

play structure, made from recycled plastic,
purchased with fundraising money



thanks to the many volunteers who made our great play yard possible

College Oak Montessori School
1925 W College Avenue
Santa Rosa CA 95401
phone 707-579-5510
fax 707-579-5174

www.collegeoakmontessori.org

COLLEGE OAK

MONTESSORI SCHOOL



volunteer guidebook

family volunteers

College Oak depends on family volunteers to share knowledge, experience and energy to enhance our environment for the children.

To help keep tuition rates reasonable, College Oak requires every family contribute at least 20 volunteer hours per academic year. Of course, families may contribute more hours if they wish!

This guidebook will help you find volunteer opportunities that are right for you. We welcome new ideas - if you have a skill or an idea for a wonderful project, please speak with your child's head teacher.

Look for your family's volunteer hours log in your child's sign-in binder. Please write your hours as you complete each project. This will help office staff keep track of your family's hours.

volunteers needed

board of directors
special events & celebrations
special projects
fundraising
classrooms
office help
outdoor environment



making college oak fabulous

Here is a partial list of volunteer projects done in the past few years:

- tremendous outdoor work parties
- listening to children read
- built aviary
- helping children with special art projects
- built workbench
- doing classroom laundry
- constructed gates
- cooking projects
- special presentations such as storytelling
- helping children make items for auctions
- bringing healthy snacks
- fundraising efforts that helped us build our play yard, buy new materials for the classrooms and more
- planting and care of nature trail

getting started

Hopefully you've found a job (or two) that sounds interesting to you. If you have questions, see the staff contact or email our volunteer coordinator through our web site.

If you're ready to volunteer, follow "to volunteer" instructions for job.

Write down your hours on the "volunteer hours" sheet in your child's sign in binder so we can keep track of your family's contribution.

This guidebook is also available on our website.

thank you

outdoor work parties

- job:** Help at one of our work parties - we have two each year
- description:** A chance to work in the outdoor environments and make big changes or complete big projects as a large group. Usually childcare is available on playground.
- skills needed:** Willingness to "pitch in" where needed.
- time and day:** See Academic Calendar for dates - on a Saturday morning from 9:00 am until noon.
- requirement:** none
- # of volunteers:** lots!
- staff contact:** Michelle (P3 head teacher) or Ingrid
- to volunteer:** Just show up at work party.



board of directors

College Oak Montessori School is a non-profit school, governed by a Board of Directors, under the guidance of head staff.

- job:** Member of Board of Directors
- description:** Attend and participate in Board meetings, join at least one committee, promote school with other parents and in the community, offer knowledge and experience.
- skills needed:** Confidentiality when discussing sensitive issues and personnel matters.
- time and day:** Board usually meets on third Thursday of the month during academic year from 6:30 pm until meeting is over (usually an hour or so). Dinner is provided.
- requirement:** New members of Board must be approved by current Board members.
- staff contact:** Ingrid (administrator)
- to volunteer:** Speak to current Board member or Ingrid.



- job:** Committee Member (need not be member of board)
- description:** Offer your expertise to a committee such as finance, personnel, fundraising.
- skills needed:** Depends upon committee.
- time and day:** Committees usually meet once or twice each academic year.
- requirement:** New members of committees must be approved by current Board members.
- staff contact:** Ingrid (administrator)
- to volunteer:** Speak to current Board member or Ingrid.

special events and celebrations

- job:** **Special Events and Celebrations Planning**
description: Help plan special events such as Pinwheels for Peace, All Species Day or Earth Day. Use your creative energy to develop craft projects and games appropriate for event (for example, animal/plant games and crafts for All Species Day).
skills needed: Ability to create and organize age-appropriate games and crafts (staff will help with suggestions).
time and day: Planning may occur anytime leading up to event, with finalized plans for games and crafts to be completed two weeks prior to event so supplies may be ordered. (See Academic Year Calendar for date of event.)
requirement: none
staff contact: Ingrid (administrator)
to volunteer: See Ingrid.



