

# **Heart of a Servant**

## **Service Block Opportunities**

### **2009 – 2010**

*Please note:*

*You can contact any campus for additional volunteer opportunities not listed in this catalog. Also, check with your student's teacher and read the campus newsletters which also carry additional opportunities as the school year advances.*

***Thank you for blessing your child's school  
with your "servant's heart."***

#### **PCS DEVELOPMENT SPECIAL EVENTS**

##### **PCS ANNUAL SPRING EVENT**

**Date:** May 4, 2010

**Contact Person(s)** Annette Johnson (Development Director) (503) 256-3960 ext 209  
Linda Swenson (Development Assistant) (503) 256-3960 ext 271

**Number of Hours:** Varies

**Description:** This is a lunchtime event needing volunteers to keep it running smooth. More details will be available as we get closer to the actual event.

#### **DEVELOPMENT MAILINGS/OFFICE SUPPORT**

**Contact Person:** Linda Swenson (503)256-3960 ext 271

**Email Contact:** [linda.swenson@pcschools.org](mailto:linda.swenson@pcschools.org)

**Number of Hours:** varies depending on how often one helps.

**Approximate Dates:** Throughout the school year.

**Description:** An area of great need in the Development Office is helping to complete large and small mailings. Copying, folding, and addressing are sometimes included. Office experience is not necessary.

#### **ALUMNI OFFICE *San Rafael St, Portland***

##### **MAILINGS/OFFICE SUPPORT**

**Contact Person:** Jeanne Lampi (503) 256-3960 ext 267

Home (503) 272-3469

**Email Contact:** [jeanne.lampi@pcschools.org](mailto:jeanne.lampi@pcschools.org)

**Number of Hours:** Varies

**Approximate Dates:** Throughout the calendar year

**Description:** Help is needed to complete the mailing of the "REALS" newsletter and other items, make contacts through the telephone, some filing, and copying.

#### **ROYAL CASH TEAM**

**Contact Person:** Debi Hanson (503) 256-3960 ext 266

**Email Contact:** [debi.hanson@pcschools.org](mailto:debi.hanson@pcschools.org)

**Number of Hours:** 1 – 2 hours one Thursday per month to pick up Royal Cash in Tigard

**Approximate Dates:** Thursday's during school year

**Description:** Royal Cash is a year round fundraiser for PCS benefiting the individual campuses. By purchasing gift certificates through your local school, profits are raised for each steering committee. Orders turned in on Monday will be received by the following Friday. Volunteers are needed to promote the program, and pick up scrip. Join the Royal Cash Team!

# **Middle & High School Campus Service Block Opportunities 2009 – 2010**

## **MAILINGS/OFFICE SUPPORT** *Middle & High School Campus*

### **MAILINGS/OFFICE SUPPORT**

**Contact Person:** Eleanor Halsey (503)256-3960 ext 264

**Email Contact:** [eleanor.halsey@pcschoools.org](mailto:eleanor.halsey@pcschoools.org)

**Number of Hours:** 30+ depending on how often one helps

**Approximate Dates:** Weekly, all yearlong

**Description:** Help is needed 2-3 times a week to file non-confidential documents. Help to complete large mailings is also an area of *great* need.

### **PURPLE AND GOLD DAY AND REGISTRATION DAY ASSIST**

**Contact Person:** Sally Seal (503) 256-3960 ext 269

**Email Contact:** [sally.seal@pcschoools.org](mailto:sally.seal@pcschoools.org)

**Number of Hours:** Assorted

**Dates:** August 29<sup>th</sup>

**Description:** Help is needed in all areas from helping to assign lockers, help parents to fill out forms and collect them, show parents/students where things are located, and other duties as needed throughout the day. Bring a smile!

