

PARENT SCHOOL COUNCIL
(PSC) VOLUNTEER
OPPORTUNITIES



WELCOME

Dear Palm Beach Day Academy Families,

On behalf of the Parent School Council (PSC), I would like to extend a warm welcome to all PBDA families for our Centennial 2020-2021 school year. ALL parents of enrolled students are part of the PSC and we invite you to show your support!

The mission of the PSC is two-fold: to foster communication within the school community and to serve the school in non-academic functions. The PSC strives to be a source of support by orchestrating a variety of volunteer programs, services and events such as the Bulldog Spirit Shop, the Book Fair, Grandparents and Special Friends Day, the Used Uniform Sale, Teacher Appreciation Week and more. Engaging in our school together, the PSC enhances the experiences of our children and faculty and enriches our extraordinary community.

We encourage you to attend PSC meetings to connect with the many parents and committees that carry out the work and mission of the PSC. The ["Parents"](#) section of the school website and the 'Parent Volunteer Opportunities' folder in [Bulldog Den](#) provide more background on the events and activities scheduled throughout the school year and where we could use your help through participation. Any contribution of your time or talent - at whatever level - is deeply appreciated!

Please reach out if you have suggestions or questions about the PSC or the year ahead. We are grateful for your flexibility and creativity as we work together to re-imagine the format and/or timing of some of our cherished programs and events. We look forward to volunteering alongside you in service to our school family.

Sincerely,

Christina Macfarland '98
President, Parent School Council
christinamacfarland@gmail.com
Parent, Classes of '27, '28, '31, '32



VOLUNTEER FROM HOME COMMITTEE



CONTACT

ELIZABETH DEBRULE

PSC PROGRAMS CHAIR,

ELIZABETHDEBRULE@ICLOUD.



OVERVIEW

Some parents are eager to give their time but are only able to do so from home and as their schedule permits. This allows flexibility for those who want to help.

GRADES

Pre-Primary through Grade 9

EVENTS AND TIMING

Year-round

TIME COMMITMENT

Extremely flexible; can be anywhere from one hour to more.

VOLUNTEERS NEEDED FOR

- Data entry for PSC events
- Thank you card writing to staff and corporate sponsors
- Making phone calls
- Compiling favors for Teacher Appreciation Week (held each May on both campuses)
- Connecting with new families
- Providing or gathering supplies for Bulldog Outreach community service projects

SPECIAL EVENTS COMMITTEE

OVERVIEW

Members of this Committee will be asked to organize refreshments and coffee for various PBDA events that take place throughout the year on the Lower Campus.

GRADES

Pre-Primary through Grade 3

VOLUNTEERS NEEDED FOR

- Set up and clean up.
- Provide requested food and refreshment items.

TIME COMMITMENT

Half an hour before event and after event ends. Commitment is less time if one organizes, purchases and drops off refreshments and does not attend event.



CONTACT

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SARAH TEMPLE

PROGRAMS VICE-CHAIR (LC),
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EVENTS AND TIMING

- **September** - International Day of Peace
- **September** - Hatching Ceremony
- **October** - Halloween Parade
- **November** - Veterans Day Ceremony
- **December** - Hanukkah Parade
- **February** - International Day Performance

BOOK FAIR COMMITTEE



CONTACT

JULIANA GENDELMAN
BOOK FAIR CHAIR
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SARAH TEMPLE
PROGRAMS VICE-CHAIR (LC),
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OVERVIEW

The PBDA Lower Campus holds an annual week-long Book Fair for Lower Campus students, as well as 4th and 5th grades. This past year, we partnered with Follett Learning to order books and displays for the Superhero-themed fair.

GRADES

Pre-Primary through Grade 3

EVENTS AND TIMING

The Book Fair is typically held on the Lower Campus in early November.

TIME COMMITMENT

Flexible. Hours can range from an hour to several hours a day, depending on what volunteers are able to commit to.

VOLUNTEERS NEEDED FOR

- Help setting up the fair.
- Working the register at various time slots throughout each day.
- Assistance with packing up once the Fair is over.

GRANDPARENTS & SPECIAL FRIENDS DAY COMMITTEE

OVERVIEW

This annual tradition for Lower Campus students invites students' grandparents or special friends (aunts and uncles, etc.) to attend a special presentation on the Lower Campus and spend time with them in their classroom.

GRADES

Pre-Primary through Grade 3

EVENTS AND TIMING

Usually takes place on a weekday in early April from 8:30 a.m. - 11:45 a.m.

CONTACT

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TIME COMMITMENT

Hours are flexible. Commitment can range from one hour to several hours a day during the event, depending on what volunteers are able to commit to.