- job:** **Helper at Special Events and Celebrations**
description: Set up/clean up, help children with crafts and games or other aspects of event.
skills needed: Ability to encourage children to participate.
time and day: One to three hours on day of event. (See Academic Year Calendar for date of event.)
requirement: none
staff contact: Ingrid (administrator)
to volunteer: Watch for sign-up sheets in front office two weeks prior to event.

chickens and compost

- job:** **Chicken wrangler on weekends and holidays**
description: Feed chickens, give fresh water, collect eggs (if any), let out in morning and put back in coop in evening.
skills needed: Ability to work in chicken coop.
time and day: One hour per weekend day, split between one visit in morning another in evening. In morning, feed and let chickens out of coop and in evening put chickens back in coop and close coop door. If coop door is left open at night, chickens will be eaten by predators!
requirement: none
of volunteers: 1 volunteer per weekend day or holiday
staff contact: Michelle (P3 head teacher)
to volunteer: Sign up on volunteer board in office



- job:** **Compost Commander**
description: Empty compost bins when compost is ready and place in garden area or chicken coop for use later. Add chicken coop bedding to bins. Keep area clean-ish (hose off bins and surrounding area as needed). Keep bins in working order.
skills needed: Ability to work around compost, it can be messy and (sometimes) smelly.
time and day: One to two hours every 3 to 4 weeks. May be done in evenings or on weekends.
requirement: none
of volunteers: 2 volunteers to work together
staff contact: Michelle (P3 head teacher)
to volunteer: Sign up on volunteer board in office

zone 7 - nature trail

- job:** **Nature trail maintenance**
- description:** Weed removal, weed whacking at east end of trail (near chicken coop), trimming of plants as directed by zone leader, maintenance of weed suppression (cardboard/straw). Zone leader will coordinate efforts.
- skills needed:** Ability to weed, work with weed whacker.
- time and day:** One to two hours per month.
May be done in evenings or on weekends.
- requirement:** for zone leader - knowledge of plants and their needs
- # of volunteers:** 1 zone leader with at least 8 volunteers
- staff contact:** Michelle (P3 head teacher) or Ingrid
- to volunteer:** Sign up on volunteer board in office.



zone 8 - courtyard by classrooms

- job:** **Courtyard clean up, maintenance and watering**
- description:** Weed removal, sweep sidewalks, water plants. Zone leader will coordinate efforts.
- skills needed:** Ability to weed and work with garden tools.
- time and day:** One to two hours per month for weeding. One hour per week for watering, except during rainy season.
May be done in evenings or on weekends.
- requirement:** none
- # of volunteers:** 1 zone leader with at least 4 volunteers
- staff contact:** Michelle (P3 head teacher) or Ingrid
- to volunteer:** Sign up on volunteer board in office.

special projects

- job:** **Special Project**
- description:** Help plan, coordinate and execute special projects. In the past special projects included building a gate, redesigning a patio and painting classrooms.
- skills needed:** Depends on project - carpentry, painting, landscaping skills are always helpful.
- time and day:** Depends on project.
- requirement:** Projects must be approved by head teachers.
- staff contact:** Your child's head teacher or Ingrid (administrator)
- to volunteer:** See your child's teacher or Ingrid.

fundraising

- job:** **Fundraiser Planning**
- description:** Develop and plan fundraising events.
- skills needed:** Creativity, organization, willingness to work with staff and families.
- time and day:** Depends on fundraising event.
- requirement:** All fundraisers must be approved by head teachers and Board of Directors.
- staff contact:** Ingrid (administrator)
- to volunteer:** See Ingrid or member of Board.
- job:** **Help at Fundraiser**
- description:** Help set up/clean up, work at fundraiser. For semi-annual auction, the following jobs are available:
- Set up/clean up
 - Decorations
 - Donation solicitation
 - Food
 - Entertainment
 - Invitations and program
 - Check in/check out
- time and day:** Help is needed before, during and after on day of event, usually for two hours or more.
- requirement:** none
- staff contact:** Ingrid (administrator)
- to volunteer:** Watch for sign up sheets in office.

classroom support

- job:** **Snack Provider and Placemat Washing**
description: Bring wholesome snack for children or take home placemats to wash.
skills needed: Follow College Oak's healthy food policy.
time and day: Once per month for snack, less often for laundry.
requirement: Some children have food allergies, see your child's teacher for guidelines.
staff contact: Your child's head teacher
to volunteer: Sign up on calendar in your child's class.



