



May 2010

Dear ECS Parents:

On behalf of the ECS Volunteer Guild, we would like to welcome and encourage all parents or guardians to become active participants in supporting our ECS community. Three Division Coordinators lead the Guild and will work closely with the Junior, Middle and Senior Directors to facilitate communications. We are still looking for members to serve on the Steering committee, so if you are interested, please contact one of us to discuss this further.

The attached Volunteer Opportunities listing outlines the many ways in which volunteers are involved with the school. It describes the various volunteering opportunities that are available throughout the year and our best estimate of the time commitment associated with each of these activities. We hope that in perusing the list you will find areas that may interest you and suit your schedule. If you would like to become a volunteer in any capacity, please complete and return the enclosed Volunteer Sign-Up sheet to the school as soon as possible. This will ensure that we are well prepared when school begins in the fall.

The Judicial Review Process required by the Quebec government necessitates that all volunteers undergo a security background check. This is to ensure that the safety and security of the children in ECS's care. If you have not already done so, please fill in the attached "Declaration Concerning a Judicial Record" and submit it in a sealed envelope to the Business Office addressed to the attention of Susan Wells, Director of Finance and Operations. All information will be kept strictly confidential and will remain on file for as long as the volunteer is active in the school.

Thank you to all of you who participated this year. We look forward to seeing everyone at our Welcome Back Breakfast on September 8 at 7:30 a.m.!

Lisa Teolis  
Junior School Coordinator  
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Cristina Supino  
Middle School Coordinator  
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Catherine Bond  
Senior School Coordinator  
bondfamily5@hotmail.com

## Athletics

Volunteers are always needed to drive students to games and sports events outside the school. Providing billets for visiting team members is also a priority. We are also looking for an Athletic Rep to help coordinate these needs. This person would also serve as a member of the Volunteer Guild steering committee.

*Divisions: Junior/Middle /Senior  
Commitment: As needed*

## Bazaar & Tea Room

Held on October 29 this year, the student-run Bazaar is a Grade 10 initiative and the accompanying Tea Room is organized by Grade 9s. Parents are asked to help price items and with other preparations as the students may require. We need one parent to organize and lead the Bazaar volunteers. Parents are also needed in the dining room for supervision of Tea Room students and the Foster Child Kiosk. Volunteers are also required at the end of the day to drive the leftover foods to a shelter chosen by the class.

*Division: Senior  
Commitment: one-day event*

## Book Bash

For this Spring event, volunteers are required throughout the day to help students make their summer reading selections.

*Divisions: Junior/Middle/Senior  
Commitment: one-day event, May date TBA*

## Book Fair

This is one of our first fundraising events of the year. On the Curriculum Evenings of September 14 and September 16, parents will have an opportunity to visit the Library, where they can help to build the collection by purchasing books that are donated back to the School. Mrs. MacLeod needs help pricing and setting up the book displays in advance, as well as greeting and guiding parents.

*Divisions: Junior/Middle/Senior  
Commitment: one of two evenings*

## Class Reps

Being a class rep is a rewarding experience and gives you the chance to act as an integral link between the teachers and the parents within your daughter's grade. The Class Reps are expected to attend Volunteer Guild meetings and to communicate with parents about these meetings, and to announce upcoming volunteer needs within the school. The class rep will meet regularly with their Division Director and is expected to attend a brief training session at the beginning of the school year.

*Divisions: Junior/Middle/Senior  
Commitment: ongoing*

## Closing Ceremony Flowers

Parents of Grade 9 & 10 students are responsible for the flowers for the Closing Ceremony on June 17. This commitment includes organizing flower purchases, collecting and arranging them for the event.

*Division: Senior  
Commitment: one-day event*

## Clothing Shop

The ECS Clothing Shop is not just a place to outfit your daughters; it's an important and fun part of the ECS community! The Encore Shop (gently used clothing) located in the shop is also run completely by volunteers. The profits from both shops are donated to the school for Bursaries, Scholarships and other special projects. . Volunteers work twice a week, on Tuesday mornings and Thursday afternoons. No experience is necessary, just a smile!

*Divisions: Junior/Middle/Senior  
Commitment: usually two hours a month*

## Debating/Public Speaking

Volunteers are needed to help organize events, judge debates (training provided), billet students from visiting teams, provide transportation, or chaperone on trips to out-of-town tournaments.

*Divisions: Middle/Senior  
Commitment: on days of events (TBA)*

## Decorating Committee

This new volunteer initiative would ensure that the main foyer stays beautifully decorated and welcoming all year round! The committee will decorate the area at the main entrance to match a particular season or holiday period.

*Divisions: Junior/Middle/Senior  
Commitment: flexible, as required*

## Drama

Under the direction of Ms. Gregory, a dynamic group of talented Middle and Senior School students contribute their time, energy, and commitment to excellent drama productions. Volunteers with skills in a variety of areas such as sewing, makeup, or scenery painting are needed.

*Divisions: Middle/Senior  
Commitment: as required*

## Father/Daughter Breakfasts

This is a chance for fathers and daughters to spend some time with each other at ECS. An engaging speaker will be featured. Volunteers are needed to set up the evening before, and help serve the food and clean up afterward on the day of the event. There will be two breakfasts held during the year:

Grades 6, 7 & 8 – Fall 2010, Date TBA

Grades 9, 10 & 11 – Winter/Spring 2010, Date TBA

*Divisions: Middle/Senior  
Commitment: 1 evening before and/or 1 morning per event*

## Holiday Baskets

The Grade 7 and 8 classes collect food, gifts, and coats, which are donated to a designated shelter or organization each holiday season. Parents are needed to help deliver the donations – a company truck and driver would be a big help as would empty boxes!