VOLUNTEERS NEEDED FOR

- Check-in (front office)
- Set up and clean up
- Bingo (Cafeteria) for **K and 1st Grade** only
- Food
 - **Primary and Pre-Primary**
 - Volunteers to provide coffee, light breakfast foods, utensils, etc.
 - Food can be dropped off prior
 - **Grades K-1, and Grades 2-3**
 - Volunteers to provide coffee, light breakfast foods, utensils, etc.
 - Food can be dropped off prior
- Distribute surveys (Media Center) for **2nd and 3rd Grades** only
- Provide directions
 - Hallways
 - Traffic

BRIDGE WALK COMMITTEE



CONTACT

STEPHANIE WALKER
THIRD GRADE TEACHER
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SARAH TEMPLE
PROGRAMS VICE-CHAIR (LC),
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OVERVIEW

Parent volunteers are needed to help with a third grade party in the garden at The Society of the Four Arts. Volunteers will serve cold drinks and popsicles to students as they take a short break on their symbolic "Bridge Walk" from the Lower Campus to the Upper Campus.

GRADES

Grade 3

EVENTS AND TIMING

Held during the last week of school in the beginning of June.

TIME COMMITMENT

Half an hour during the event, along with some time prior and after event for set up and clean up.

VOLUNTEERS NEEDED FOR

Providing drinks and snacks for garden party at The Society of the Four Arts.

TEACHER APPRECIATION WEEK COMMITTEE - LOWER

OVERVIEW

Volunteers organize this week-long event intended to share our love and appreciation for PBDA's faculty and staff. Typically, each day of the week has a theme and the Committee works together to deliver special treats, snacks and goodie bags to each of the faculty members on that day.

GRADES

Pre-Primary through Grade 3

EVENTS AND TIMING

Monday, May 4 - Friday, May 8, 2020

VOLUNTEERS NEEDED FOR

- Help procuring special treats, snacks, goodies, attractions or monetary donations, or assist with bigger contribution package (gift card, basket, raffle item, etc.) if not donated solely.
- Help procuring plates, napkins, cutlery, drinks, cups, etc.
- Set up in the theme or vernacular of the food event
- Rally the general parent body in contributing monetarily towards gift cards, etc.

TIME COMMITMENT

- Time commitment varies and is based on the task or level of involvement.
- There are 1-2 meetings that last about an hour. Meetings cover an overview of what the week looks like, what has been done in the past, what works, execution of ideas, etc.
- Week of the event can range from 1-3 hours. Volunteers can pick one day, or spread their time out through the week as they see fit.
- Time for set up begins around late morning (10:30 a.m.) with lunch beginning around 11:30 a.m. and ending around 1 p.m. By that time, service is concluding and volunteers help pack up and leave items for grazing/take home plates.
- Time commitment can be easily 1 hour for set up, 1 hour to refill dishes/platters and clean up, and 1 hour to break down food/pack up and clean remnants.
- Time commitment is approx. 3 hours if a volunteer stays from beginning to end. When broken up or duties dispersed, time frame is relatively reduced to an hour.



CONTACT

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LUZ HEINE

PARENT REP (PRE-PRIMARY + PRIMARY)
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TEACHER APPRECIATION WEEK COMMITTEE - UPPER



CONTACT

LINDA SOPER

VP (UC),
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PARENT REP (UC)
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CARMEN SOSIN

PROGRAMS VP (UC)
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OVERVIEW

Parent volunteers organize this week-long event intended to share our love and appreciation for PBDA's faculty and staff. Typically, each day of the week has a theme and the Committee works together to deliver special treats, snacks and goodie bags to each of the faculty members on that day.

GRADES

Grades 4-9

EVENTS AND TIMING

Monday, May 4 - Friday, May 8, 2020

TIME COMMITMENT

- Time commitment varies and is based on the task or level of involvement.
- There are 1-2 meetings that last about an hour. Meetings cover an overview of what the Week looks like, what has been done in the past, what works, execution of ideas, etc.
- Week of the event can range from 1-3 hours. Volunteers can pick one day or spread their time out through the week as they see fit.

VOLUNTEERS NEEDED FOR

- Help procuring special treats, snacks, goodies, attractions or monetary donations, or assist with bigger contribution package (gift card, basket, raffle item, etc.) if not donated solely.
- Help procuring plates, napkins, cutlery, drinks, cups, etc.
- Set up in the theme or vernacular of the food event.
- Rally the general parent body in contributing monetarily towards gift cards, etc.
- Work with PBDA Communications to promote event.
- Volunteers run a Mon-Wed theme; typically a pair, and it can be a token item/gift cards (preferred).
- Volunteers in larger Thursday crew coordinate potluck, setup, serving, and breakdown.
- Solicit gifts from local stores/families with relevant businesses for raffle.
- Coordinate with room parents to solicit cash donations from families for teacher gifts that are delivered on Friday.

