



Brown Volunteer Opportunities for Parents

Elementary school offers kids many great chances to make friends and have fun as they are learning and exploring new and important subjects. As parents, we should all take advantage of the opportunity to get involved in our children's schooling. By committing our time and energy through volunteer activities in the classroom, at school events, and in other ways, we can improve the quality of our children's education by leaps and bounds.

This volunteer opportunities overview was created to help you find out about some ways in which you can participate in creating a high quality learning experience for your kids.

Depending on your interests, there are volunteer opportunities that involve working directly with children and working with adults. They are described below. In addition, you will see that there are ongoing, school-year long opportunities as well as chances to work on project-specific or short-term activities. And, we have provided an *estimate* of the time commitment associated with each activity. If you can volunteer for only one or two hours during the year, we highly recommend you do so in your child's classroom or at in a special event like Fall and Spring Festival. People who are especially interested and excited about their volunteer area may end up dedicating more time than the estimate – for this reason, time commitments could vary greatly. We thank *all* parents for their dedication and energy!

We are committed to making your experience at Brown a positive one. To help you find an opportunity that is a good match with your interests and schedule, we have a volunteer coordinator. She can answer your questions about volunteer opportunities and connect you with other volunteers.

Thanks for your interest in becoming a more active member of the Brown community!

**To learn more about the right volunteer opportunity for you,
please contact Pamela Davis at 303-345-8534 or pameladavis@technifocus.net
Or, fill out the form below and drop it in the PTO mailbox in Brown's front office.
Our volunteer coordinator will get back in touch with you.**

**This form is available on the Web at:
brown.dpsk12.org/volunteeropps.**

Your name: _____

Phone number: _____

Email address: _____

**Please check the box(es) for all areas in which you are interested in volunteering.
(Our volunteer coordinator will followup with you on the specifics!)**

<u>ONGOING VOLUNTEER OPPORTUNITIES</u>	
	Working with Teachers and Kids
<input type="checkbox"/>	<ul style="list-style-type: none">• <u>Arts Assistants</u> – Work with Brown’s art instructor to plan and update displays of children’s art throughout the school. Three to four hours per month.
<input type="checkbox"/>	<ul style="list-style-type: none">• <u>Class Assistants</u> – Volunteer in your children’s classrooms as your teachers request it. This is one of the best and easiest ways to enhance your children’s learning experience at Brown. Teachers may provide you with projects to assist them with, let you read to children, or engage them in fun learning activities. Chaperones are always needed for field trips. Time commitment depends on your availability and teacher’s needs.
<input type="checkbox"/>	<ul style="list-style-type: none">• <u>Library Assistants</u> – Work with Brown’s librarian during school hours to help students find and check-out books and assist in shelving books that have been returned. One hour per week.
	Working with Kids: After School Programs
<input type="checkbox"/>	<ul style="list-style-type: none">• Chess Club – Work with Brown staff to launch the club and to help students learn the art of chess. One hour per week, with some additional planning and preparation time to get the club started.
<input type="checkbox"/>	<ul style="list-style-type: none">• Destination ImagiNation – An experience in which kids take what they know and what they are good at and learn to apply it to solve challenges, working together and cooperatively with a team and pushing the limits of imagination to best not their competition, but themselves. Teams of five to seven members work together to apply creativity, critical thinking and their particular talents to solve a Team Challenge. The Team Challenge is a project that involves designing and constructing a technical device that must move from point A to point B under its own power. Teams then also write, produce, and star in a story that involves the technical device and requires them to make props, costumes, and everything else, and package it into an eight-minute presentation. Children work on the challenge for eight weeks and then present their solution to the Challenge in a metro-wide tournament in April with teams from other elementary schools (there are both competitive and non-competitive presentations). For more information on Destination Imagination (DI), check www.idodi.org<ul style="list-style-type: none">○ Coordinator – Work as the primary DI administrator. This involves