### **PICTURE DAY ASSIST**

**Contact Person:** Eleanor Halsey (503) 256-3960 ext 264

**Email Contact:** [eleanor.halsey@pcschoools.org](mailto:eleanor.halsey@pcschoools.org)

**Number of Hours:** 8am until finished...

**Date:** September 15<sup>th</sup> (starting at 7:45am)

**Description:** Help is needed to assist photographers and students as needed.

## **BUSINESS OFFICE** *San Rafael Street, Portland*

### **OFFICE SUPPORT**

**Contact Person:** Business Office: Cheryl Jarvis (503) 256-3960 ext 0

**Email Contact:** [cheryl.jarvis@pcschoools.org](mailto:cheryl.jarvis@pcschoools.org)

**Number of Hours:** varies depending on how often one helps.

**Approximate Dates:** Throughout the school year.

**Description:** Help is needed in the Business Office to answer phones, copy, and file nonconfidential documents. Also, we need substitutes at the reception desk in the Business Office who are willing to be trained and can be called upon occasionally to help. This usually uses up aprx. 6-8 hours of service block hours at one time. Office experience is helpful, but not necessary.

## **EDUCATIONAL SUPPORT** *Middle & High Campus*

### **DRAMA - Tailors/Seamstresses**

**Contact Person:** Renee Seed (503) 256-3960 ext. 231 msg.

**Number of Hours:** Unknown, depends on need

**Approximate Dates:** Fall and Spring

**Description:** Tailors and seamstresses are needed to sew, alter, and mend costumes for our drama productions.

### **DRAMA - Stage Crew**

**Contact Person:** Renee Seed (503) 256-3960 ext. 231 msg.

**Number of Hours:** 25 - 30

**Approximate Dates:** Fall and Spring

**Description:** People not afraid of heights or heat are needed to hang theatre lights and take them down for drama productions. Sound and light technicians are needed to operate lights, music, and sound effects during productions. This job also requires the ability to follow directions, which includes theatre terminology.

### **DRAMA - Promotional Manager**

**Contact Person:** Renee Seed (503) 256-3960 ext 231 msg.

**Number of Hours:** 15 hours

**Approximate Dates:** Throughout year

**Description:** Contacting media sources with press releases of PCS drama activities.

### **BAND - Event Committee**

**Contact Person:** Kevin Sippel (503) 256-3960 ext 210

**Email Contact:** [kevin.sippel@pcschoools.org](mailto:kevin.sippel@pcschoools.org)

**Number of Hours:** Varies

**Approximate Dates:** TBA September - June

**Description:** Promotion of events. Support the Band with your time! Need preparation of baked goods and bake sale cashiers for fundraisers at concerts. Greeters, setup/ cleanup people, distribution of concert programs, and other miscellaneous duties are needed at concerts. Chaperones for field trips. Transportation of equipment to and from events. Overseers for Band Fundraising Table at school bazaar and other functions.

### **CHOIR - Trip Chaperones and Trip Coordinator**

**Contact Person:** Daniel Burnett (503) 256-3960 ext 211

**Email Contact:** [daniel.burnett@pcschoools.org](mailto:daniel.burnett@pcschoools.org)

**Number of Hours:** 30+

**Approximate Dates:** TBA

**Description:** Come along on a choir trip and complete your Service Block in one svelte swoop. Great music, great kids, great fun! ***All chaperones must have a background check on file with PCS.***

### **CHOIR - Organize Choir Library**

**Contact Person:** Daniel Burnett (503) 256-3960 ext 211

**Email Contact:** [daniel.burnett@pcschoools.org](mailto:daniel.burnett@pcschoools.org)

**Number of Hours:** 30+

**Approximate Dates:** Flexible

**Description:** No skills required, just the ability to follow directions and work somewhat independently. File music, repair music, and assist in choir mailings.

### **CHOIR - Concerts**

**Contact Person:** Daniel Burnett (503) 256-3960 ext 211

**Email Contact:** [daniel.burnett@pcschoools.org](mailto:daniel.burnett@pcschoools.org)

**Number of Hours:** Flexible

**Approximate Dates:** To be announced

**Description:** Help set-up, decorate, prepare, and other assorted duties as needed.

### **CHOIR – Tour Coordinator**

**Contact Person:** Daniel Burnett (503) 256-3960 ext 211

**Email Contact:** [daniel.burnett@pcschools.org](mailto:daniel.burnett@pcschools.org)

**Number of Hours:** 30

**Approximate Dates:** Flexible

**Description:** Contact various schools & churches to schedule concerts. Also various motels, restaurants & sightseeing options. Coordinator may or may not travel with choir on trip.