- job:** **Help with Special Classroom Projects**
description: Each class often has special projects throughout the year. In the past these have included listening to children read, making special crafts, cooking projects and gardening.
skills needed: Ability to work with children and follow teacher's directions.
time and day: One to three hours on day of project.
requirement: none
staff contact: Your child's head teacher
to volunteer: Your child's head teacher will provide details.

zone 5 - organic gardens

- job:** **Garden clean up and maintenance**
description: Weed removal, planter bed maintenance
skills needed: Ability to work with weed whacker.
time and day: One to two hours per month. Possibly extra hours needed in early spring to prepare for planting. May be done in evenings or on weekends.
requirement: none
of volunteers: 4 volunteers, with direction from "3 to 6 Club" teacher
staff contact: Selena ("3 to 6 Club" head teacher) or Ingrid
to volunteer: Sign up on volunteer board in office.



zone 6 - redwoods and fruit trees

- job:** **Redwoods and fruit tree maintenance**
description: Weed around trees, weed near white picket fences, fertilize fruit trees once or twice each year, maintain weed suppression (cardboard/straw). Zone leader will coordinate efforts.
skills needed: Ability to work with weed whacker, pull weeds by hand.
time and day: One to two hours per month. May be done in evenings or on weekends.
requirement: We ask that trees not be trimmed unless approved by our tree expert.
of volunteers: 1 zone leader with at least 2 volunteers
staff contact: Michelle (P3 head teacher) or Ingrid
to volunteer: Sign up on volunteer board in office.

zone 3 - roses & area around office

- job:** **Zone 3 clean up and maintenance**
description: Weed removal, rose bush trimming, care for planter boxes. Zone leader will coordinate efforts.
skills needed: Ability to weed, trim.
time and day: One to two hours per month. May be done in evenings or on weekends.
requirement: Knowledge of rose bush care if working with roses.
of volunteers: 1 zone leader plus at least 2 volunteers
staff contact: Michelle (P3 head teacher) or Ingrid
to volunteer: Sign up on volunteer board in office.