CORPORATE SPONSORSHIP COMMITTEE

OVERVIEW



CONTACT

ELIZABETH DEBRULE

PROGRAMS CHAIR,
ELIZABETHDEBRULE@ICLOUD.COM



Parent volunteers are needed to engage local businesses to support PBDA through various corporate sponsorship opportunities including advertising and event sponsorship. The school's corporate sponsors are an important component of the school's annual fundraising effort. Depending on the sponsorship level, corporate sponsors are featured on our website and social media channels, in our Bridge Magazine, included in our Palm Beach Daily News ads, and given prominent placement at select PBDA events. For more information, please [click here](#).

GRADES

Pre-Primary through Grade 9.

EVENTS AND TIMING

Year-round.

TIME COMMITMENT

- Whatever time volunteers are willing and able to offer!
- Offers flexibility of working from home.
- It can vary from 5-7 hours per month for chair to fewer if desired.
- Committee is active August through February.

VOLUNTEERS NEEDED FOR

- Brainstorming potential corporate partners
- Outreach to local businesses to share sponsorship opportunities and following up with sponsors to confirm commitments

SPIRIT SHOP COMMITTEE



CONTACT

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OVERVIEW

Volunteers are needed to assist with the setup, sales, and cleanup of the PBDA Bulldog Spirit Shop. Volunteers are also asked to weigh-in on branded items to stock.

GRADES

Pre-Primary through Grade 9.

EVENTS AND TIMING

Year-round.

VOLUNTEERS NEEDED FOR

- Help with set-up.
- Assist shoppers with questions and obtaining products.
- Assist with merchandising and fulfilling orders from the online store.
- Take money/run charges through the school's iPad and Square app.
- Breakdown the shopping area at the end of the event.
- Provide input on what branded items to stock/re-stock.
- Organize products that are stored in different rooms on Upper and Lower Campus, and ensure that each Campus has necessary number of items before an event.

TIME COMMITMENT

- Whatever time volunteers are willing and able to offer!
- It can vary from several hours during an event to an hour or less.

USED UNIFORM SALE COMMITTEE



CONTACT

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RUBY PATTERSON

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OVERVIEW

Volunteers are needed to organize uniform donations and prepare and run the Used Uniform Sale before the start of school. Volunteers must be available during the month of August.

GRADES

Pre-Primary through Grade 9.

EVENTS AND TIMING

This year's Sale will be held on Friday, August 14, 2020 from 10:00 a.m. - 12:00 p.m.

VOLUNTEERS NEEDED FOR

- For two consecutive days prior to the sale date, help sort through donated items and do preliminary set-up.
- On the day of the sale, help with last minute set-up, assist shoppers and take money/run charges through the school's iPad.
- Breakdown the shopping area at the end of the day.

TIME COMMITMENT

- Whatever time volunteers are willing and able to offer!
- It can vary from several hours prior to event to an hour before, during, or at the conclusion of the event.

TODDLER TUESDAYS COMMITTEE

OVERVIEW



Toddler Tuesdays is a play series held every first Tuesday of the month. These events are free and open to the community. All toddlers are welcomed (children entering Kindergarten and below) to join for a morning of activity, led by PBDA teachers. Every month offers something new, from music and playtime to dance and story time.

GRADES

Prospective families

EVENTS AND TIMING

Once a month, every first Tuesday

VOLUNTEERS NEEDED FOR

- Providing or gathering supplies (snacks, decor, crafts, etc.)
- Helping to set up for the event: decorations and beverage table.
- Serve as ambassadors of the school; greet parents/ caretakers as they arrive.
- Help breakdown the event.

CONTACT

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PROGRAMS VICE CHAIR (LC)
SRHTEMPLE@COMCAST.NET



TIME COMMITMENT

- 1 to 2 hours per month.
- Arrive half an hour before event begins and stay until the end if possible.

ADMISSION COMMITTEE



CONTACT

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PROGRAMS CHAIR,
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OVERVIEW

Volunteers are needed to assist with various admission events and initiatives throughout the year which may include New Parent Party, New Student Breakfast, Parent Links, new student welcome bags, and more.

GRADES

Prospective families

EVENTS AND TIMING

Year-round

VOLUNTEERS NEEDED FOR

- Event set up and breakdown
- Gathering and providing various event supplies
- Serve as ambassadors of the school; reach out to/greet prospective families

TIME COMMITMENT

- No minimum or maximum, as much as you are willing to give!