### **CHOIR – SPA-GET-TOGETHER and other Misc. Opportunities**

**Contact Person:** Daniel Burnett (503) 256-3960 ext 211

**Email Contact:** [daniel.burnett@pcschools.org](mailto:daniel.burnett@pcschools.org)

**Number of Hours:** Varies

**Approximate Dates:** February 8, 2010

**Description:** Help needed to secure food donations, plan setup and cleanup, and other duties as designated by Daniel Burnett. **Misc. opportunities include:** Maintain choir email list, hem new choir dresses, assist at functions, and other assists.

### **COLLEGE SCHOLARSHIP CO-ORDINATOR**

**Contact Person:** Dr. Shawn Jones (503)256-3960 ext 255

**Email Contact:** [shawn.jones@pcschools.org](mailto:shawn.jones@pcschools.org)

**Number of hours:** Varies

**Approximate Dates:** Year long commitment /Flexible hours

**Description:** Helper needed to compile scholarship information received by the Counseling Department, regularly maintain online listing of available scholarships, and maintain scholarship file.

### **JOB SHADOW SITE/OPPORTUNITY**

**Contact Person:** Dr. Shawn Jones (503) 256-3960 ext 255

**Email Contact:** [shawn.jones@pcschools.org](mailto:shawn.jones@pcschools.org)

**Description:** Make your job site available for high school students to visit for a half or full day; enables students to observe/experience different careers as part of their Career Education.

### **TUTORS**

**Contact Person:** Dr. Shawn Jones (503) 256-3960 ext 255

Rebecca Coulson (503) 256-3960 ext 256

**Number of hours:** Varies

**Approximate Dates:** Varies according to need throughout school year

**Description:** Tutors needed in all subject areas. Indicate what subject, grade and levels you are qualified/interested in.

### **INTERNATIONAL STUDENT PROGRAM DINNERS**

**Contact Person:** Sheila Tretter (503) 256-3960 ext 261

Kathy Nyone (503) 256-3960 ext 254

**Email Contact:** [sheila.tretter@pcschools.org](mailto:sheila.tretter@pcschools.org)

[kathy.nyone@pcschools.org](mailto:kathy.nyone@pcschools.org)

**Number of hours:** Varies, 2 to 5 hours per event

**Approximate Dates:** September 28, 2009 Fall Potluck – 6:30 to 8:30pm in the PC Cafeteria  
May 20, 2010

**Description:** Come early and help set up for potluck dinner, serve food & beverages, clean-up after. Please leave your name with Kathy Nyone if you would like to assist at other ISP functions during the school year. She will be glad to have your help.

## ***ATHLETIC SUPPORT Middle & High School Campus***

### **ATHLETIC SUPPORT AND EVENTS**

**Contact Person:** Aaron Lewis, Athletic Director (503) 256-3960 ext 268

Debi Hanson (503) 256-3960 ext 266

**Email Contact:** [aaron.lewis@pcschoools.org](mailto:aaron.lewis@pcschoools.org)  
[debi.hanson@pcschoools.org](mailto:debi.hanson@pcschoools.org)

**Description:** *School Athletic Events...***FOOTBALL:** announcer (back up), time keeper/score clock, statistics, chain crew (Var, JV, JH), ticket takers, supervision, parking, concession helpers (Var, JV, JH), EMT (certified Emergency Medical Technician) and Cable Access Video (VAR).