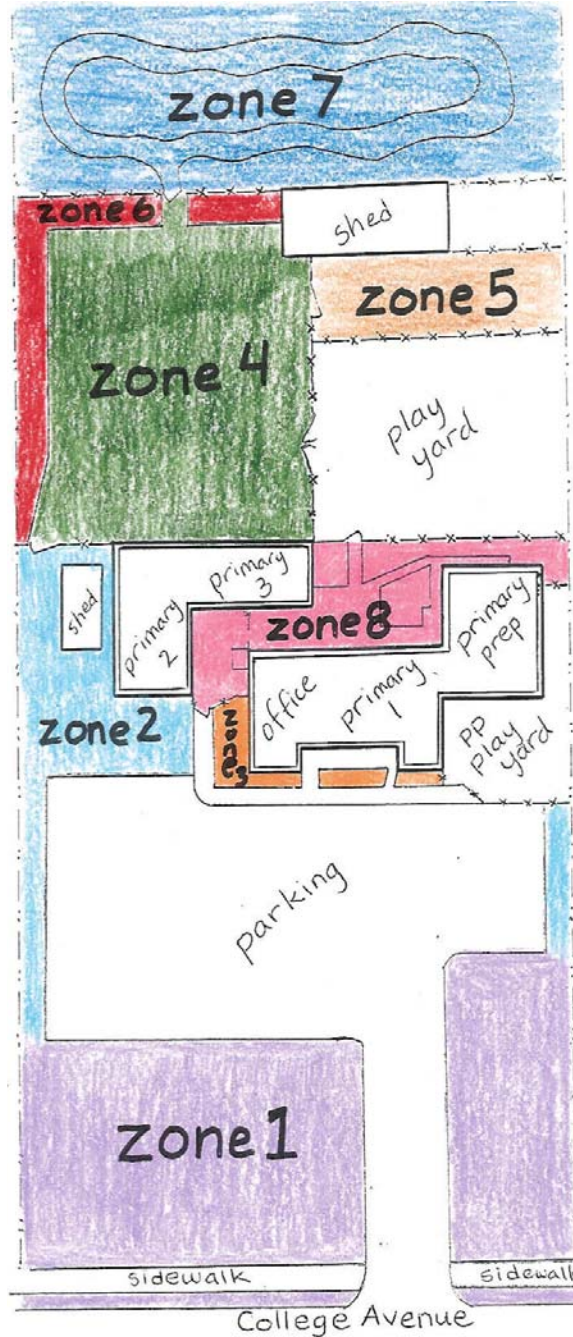


zone 4 - big grass yard

- job:** **Big grass yard clean up and maintenance**
description: Mow grass, trim grass around perimeter of yard, keep sprinkler heads clear by trimming grass/weeds. Zone leader will coordinate efforts.
skills needed: Ability to work with lawn mower and weed whacker.
time and day: Two hours per mowing day (usually every 2 to 3 weeks). Can be done in evenings or on weekends.
requirement: Willingness to purchase gasoline, knowledge of mower
of volunteers: 1 zone leader with at least 3 volunteers
staff contact: Michelle (P3 head teacher) or Ingrid
to volunteer: Sign up on volunteer board in office.

school support

- job:** **Lost and Found Monitor**
description: Keep Lost and Found area organized (return to owner if name is on item). When there is a lot of Lost and Found, place on table outside for people to claim. Take unclaimed Lost and Found to local thrift shop.
skills needed: Ability to sort clothes and other items.
time and day: Once per week, organize Lost and Found. Once every few months organize table and trip to thrift shop.
requirement: none
staff contact: Ingrid (administrator)
to volunteer: Sign up in office.
- job:** **Slide show coordinator**
description: gather photographs from parents taken throughout the year and put together slide show
skills needed: ability to assemble slide show
time and day: A few hours each month to gather and sort photos.
requirement: none
staff contact: Ingrid (administrator)
to volunteer: Sign up in office.
- job:** **Towel Washer**
description: Take our school towels home for washing (we use these towels to dry play structure during rainy season and to mop up spills in classrooms).
skills needed: Ability to do laundry.
time and day: Once per week take laundry home, wash/dry and return within a few days.
requirement: Access to washing machine/dryer
staff contact: Ingrid (administrator)
to volunteer: Sign up in office.
- job:** **Delivery Driver for Leftovers**
description: Deliver leftover lunch food to shelter (near SR Mall).
skills needed: Ability to drive.
time and day: Half hour after 3:30 pm on Tuesday and Friday.
requirement: none
staff contact: Ingrid (administrator)
to volunteer: Sign up in office.



outdoor environment map legend

- zone 1 
- zone 2 
- zone 3 
- zone 4 
- zone 5 
- zone 6 
- zone 7 
- zone 8 

outdoor environment

Outdoor areas where work needs to be done, have been divided into zones (see map). Ideally, a volunteer “zone leader” will be in charge of each zone. Other volunteers then follow the leader’s directions to help maintain and enhance our campus.

Some gardening tools, including a weed whacker, are available on campus. With prior approval from staff, cost of supplies will be reimbursed. Staff can provide clarification and guidelines when necessary. We ask that no major trimming take place unless first approved by staff member.

zone 1 - big oaks & far front of school

job: Zone 1 clean up and maintenance
description: Pick up litter, weed removal, weed whacking under/ around oaks and between sidewalk and street. Zone leader will coordinate efforts.
skills needed: Ability to pick up litter, work with weed whacker.
time and day: One to two hours per month. May be done in evenings or on weekends.
requirement: none
of volunteers: 1 zone leader with at least 2 volunteers
staff contact: Michelle (P3 head teacher) or Ingrid
to volunteer: Sign up on volunteer board in office.

zone 2 - sides of parking lot

job: Zone 2 clean up and maintenance
description: Pick up litter, weed removal, weed whacking. Zone leader will coordinate efforts.
skills needed: Ability to pick up litter, work with weed whacker.
time and day: One to two hours per month. May be done in evenings or on weekends.
requirement: none
of volunteers: 1 zone leader with at least 2 volunteers
staff contact: Michelle (P3 head teacher) or Ingrid
to volunteer: Sign up on volunteer board in office.