**IB Boosters Volunteer Opportunities**

Please check the areas that you are interested in volunteering and drop at the front office or mail to PHUHS.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hospitality**

Volunteers assist with set up for monthly teacher meetings, as well as, the Holiday & End of Year luncheons.

\_\_\_\_ Committee Chairperson\* (Time commitment: 3 hours per month)

\_\_\_\_ Volunteer to assist Chairperson (Time commitment: 2 hours for each meeting)

**Freshman Team-building Events**

Volunteers help with the coordination, shopping and set-up of the events for faculty led team-building events during the school day (8am-10am) with all IB freshmen. 3 events, one joint with Sophomore class.

\_\_\_\_ Committee Chairperson (Time commitment: 6 hours)

\_\_\_\_ Volunteer to assist Chairperson (Time commitment: 4 hours)

**Sophomore Breakfast**

Chairperson organizes the event/decorations and creates ID tags for international foods donated.  Day of event volunteers help with the set-up & decoration of the school cafeteria and assist with serving an international breakfast, will be during the school day (730am-1030am).

\_\_\_\_ Committee Chairperson (Time commitment: 5 hours) \_\_\_\_ Co-Chairperson (Time commitment: 3 hours)

\_\_\_\_ Day of Volunteers (Time commitment: 3 hours)

**Junior Pinning**

Volunteers assist with the planning and organization of an evening ceremony for all IB Juniors. Volunteer opportunities include ordering an agreed upon gift for the Juniors & making up gifts bags, ordering/pick-up of cookie cake/drinks for the event, set-up of the auditorium stage and set-up of refreshments in the cafeteria. Evening event.

\_\_\_\_ Committee Chairperson (Time commitment: 8 hours)

\_\_\_\_ Volunteer to assist Chairperson (Time commitment: 4 hours)

**Senior Celebration**

Volunteers are needed to lead & serve on several committees to organize and plan this event for all IB Seniors. Volunteers assist with organizing the event location, invitations, sponsorships, programs, photography, décor and music. Volunteers are also needed to help on the day of Senior Celebration for set-up, decoration and assisting parents, students and faculty at the event.

\_\_\_\_ Committee Chairperson (Time commitment: 30 hours)

\_\_\_\_ Volunteer to assist Chairperson (Time commitment: 8 hours)

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**Spirit Wear**

Volunteers arrive early for set up & help with sales at school for IB and general events. There are 6-8 events throughout the year. Help at any or all events is greatly appreciated. Manage inventory, distribute purchases as orders come in from Square website. Manage Square site. Order new inventory as needed. Periodically have on campus sales during lunch. Inventory stored on campus.

\_\_\_\_ Committee Chairperson (Time commitment: year-long, 3 hours per event, approximately 20 hrs through the year)

\_\_\_\_ Co-Chair (Time commitment: 3 hours per event, approximately 20 hours throughout the year)

**Coffee House and Silent Auction -** Evening Showcase of student talent

Chairperson organizes the event, purchases needed supplies/food/drinks and attends the night of event. Co-chair helps organize prior to event and helps to purchase needed supplies.  Both will procure Silent auction items with the help of IB admin requests to student families. Create Auction flyers for each basket/item.

Volunteers assist with set-up of decorations, tables and refreshments beginning at 4:00 pm. Volunteers provide support for the Silent Auction during the evening showcase of student talent.

\_\_\_\_ Committee Chairperson (Time commitment:  6 hours) \_\_\_ Co Chair (Time commitment: 6 hours)
\_\_\_\_ Volunteers evening of (Time commitment: 2-4 hour time blocks, event with set-up runs 4-8/9pm)

**Friendsgiving**

Chairperson shops for food/drinks for the event, creates a list of donations requested for a sign-up genius if necessary (Communications can send out), procures coolers for drinks. Day of get ice for coolers, drop off food to school. Staff runs event. Event is immediately after school.

\_\_\_\_ Committee Chairperson (Time commitment: 4 hours)

**AP/IB Exam Coordinator /Proctoring**

Chairperson coordinates volunteers, sending out emails through Communications and setting up sign-up genius. Volunteers assist with both IB and AP exams during the month of May. Purchase snacks/waters for students.

\_\_\_\_ Committee Chairperson (Time commitment: 2-3 hours)

\_\_\_\_ Volunteer to assist Chairperson (Time commitment: 2-3 hours per exam)

**Fundraising/Spirit Nights**

Chairperson sets up Give-Back nights approximately once a month with various restaurants in the area that are willing to give back to IB Boosters a percentage of sales earned from that day/evening. Keep in communication with locations to get flyers from them, create flyers as needed. Send marketing materials to Communications to promote through FB and Instagram. Sets up any other fundraising events they would like during the year.

Chairperson coordinates Candy Gram Sales for October, December and February. Sales set up for 1 week prior.

Volunteers sell grams in 2-hour blocks.

\_\_\_\_ Committee Chairperson (Time commitment: 10 hours)

\_\_\_\_ Volunteers (Time commitment: 2 hours per day)

**Membership**

Chairperson keeps spreadsheet updated as memberships come in through our Square site and/or paperwork. Follow up on doing recognitions and getting Ads for those that purchase specific memberships. Run membership drive in the fall and spring.

The success of these events can only be realized because of the dedication and hard work of our volunteers.

Thank you!