**VOLLEYBALL:** announcer, scorekeeper, ticket taker, line judge, and concession helpers (Var, JV).

**SOCCER:** announcer, time keeper/score clock, statistician. **CROSS COUNTRY:** "Meet"

assistants. **BASKETBALL:** announcer (back-up), ticket takers, concession helpers (VAR, JV),

score clock, statistics, and scorekeeper. **TRACK MEET CREW:** timers, place pickers, field event

judges, scorers, exchange/corner judges, concessions helpers, and misc. help to setup and tear down. Track sweeping, washing, and gravel removal periodically throughout the year. **BASEBALL &**

**SOFTBALL:** scorekeeper, field preparation.

*Middle School Athletic Events...***FOOTBALL:** chain crew, timekeeper, statistician, concession

helpers, field setup/tear down and misc. helper. **VOLLEYBALL:** line judge, score keeper,

concession helpers. **BASKETBALL:** score keeper, statistician, concession helpers, help to tear

down and setup. **TRACK:** scorers, announcer, concession helpers, and "Meet" assistants to setup

and tear down. **SOCCER:** score keeper, stats person.

**Also:** *Please watch the News and Notes and Campus News Flashes for other needed athletic assistance.*

## ***GENERAL SUPPORT AND ASSISTANCE Middle & High School Campus***

### **FACULTY/STAFF APPRECIATION**

**Contact Person:** Tamara Anderson (503) 256-3960 ext 249

**Number of Hours & Dates:** Varies.

**Description:** **Job #1 is Faculty/Staff Appreciation Week.** Something special every day for a week culminating with a lunch on the last day. You can take 1 day and provide the something special.

### **FACULTY/STAFF SUPPORT**

**Contact Person:** Cheryl Jarvis (503) 256-3960 ext 0

**Email Contact:** [cheryl.jarvis@pcschoools.org](mailto:cheryl.jarvis@pcschoools.org)

**Number of Hours & Dates:** Varies

**Description:** **#1...**Teachers lounge monthly clean up, tables, refrigerators, etc **#2...**Making healthy treats or supplying fruit once per week/month for the teachers lounge. This job can vary from 3 – 30 hours depending on how many weeks you commit to. Greatly appreciated~

### **GARDEN CLUB/CAMPUS BEAUTIFICATION**

**Contact Person:** Ryan Beliel

**Email Contact:** 503-256-3960 ext 217

**Number of Hours:** Flexible

**Approximate Dates:** Throughout the school year

**Description:** Grounds keeping in coordination with system wide groundskeeper. Involves weeding, planting, spreading barkdust, and grounds maintenance throughout the year.

### **CAMPUS SERVICE (Cleaning/Upkeep/Small Repairs, Painting)**

**Contact Person:** Jim Blanchard (503) 256-3960 ext 218

**Email Contact:** [jim.blanchard@pcschoools.org](mailto:jim.blanchard@pcschoools.org)

**Number of Hours:** 30+

**Approximate Dates:** Varies

**Description:** Various cleaning tasks, building upkeep, repairs and maintenance, interior and exterior.

### **FACULTY/STAFF SUPPORT LUNCHEONS**

**Contact Person:** Sally Seal (503) 256-3960 ext. 269

**Email Contact:** [sally.seal@pcschoools.org](mailto:sally.seal@pcschoools.org)

**Number of Hours:** 10+ (several opportunities)

**Approximate Dates:** Varies

**Description:** Help coordinator cook, serve, set-up, and clean-up for faculty/staff support luncheons.

### **KITCHEN CLEAN UP**

**Contact Person:** Patty Stenhouse (503) 256-3960 ext 214

**Email Contact:** [patty.stenhouse@pcschoools.org](mailto:patty.stenhouse@pcschoools.org)

**Number of Hours:** 15 +

**Approximate Dates:** September, January, June

**Description:** The kitchen is cleaned at the start of the school year, once during school year, and then again when school is completed. Washing windows, floors, cupboards, etc. Not the most glamorous job, but greatly appreciated!

