



# Capitol West Academy

Rigorous academic and character development inspire  
life long learning

## Volunteer Opportunities 17-18

*Capitol West Academy depends on parental involvement in the school.  
Each parent is required to volunteer each school year.  
There are a variety of volunteer opportunities available.*

*Please indicate those which interest you.  
Additional opportunities will become available as the school year progresses.*

### **Picture Day Assistant:**

Organize children and bring them down from their classrooms on picture day.

\_\_\_\_\_ Time commitment: 8:45 – 11:30 a.m. September 15, 2017 (Friday)

\_\_\_\_\_ Make- Up Picture Day 9:00 – 11:00a.m. October Date: TBD

### **Room parent**

Two parents from each classroom serve a variety of functions including setting up a class telephone tree to communicate urgent information, solicit help to plan a class outing for parents and students, arrange for baked goods or juices and assist the teacher in coordinating parties or field trips.

\_\_\_\_\_ Time commitment: As needed - about an hour every other month.

**Book Fair Assistant:** Help set up and take down Scholastic Book Fair. Assist children with purchases.

\_\_\_\_\_ Fairs held in October and April. Time commitment: Need daytime and evening help. 2-3 hour shifts.

### **PAC (Parent Advisory committee):**

Parent group that meets monthly to plan fund raisers and activities, give input regarding school issues and support the development of the school community.

\_\_\_\_\_ Time commitment: Monthly meetings and various projects.

**Board Member:**

Two parents will be included as voting members of the CWA School Board. The board is a decision-making authority for Capitol West Academy. Duties include: monitoring proficiency benchmarks; policy approval; evaluation of the Executive Director; and the review of legal, regulatory, and financial reporting regulation compliance.

\_\_\_\_\_ Time commitment: Board meetings will be at least 5 times a year with varying committees and projects required in between.

**Hospitality:**

Provide baked goods, juice/soda or paper goods for special events or meetings throughout the year.

\_\_\_\_\_ Time commitment: 3-4 times per year.

**Parent Signature:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mission Statement**

Capitol West Academy provides a safe, nurturing educational environment where children, with the support of their families, and the community, learn and grow to be successful life-long learners and productive citizens.