	<p>registering the team in the tournament, communicating DI related information to parents and students, recruiting and supporting Team Managers and Team Parents, and handling the budget. Five to eight hours per month.</p> <ul style="list-style-type: none"> ○ Team Manager – Work with a team of up to seven kids to prepare them for the tournament. This includes providing kids with lots of support (from the sidelines) as they solve their own problems and create their presentations to helping them practice their acting and improvisational skills and construct props and costumes. One to two hours per week in November and December and three hours per week from January through March. ○ Team Parent – Work with the Team Manager by helping in any and all ways the Manager may need in helping a team have fun and learn how to solve problems together. Two hours per month.
<input type="checkbox"/>	<ul style="list-style-type: none"> ● Sports Teams – Work with other Brown parents and Brown’s gym teacher to organize any type of sport team you can imagine. Your primary responsibilities are to recruit students, organize them into teams, arrange for equipment and space at the school and then have fun with the kids. Two to three hours per week during the sport’s season.
	<p>Working with Parents</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> ● <u>Collaborative School Committee (CSC)</u> – Brown’s CSC partners with school leadership and staff to make strategic decisions regarding the school’s resource allocations, school improvement efforts and principal evaluation. If you like to be strategic and help set organizational priorities, invest your time here. Two hours per month.
<input type="checkbox"/>	<ul style="list-style-type: none"> ● <u>Communications & Marketing</u> – Work with a team of other parents to ensure high quality communications of events, activities and school accomplishments are shared with parents and the broader community. Actively promote Brown to prospective parents and the broader community. Activities include website updates and maintenance, email updates to parent communities, marketing material development (writing and formatting), coordination of IB Information Nights/Open Houses, creating and arranging presentations to various audiences, graphic design/flyer creation, writing and producing PTO newsletters, supporting other PTO committees in their communications needs. Four to eight hours per month.
<input type="checkbox"/>	<ul style="list-style-type: none"> ● <u>Fundraising</u> – Work with other parents to plan and execute several fundraisers during the school year. This work involves recruiting sponsors, parents and community members to participate/contribute. Brown is interested in developing a corporate sponsorship and grant writing team to supplement its other fundraising efforts. In addition to writers and recruiters, this team will need a person to implement a sponsor and funder tracking database. Time commitment varies depending on the activity and number of other volunteers. <ul style="list-style-type: none"> ○ Casino Night – An adults only evening fundraiser, including external community members, held in late fall at a fun location. ○ Special Treat Sales – An effort in the spring to sell items like cookie

	<ul style="list-style-type: none"> dough and other desserts to family members and friends. ○ NikeTown Race - A five kilometer run and a one mile run/walk sponsored by Niketown in early May which generates thousands of dollars on behalf of Denver Public Schools. ○ Nachos and Popcorn – Snack sales during the school year to raise flexible funds for events and other PTO activities.
□	<ul style="list-style-type: none"> ● <u>Helping Hands</u> <ul style="list-style-type: none"> ○ Food Table - Work with other parents to collect food donations from King Soopers on Friday afternoons and put food out on tables for parents and kids to pick when school gets out. One hour per week. If enough people participate, people can rotate the responsibilities among themselves so they are responsible only once or twice a month.
□	<ul style="list-style-type: none"> ● <u>Parent Teacher Organization/Bi-Lingual Parent Association (PTO/BPAC)</u> – Play a key leadership role by overseeing the operations of Brown’s excellent community building organization: <ul style="list-style-type: none"> ○ President - Preside at all meetings of the PTO/BPAC and officer meetings, support and advise PTO committee leaders, and work with Brown’s staff to coordinate PTO/BPAC events. Three hours per month. ○ First Vice President – Provide support to the President and assume their duties in their absence. Acts as “glue” for many PTO events and activities making sure everything comes together. Four hours per month. ○ Treasurer – Maintain the PTO’s finances by paying all bills, account for revenues and expenses and develop the annual PTO/BPAC budget. Three hours per month ○ Secretary – Take PTO/BPAC meeting minutes and promote and notify others of monthly meetings. Two hours per month.
□	<ul style="list-style-type: none"> ● <u>Volunteer Coordination</u> – Work with PTO leadership and Brown staff to maintain volunteer opportunities directory, recruit volunteers within Brown and the broader community and maintain volunteer database. Two hours per week during the first two months of school; two hours a month for the remainder of the year.
□	<ul style="list-style-type: none"> ● <u>Wellness</u> – Work with other parents, teachers, students, community and DPS wellness professionals to create a school culture that recognizes good nutrition and exercise as vital and important to student health and academic achievement. 2 hours per month.
□	<ul style="list-style-type: none"> ● <u>Community Garden</u> – Work with other parents and teachers on this unique community building opportunity with an emphasis on offering the students hands-on experiences that will support the learning of science, social and cultural studies, and art. Additional garden related opportunities in the classroom as well. The project is a collaborative effort between the staff of Brown, the PTO, Denver Urban Gardens, and Denver Public Schools. Additional opp 2-4 hours per month Aug-Nov and Mar-May