*Division: Middle  
Commitment: morning of delivery, date TBA*

## Junior Lunch Duty

If your daughter is in the Junior School, why not volunteer for lunch duty? The girls love seeing their parents involved in this activity! Parents are asked to help in the Dining Room for the first half and then in the field for recess for the last half.

*Division: Junior  
Commitment: one hour every two weeks*

## Library

Our Librarian, Mrs. MacLeod, welcomes assistance with a wide range of tasks, including re-shelving books, cataloguing, filing, and taking inventory. Time and days are flexible.

*Divisions: Junior/Middle/Senior  
Commitment: to be determined with Mrs. MacLeod*

## Multimedia/Information Technology & Parent EyeClub

Ms. Aslin (Director of Information Technology and Curriculum Integration) would like to hear from parents with multimedia skills or from those who are eager to learn (lessons provided) as students in ECS's Advanced Media EyeClub widen their scope to include parent training. Parents with all kinds of skills needed for movie-making and documentaries including, but not limited to, costume and set design, television production, project management, print and advertising, animation, etc, are welcome to our media projects team. This is an exciting opportunity to learn and to contribute to School life!

*Divisions: Junior/Middle/Senior  
Commitment: to be determined with Ms. Aslin*

## Spring Fundraiser

Next year's Spring Fundraiser will take place on Saturday, June 4, 2010. The Advancement Office will be looking to volunteers for ideas and suggestions about a 10/11 event, so please put a note on the sign-up form if you are interested in being a part of this process.

*Divisions: Junior/Middle/Senior  
Commitment: varies according to responsibilities*

## Student Photography Day

This year all students will be having their photograph taken on the same day. In order to keep things running smoothly, volunteers are needed to assist in getting the girls lined up and picture-perfect (straightening of ties, etc.)!

*Divisions: Junior/Middle/Senior  
Commitment: one day - September 13, 2010*

## Teacher & Staff Appreciation Lunch

A beautiful themed lunch organized by parent volunteers is held at the school during Teacher/Staff Appreciation week in February. A small gift for all staff is given and girls and parents bake cookies which are individually packaged for all the staff. Volunteers are needed to help decorate the room, select teacher gifts, design the menu, provide food, and to set up and serve lunch.

*Divisions: Junior/Middle/Senior  
Commitment: one day event with some planning meetings in advance*

## Tuques Vertes

This fun family event pays homage to the annual *Tuques Bleues* event, and celebrates ECS's new partnership with *Les Amis de la montagne*. The day features an outdoor barbecue and sledding and skating on Mount-Royal. Volunteers are needed to help with supervision of the girls, coordination of activities, and serving food.

*Divisions: Junior/Middle/Senior  
Commitment: one day – February 1, 2010*

## Welcome-Back Breakfast

The school-wide Welcome-Back Breakfast will take place on September 8, 2009. Volunteers are needed to help with set-up and clean-up, to ensure that the event runs smoothly, and to aid in organizing welcoming initiatives for new parents and students in particular.

*Divisions: Junior/Middle/Senior  
Commitment: one –day event, some planning meetings in advance*

## OTHER

Do you have a special skill or professional interest not mentioned in this booklet? If you are willing and able to share it, please let us know.

## ECS VOLUNTEER SIGN-UP SHEET 2010-2011

NAME: \_\_\_\_\_

(Complete one sheet per volunteer, e.g. one for mom, one for dad and return it to the school by June 19)

DAUGHTER'S NAME(S):

GRADE IN THE FALL:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTACT NUMBERS:

Home: \_\_\_\_\_

Cell: \_\_\_\_\_

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

Office: \_\_\_\_\_

**PLEASE CHECK THE ACTIVITIES THAT INTEREST YOU AND RETURN THIS FORM TO THE MAIN ECS OFFICE.**

**N.B. DON'T FORGET TO COMPLETE THE SECURITY CHECK FORM AND PLACE IT IN THE CONFIDENTIAL ENVELOPE PROVIDED.**

- 🍏 **Athletics** *Junior/Middle/Senior*
- 🍏 **Bazaar & Tea Room** *Senior*
- 🍏 **Book Bash** *Junior/Middle/Senior*
- 🍏 **Book Fair** *Junior/Middle/Senior*
- 🍏 **Class Reps** *Junior/Middle/Senior*
- 🍏 **Closing Ceremony Flowers** *Senior*
- 🍏 **Clothing Shop** *Junior/Middle/Senior*
- 🍏 **Debating/Public Speaking** *Middle/Senior*
- 🍏 **Decorating Committee** *Junior/Middle/Senior*
- 🍏 **Drama** *Middle/Senior*
- 🍏 **Spring Fundraiser** *Junior/Middle/Senior*
- 🍏 **Father-Daughter Breakfasts** *Middle/Senior*
- 🍏 **Holiday Baskets** *Junior/Middle/Senior*
- 🍏 **Junior Lunch Duty** *Junior*
- 🍏 **Library** *Junior/Middle/Senior*
- 🍏 **Multimedia/Information Technology & Parent EyeClub** *Junior/Middle/Senior*
- 🍏 **Student Photography Day** *Junior/Middle/Senior*
- 🍏 **Teacher & Staff Appreciation Lunch** *Junior/Middle/Senior*
- 🍏 **Tuques Vertes** *Junior/Middle/Senior*
- 🍏 **Welcome Back Breakfast** *Junior/Middle/Senior*
- 🍏 **OTHER** Do you have a special skill or professional interest not mentioned in this booklet? If you are willing and able to share it, please let us know.

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\_\_\_\_\_  
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