWRITING OPPORTUNITIES

I am interest in learning more about underwriting and advertising opportunities for PTF programs and special events planned for the 2006-2007 school year. You will be contacted as the event date approaches.

- Event Sponsor or Underwriter
- Tartan Tee-Off Sponsor (supports SMES scholarships)
- Breakthrough San Juan Capistrano Sponsor
- Special Camp For Special Kids Sponsor
- Other areas of interest:

PLEASE RETURN COMPLETED FORM BY SEPTEMBER 5, 2006  
Volunteer Opportunities Continued On Back

## PTF PROGRAMS

### ARTS ALLIANCE

Chair: Kelly Collier

Support the Arts at SMES! Volunteers are needed to help with performances in the following areas:

- Visual Arts     Performing Arts
- Literary Arts     Cultural Arts
- Hospitality for Events

### BOOSTER CLUB

Chair: Theresa Murray

Support the athletic and PE programs by working a shift at the:

- Snack Bar     Tartan Booster Merchandise Sales
- Sports Award Banquet

### LUNCH PROGRAM

Chair: Katie Smith

Help distribute lunches to students grades 1-12 from 11:00 a.m. to 1:00 p.m.

- weekly     bi-weekly     monthly     substitute
- Please circle: MON    TUES    WED    THURS    FRI

### HEALTH & SAFETY PROGRAM

Red Ribbon Week - October 23-27, 2006

Chair: Robin Brenes

- I would like to assist during Red Ribbon Week
- I would like to assist during other health and safety programs at SMES

### PARENT EDUCATION

Chair: Tricia Raymund

Help coordinate parent education events. Speaker dates and times to be announced.

- Hospitality     Promotion

Would you prefer parent programs to be held:

- Mornings (after drop off)
- Evenings (at 6:30 or 7 p.m.)

Please suggest topics of interest or your contacts for possible speakers:

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## ADVANCEMENT SUPPORT

The Advancement Office (formerly known as the Development Office) needs volunteer assistance in the following areas:

- Annual Fund Volunteers
- Tartan Tee-Off Golf Tournament Foursome Sponsors
- Tartan Tee-Off Golf Tournament Volunteers
- General office support for special projects

I would like to offer my home or backyard for a school event:

- Host Grade Level Coffee (30-60)
- Host PTF New Board/Old Board Brunch (60 - 100)
- Host Leadership Circle Reception (150 - 200)
- Host Library Luncheon (350 - 500)

## PTF ASSISTANCE

### NEW FAMILIES WELCOME COMMITTEE

Chair: Christin Ellis

Host families are needed for grade levels 1-12 to help welcome new families to the St. Margaret's community. Please indicate grade level:

- Lower School     1     2     3     4     5
- Middle School     6     7     8
- Upper School     9     10     11     12

### GRADE LEVEL VOLUNTEERS

Assist class and room parents with events and projects throughout the year. Please indicate grade level:

- ECDC     P3     P4
- Lower School     K     1     2     3     4     5
- Middle School     6     7     8
- Upper School     9     10     11     12

### FRIENDS OF THE LIBRARY

Chair: Brigid Landau

- I would like to assist in the Library as needed

## SPECIAL SKILLS VOLUNTEERS

We need your time and talent! Assist chairs and/or committees on an as needed basis in the following areas:

### ACCOUNTING

- Data Entry     Bookkeeping
- Event Treasurer

### ADMINISTRATIVE/TECHNOLOGY

- Data Entry     Assist with mailings
- Website Support

### ADVERTISING & MARKETING

- Copywriting     Graphic Design
- Marketing/Sales     Proofreading
- Printing     Signs and Banners (Printing)
- Print Media     Audio Visual Media

### HOSPITALITY

- Provide Catering     Provide Beverages
- Provide Florals     Event Planning
- Other \_\_\_\_\_

## OTHER - Let us know how you can help!

Please let us know other areas of interest where you would like to be involved as a volunteer or expertise or contacts that you would be willing to share with our school:

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Thank you! Please return this form in the enclosed envelope or drop it off at the Advancement Office located in the Ortega Business Center. Information regarding all of these events will be provided in the school's Tartan newsletter, on the website, and in other promotional materials. For further information on volunteer opportunities, please contact the specified committee chair and plan to attend the PTF Welcome Back Coffee on September 12.