SPECIAL PROJECTS AND ONE-TIME ACTIVITIES

	<p>Working with Kids</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> • <u>Primary Years Programme (PYP) Exhibition for 5th Graders</u> <ul style="list-style-type: none"> ○ Mentors – Work with small groups of 5th grade students preparing for the PYP Exhibition which provides them the opportunity to display what they have learned in the school year’s final unit of inquiry, titled “Heal the World.” For Exhibition, students develop different ways of illustrating inquiry and finding answers to a real-life problem – such as poverty’s impact on human potential. They illustrate their findings through the arts (poetry, dance or paintings), communication technology (slide presentations, podcasts, imovies) and written materials (research paper, posters). Mentors are needed to brainstorm ideas with kids and offer them feedback on the quality of the methods they choose to demonstrate their understanding of the problem and its potential solutions. Two meeting per month (one hour each) from January through April and weekly meetings during May. ○ Mentor Recruiter and Coordinator – Recruit parents and other community members to mentor students and help coordinate small group meeting times. Goal is to have 15 mentors ready to support 5th grade students by January 15th. Time commitment depends on how quickly you can recruit mentors.
<input type="checkbox"/>	<ul style="list-style-type: none"> • <u>Art Projects</u> <ul style="list-style-type: none"> ○ Mural Club - Collaborate with Brown’s art instructor to help students paint the outdoor Spring Mural. Assist students by preparing and pouring paint, guiding their painting efforts and assisting with clean-up. The Mural Club meets once a week 4:00 p.m. to 5:30 p.m. during the months of April and May. ○ Art Cards - Assist students in putting together Art Cards using art made by the students. Art cards are an annual fundraiser for school beautification projects. Two hours per month.
	<p>Working with Parents and Teachers</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> • <u>School-Wide Events</u> From organizing and planning to recruiting corporate sponsors and performers, these events need high levels of volunteer support. Depending on volunteer interests and availability, other events can be planned as well. Each event needs a lead who takes responsibility for ensuring that volunteers know their duties and are able to execute them effectively. Small committees usually form for the events about two months in advance and are facilitated by the event’s lead. Two to four hours per week during an event’s two month planning and preparation period. <ul style="list-style-type: none"> ○ Pow Wow – Help plan and execute this late summer celebration of Native American culture. As a location for the American Indian Focus Schools Program, Brown is proud to celebrate this heritage. Native American children comprise 10 percent of Brown's population. ○ Fall Festival – Help to plan and execute in late October an indoor party

	<p>for Brown families with tons of games, prizes and food.</p> <ul style="list-style-type: none"> ○ Spring Festival – Help to plan an execute on May 1st, an afternoon of international games, music and dance for Brown families and the broader community. ○ Field Day – Help to plan an execute in May a day full of outdoor races and competitions that make for a ton of fun for kids. ○ First Day of School - If summer is the best time in your schedule to volunteer, then why not help to organize a variety of welcome booths, food and coffee for new and returning families.
	<p>Working with Parents</p>
<p>□</p>	<ul style="list-style-type: none"> • <u>Helping Hands</u> <ul style="list-style-type: none"> ○ Coat Drive – Work with others to collect used coats, wash them and organize people to sell them for one dollar at late fall and winter school events. Two hours per month from September through March. ○ Santa Store – Work with other parents and community members to order toys from discount stores and staff the store for a week (before and after school) during December. Two hours per week from mid-November to mid-December.