### **HOT LUNCH VOLUNTEERS**

**Contact Person:** Patty Stenhouse (503) 256-3960 ext 214

**Email Contact:** [patty.stenhouse@pcschoools.org](mailto:patty.stenhouse@pcschoools.org)

**Number of Hours:** 30

**Approximate Dates:** Throughout the school year.

**Description:** Help is needed to provide a nutritious hot lunch for your students. We need parents to help cook, serve, and clean the kitchen on a daily basis throughout the school year. You can work once a week, or more according to your available time. Commitment is very important, as we cannot cancel lunch for the day. \_

### **CAMPBELL'S LABELS**

**Contact Person:** Contact Debbie Smouse (503) 522-5836

**Number of Hours:** Varies

**Approximate Dates:** Throughout the school year

**Description:** Count, sort, and bundle labels for "Labels for Kids" (Campbell's) program.

### **ROYAL CASH CHAIRMAN**

**Contact Person:** Debi Hanson

**Contact Email:** [debi.hanson@pcschoools.org](mailto:debi.hanson@pcschoools.org)

**Number of Hours:** 30+

**Approximate Dates:** Entire school year commitment

**Description:** *Exciting opportunity!* Promote, advertise, and reconcile books for the middle/high school Royal Cash Program. Needs to be creative, enthusiastic, with lots of energy for this wonderful program.

### **OTHER MISCELLANEOUS Middle & High Campus**

#### **PICTURE DAY**

**Contact Person:** Eleanor Halsey (503) 256-3960 ext 264

**Email contact:** [eleanor.halsey@pcschools.org](mailto:eleanor.halsey@pcschools.org)

**Number of Hours:** 5+

**Approximate Dates:** September 16<sup>th</sup> (starting at 7:45am)

**Description:** Assisting the photographer and/or students.

#### **SENIOR HIGH GRADUATION ACTIVITIES**

**Contact Person:** Sally Seal (503) 256-3960 ext 269

**Email Contact:** [sally.seal@pcschools.org](mailto:sally.seal@pcschools.org)

**Number of Hours:** 15+

**Approximate Dates:** To be announced

**Description:** A few meetings prior to graduation and then helping with all the festivities that accompany this exciting time.

#### **SENIOR HIGH GRADUATION RECEPTION COORDINATOR**

**Contact Person:** *Your name could be here!* Sally Seal (503) 256-3960 ext 269

**Number of Hours:** 10

**Approximate Dates:** TBA

**Description:** Contact volunteers, plan decorations and refreshments for reception following graduation. Set up from 9:00am until finished.

#### **SKI CLUB CHAPERONE**

**Contact Person:** Sandy Johnston (360) 604-4321

**Number of Hours:** 30+

**Approximate Dates:** January – March (if there is snow on the mountain)

**Description:** Chaperone student skiers on the ski bus and mountain. Bus leaves high school campus Fridays around 3:45 p.m. for Timberline and returns around 11:00 p.m. Several all day trips are planned, many chaperones are needed.

**\*Special Note:** Chaperones must have had a background check before helping. Please apply in September-October with Sally Seal.

#### **STORE ASSISTANT**

**Contact Person:** Eleanor Halsey (503) 256-3960 ext 264

**Email Contact:** [eleanor.halsey@pcschools.org](mailto:eleanor.halsey@pcschools.org)

**Number of Hours:** 30+

**Approximate Dates:** Once a week throughout the school year (yearlong commitment, required).

**Description:** Assisting in the school store. Selling snacks and beverages during lunch period.

**NOTE:** *Please check your campus newsletters and emails for other opportunities for serving your campus.*

*Please note:*

*You can contact any campus for additional volunteer opportunities not listed in this catalog. Also, check with your student's teacher and read the campus newsletters which also carry additional opportunities as the school year advances.*

***Thank you for blessing your child's school  
with your "servant's heart."***

***Portland Christian Elementary  
Market Street Campus  
Service Block Opportunities  
2009 - 2010***

***OFFICE SUPPORT Market Street Campus***

**HEALTH ROOM ASSISTANT**

**Contact Person:** Michele Madson (503) 256-5455 ext 300

**Email Contact:** [michele.madson@pcschoools.org](mailto:michele.madson@pcschoools.org)

**Number of Hours:** Varies

**Approximate Dates:** September - June

**Description:** Volunteers to keep health room organized, clean, and inventoried. Attend to first aid situations that arise.

