

Innovations Academy Volunteer Opportunities

Position	Who to E-mail
<p>Room Parent – Serve as primary communication link between teachers, parents and IA Parent Association (excellent written English and e-mail skills required). Welcome new families, create and distribute a class roster, plan gifts for teachers and collect needed funds from parents, plan parties and ask parents to bring food, create and post a classroom volunteer schedule.</p>	Sign up in the classroom or e-mail your teacher
<p>Class Fieldtrip Coordinator – Work with the teacher to research and plan monthly field trips. Collect money and permission slips from each student. Coordinate parents to drive and chaperone.</p>	Sign up in the classroom or e-mail your teacher
<p>Classroom Volunteer – Assist teacher with various projects.</p>	Contact the class Room Parent
<p>Lunch Coordinator – Gather lunch orders, place order with restaurant, pick up food and distribute it at school. Each middle school class with a volunteer will be able to receive funds from the program to support their field trips.</p>	Contact your teacher (middle school)
<p>Garden/Sustainability Volunteer – Work with students and their teacher on our school garden.</p>	Beth@InnovationsAcademy.org
<p>Club Leader - Lead a group of students every Friday from 10 a.m. to noon:</p> <ul style="list-style-type: none"> • Student News & Yearbook • Computer Programming • Student Store Managers 	Beth@InnovationsAcademy.org
<p>Room Parent Coordinator – work with the room parent from each classroom to ensure a good flow of communication between parents, teachers and the Parent Association. Plan Teacher Appreciation Day.</p>	IAParents@InnovationsAcademy.org
<p>Welcoming Director – Send a follow up letter to prospective families who have toured the school or called to get information. Send the Welcome Letter, Family Handbook and latest newsletter to new families. Inform Room Parent of new students in their classroom.</p>	IAParents@InnovationsAcademy.org
<p>Grant writer – Research and apply for grants to benefit our school.</p>	IAParents@InnovationsAcademy.org
<p>eScrip Coordinator – set up a table at school events to get parents to register their Vons cards with eScrip so our school will receive a percentage of purchases.</p>	IAParents@InnovationsAcademy.org
<p>PR – Create a marketing plan to have all school events and fundraisers promoted through Director’s weekly e-blast/call and post them on our Facebook page.</p> <ul style="list-style-type: none"> • Write articles for 92131 magazine and the Scripps Ranch Civic Assoc. newsletter • Create and hang posters on campus • Post flyers on bulletin boards in coffee shops, libraries, etc. 	IAParents@InnovationsAcademy.org
<p>Parking Lot Safety Volunteer – Monitor the traffic flow and make sure students walk safely onto the campus weekday mornings from 8:40-9:05 a.m.</p>	IAParents@InnovationsAcademy.org

Gift card sales – set up a table to sell gift cards after school on Wednesdays.	IAParents@InnovationsAcademy.org
Scholastic Book Fair Coordinator- December 16-20, 2013 <ul style="list-style-type: none"> • Setup the Book Fair • Volunteer to work at the Book Fair 	IAParents@InnovationsAcademy.org
Family Dance and Raffle – Friday, March 21, 2014 <ul style="list-style-type: none"> • Help plan decorations, food and entertainment • Collect donated items for the raffle • Coordinate event volunteers for setup and cleanup 	IAParents@InnovationsAcademy.org