***EDUCATIONAL SUPPORT Market Street Campus***

**ROOM PARENT (designated by your child's teacher)**

**Contact Person:** Your child's teacher

**Number of Hours:** Varies

**Approximate Dates:** Varies

**Description:** Your child's teacher will be happy to explain all the ways that parents can help!

**ROOM PARENT COORDINATOR**

**Contact Person:** Susan Nagai (360) 883-9673

**Number of Hours:** Many and varied

**Approximate Dates:** Full year commitment

**Description:** Trains and aids room parents in procedures, tracking service block hours, and other assistance as needed.

**TEACHER'S AIDES (designated by your child's teacher)**

**Contact Person:** Your child's teacher

**Number of Hours:** 30+

**Approximate Dates:** Varies with teacher

**Description:** Volunteer to help teacher as needed. Some examples: making bulletin boards, grading papers, and construction paper cut outs. Someone who would assist throughout the school year would be greatly appreciated!

### **COMPUTER CLASS TECHS - IBM**

**Contact Person:** Tony Collopy (503) 256-5455 ext 353

**Email Contact:** [tony.collopy@pcschools.org](mailto:tony.collopy@pcschools.org)

**Number of Hours:** Approximately one hour a week. Fridays - 30+

**Approximate Dates:** September - June (year long commitment required)

**Description:** Assisting the Computer Lab Coordinator with our computers: troubleshooting, assist kindergarten teacher with classes, etc. Previous experience with IBM preferred.

### **BAND ASSISTANT**

**Contact Person:** Kevin Sippel (503) 256-3960 ext 210

**Email Contact:** [kevin.sippel@pcschools.org](mailto:kevin.sippel@pcschools.org)

**Number of Hours:** 30+

**Approximate Dates:** To be determined

**Description:** Person needs skill in specific band instruments.

### **MUSIC CLASS SUPPORT**

**Contact Person:** Lisa Singleterry (503) 256-5455 ext 354

**Email:** [lisa.singleterry@pcschools.org](mailto:lisa.singleterry@pcschools.org)

**Hours:** Varies

**Dates:** TBA

**Description:** Help with programs, play piano, and hand bell chaperones.

### **FIELD TRIP CHAPERONES**

**Contact Person:** Your child's teacher

**Number of Hours:** Varies

**Approximate Dates:** Varies

**Description:** Assist teacher on field trips. Chaperones are selected on a rotating or selection basis.

**\*\*Special Note:** Chaperones must have a background check & Adult/Youth Contact Training before they go on field trips.

### **LIBRARY AIDE**

**Contact Person:** Charlene Dalzell (503) 256-5455 ext 356

**Email Contact:** [charlene.dalzell@pcschools.org](mailto:charlene.dalzell@pcschools.org)

**Number of Hours:** 30+

**Approximate Dates:** weekly as needed

**Description:** Maintain library appearance. Example: straighten bookshelves, re-cover/repair books. Some computer knowledge would be helpful.

### **STEERING COMMITTEES SUPPORT *Market Street Campus***

#### **HOSPITALITY**

**Contact Person:** Alexandra Perry (503) 799-3663

**Number of Hours:** Varies

**Approximate Dates:** Varies

**Description:** Help coordinator set-up, serve coffee, etc., and clean up for fall events, and other special occasions.

#### **EVENT BAKING/CLEAN UP**

**Contact Person:** Alexandra Perry (503) 799-3663 if you are interested in heading up this committee.

**Number of Hours:** 1 Dozen = 1 block hour + ingredients (2-5 dozen per event, per baker)

**Approximate Dates:** Sept - May

**Description:** Homemade cookies, bars, sweet breads, & muffins are needed for various functions throughout the school year.

## **FACULTY/STAFF APPRECIATION**

**Contact Person:** Holly Heidebrecht (503) 280-9872

**Number of Hours:** Varies

**Approximate Dates:** April 5-10, 2010

**Description:** Duties include organizing special activities for teachers and staff, notifying parents in advance, and organizing parent support.

## **GARDEN CLUB/CAMPUS BEAUTIFICATION**

**Contact Person:** Ryan Beliel (503) 256-5455 ext. 320

**Number of Hours:** 10+

**Approximate Dates:** Throughout the school year

**Description:** Grounds-keeping in coordination with system wide groundskeeper. Weeding, planting, and maintenance throughout the school year.

## **CAMPUS SERVICE (Cleaning/Upkeep)**

**Contact Person:** Ryan Beliel (503) 256-5455 ext. 320

**Number of Hours:** 30+

**Approximate Dates:** Varies

**Description:** Building upkeep/repairs and maintenance. Spreading barkdust on playground and flowerbeds. Cleaning windows in spring and fall. Deep cleaning.

## **HOT LUNCH HELPERS**

**Contact Person:** Leann Rowlett (503) 256-5455 ext 321

**Number of Hours:** 2 hours per shift

**Approximate Dates:** Monday through Friday available for choosing throughout year.

Note: This is a full year commitment.

**Description:** Helping prepare and serve hot lunches to students, faculty, and staff.

## **OTHER/MISCELLANEOUS *Market Street Campus***

### **PICTURE DAY**

**Contact Person:** Michele Madson (503) 256-5455 ext 300

**Email Contact:** [michele.madson@pcschoools.org](mailto:michele.madson@pcschoools.org)

**Number of Hours:** 3+

**Approximate Dates:** September 17 & 18

**Description:** Assisting the photographer and/or students.

## **ELEMENTARY RELAYS - Helpers/Snack Shack/EMT**

**Contact Person:** Cindy McElmurry (503) 256-5455 ext 303

**Email Contact:** [cindy.mcelmurry@pcschoools.org](mailto:cindy.mcelmurry@pcschoools.org)

**Number of Hours:** 6

**Approximate Dates:** May 28, 2010 (at PCHS)

**Description:** Many volunteers are needed to help relay runners, gather teams, make sure no one is dehydrated, run Snack Shack, etc. **AN EMT IS NEEDED** for the day. (12-4pm)

## **BASKETBALL COACH/ASSISTANT COACH**

**Contact Person:** Anthony Baugher (503) 754-0831

**Number of Hours:** 30+

**Approximate Dates:** November through March

**Description:** Practice and games are during the weekdays. Contact Anthony Baugher for details.

**FUN NIGHT - GAMES**

**Contact Person:** Tammy Keegan (503) 328-8847

**Number of Hours:** 10+

**Approximate Dates:** April 17, 2010

**Description:** Coordinate, help decorate and operate game booths, cashier, and clean up.

**FUN NIGHT - FOOD**

**Contact Person:** Tammy Keegan (503) 328-8847

**Number of Hours:** 10+

**Approximate Dates:** April 17, 2010

**Description:** Volunteers are needed as cooks, servers, cashiers, and clean up. For stay-at-home or working parents, this would be great, because home food preparation is needed.

**BULLETIN BOARDS**

**Contact Person:** Cindy McElmurry (503) 256-5455 ext 303

**Email Contact:** [cindy.mcelmurry@pcschoools.org](mailto:cindy.mcelmurry@pcschoools.org)

**Number of Hours:** Varies

**Description:** Take down & put up new bulletin board decorations.

**JOG-A-THON**

**Contact Person:** Tori Cumings (503) 654-0002

**Number of Hours:** Varies

**Date:** September 25, 2009

**Description:** Help needed to count laps, pass out water, and help keep groups organized.

**SCHOOL SUPPLY SALE**

**Contact Person:** Rachel Threlkeld (360) 882-1000

**Number of Hours:** Varies

**Description:** Help with setting up, stocking, selling supplies, and clean up.

**5th - 6th GRADE MUSICAL**

**Contact Person:** Ed Highman (503) 256-5455 ext 327

**Number of Hours:** Varies

**Date:** May 12 (matinee), May 13 & 14 (evening performance)

**Description:** Help will be needed to set up, take down, provide refreshments, help with practice, and other duties as needed.

**NOTE:** *During the school year please check your campus newsletters and emails about other opportunities for serving your campus.*

## **2009-2010 Service Block Opportunities Athletic Dept. and HS/JH Office**

### **Summer**

1. August – office help, preparation for school year (Contact Debi Hanson)
  - a. HELPERS ARE NEEDED IN THE HS OFFICE DURING TEACHER/STAFF ORIENTATION WEEK (AUGUST 31<sup>st</sup>-SEPT 4<sup>th</sup>) DURING OFFICE HOURS
  - b. A few helpers are needed during the first day of school in the HS office.
  - c. Two helpers are needed on August 24<sup>th</sup> to help with sports check-in.

### **Purple & Gold Day (Contact Debi Hanson)**

1. Set up for P & G day prior to August 29<sup>th</sup>
2. Need 20 people to help with P & G day from 9:00-1:00 PM  
\*\*\* Extra people at each spot to free parents up to watch their student's scrimmages.

### **Fall Home Sports Events**

High School Football (Starting September 18th for all home games)

1. Gate Takers – 4 people, From 5:30 – 8:30 PM (Contact Debi Hanson)
2. Concessions (Contact Boosters)
3. Field Crew (Contact Coach Jannsen)
4. Set up & take down (Contact Aaron Lewis)
5. Security Crew – (Contact Aaron Lewis)

JV Football Games – See #2-4 above

Middle School Football – Contact Joshua Taylor

High School Volleyball (Starting September 17th for all home games) – Contact Debi Hanson

1. Gate Takers – 1 or 2 people from 4:30 – 6:30 PM (during JV Game)
2. Gate Takers – 1 or 2 people from 6:00 – 8:00 PM (during Var. Game)
3. Concessions (Contact Boosters)
4. Score Clock – 1 person each JV/Varsity
5. Score Book – 1 person each JV/Varsity
6. Libero Tracker – 1 person each JV/Varsity
7. Linespeople – 2 people each JV/Varsity

Middle School Volleyball – See #3-7 above (Contact Debi Hanson) – Saturday and 2 Weekday Home Games

1. Score Clock –
2. Score Book –
3. Concessions (See Boosters)

All Home Soccer Games – (Contact Aaron Lewis)

1. Scoreclock – High School Boy's Soccer
2. Scoreclock – Middle School Boy's/Girl's Soccer
3. Gate –4 people for 9/4 Endowment Game

## **Winter Home Sports Events**

### High School Basketball

1. Gate Takers – 1 or 2 people from 2:30 – 5:00 PM (JV Games)
2. Back Up Gate Takers – 1 or 2 people from 5:00 – 8:30 PM (Varsity Games)
3. Concessions – (Contact Boosters)

### Middle School Basketball

1. Concessions – (Contact Boosters) - Saturdays
2. Clock/Scorebook – (Contact Aaron Lewis)
3. Set up and Tear down - (Contact Aaron Lewis)

## **Spring Home Sports Events**

### High School Baseball

1. Concessions – (Contact Boosters)
2. Field Prep – (Contact Aaron Lewis)

### High School Softball

1. Concessions – (Contact Boosters)
2. Field Prep – (Contact Aaron Lewis)

### High School Track (Home Meets – Thurs., PC Invite – Sat, Districts – Fri./Sat.)

1. Set Up (Contact Aaron Lewis)
2. Tear Down (Contact Aaron Lewis)
3. Awards Helpers (2) – for PC Invite & Districts (Contact Debi Hanson)
4. Miscellaneous (Contact Debi Hanson)

### Middle School Track (Home Meets – Thurs., District)

1. Set Up (Contact Aaron Lewis)
2. Tear Down (Contact Aaron Lewis)
3. Awards Helpers (2) – for Districts (Contact Debi Hanson)
4. Miscellaneous (Contact Debi Hanson)

## **Contacts:**

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Booster Contact – TBD