



Fairwood Explorer Elementary School  
 Volunteer Job Preferences

Teacher Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

To better plan for our school year, we ask all families to complete this Volunteer Job Preferences form. We will use this information to assign volunteer roles for the year.

**Part 1: Weekly Volunteer Commitment**

Fairwood families have committed to volunteer for 2 hours each week for each child as a part of their enrollment at Fairwood Explorer. As we shared in the Parent Agreement when your child was enrolled, our greatest need is "Classroom Volunteers"; therefore, we are asking every family to indicate their availability for "Classroom" volunteering below:

**Classroom Volunteering (8:00 am - 2:15 pm)**  
 I am available to volunteer (Circle all that apply):

Time Availability		
8:00-10:00	10:00-12:00	12:00-2:15

Preferred Days				
Monday	Tuesday	Wednesday	Thursday	Friday

\*\*\*If your preference is for a specific subject, please see the attached weekly schedule for your child's teacher to make sure your preferred day and time match when the subject is being taught.

Please indicate your preferred Classroom volunteering position using the chart below. Place a ✓ next to the **3 positions** that interest you the most. The teacher will confirm your placement after assessing classroom needs.

Classroom Volunteering Positions					
	Classroom Coordinator		Meet the Masters		Cooking
	Field Trip Coordinator		Project Cornerstone		Gardening
	Meet the Masters		Subject Area Support (Centers)		

Please see back page for additional options.



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**“Before/After Hours Volunteering”**

We understand that some members of our community may struggle to make a commitment during classroom time. In addition, there are times when due to space limitations, vaccination status, or other factors, a teacher may not need as many classroom volunteers. Therefore, in addition to your classroom volunteering preferences, please share your secondary preferences for volunteering outside of school hours (circle all that apply):

Time Availability			
Before School (7:40-8:00 am)	After School (2:15-5:00)	Weeknights (5:00-11:00 pm)	Weekends

Preferred Days					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday Sunday

**Volunteer Position Preferences**

Our goal is to match you with the best volunteering position for you! To support us with matching you to a proper volunteer position, please review the volunteer positions in the Fairwood Explorer Volunteer Handbook. In the Handbook, symbols are used behind each of the volunteer position title to indicate whether you can expect this position to take place during the School Day (SD), Late Afternoon (LA), or on Weeknights/Weekends (WW).

Please select your **four** preferred weekly volunteer positions, if you are unable to volunteer in the classroom:

✓	School	✓	Community Events
	Alliance Board		Fairwood 101 Training
	School Site Council		Walk-a-Thon Coordinator
	English Learner Advisory Committee		International Night Coordinator (Spring Even Years)
	Garden Lead		School Socials Coordinator
	Project Cornerstone Lead		STEAM Night Coordinator
	Meet the Masters Coordinator		Carnival Coordinator (Spring Odd Years)
	Copy/Materials Helper		Holiday Craft Fair
	After School Activities Coordinator		Annual Egg Hunt
	Room 10 Coordinator		Family Dine Out Coordinator
	Marquee Sign		Stargazing Night Coordinator
	Lost and Found		Otter Pop Sales
	Traffic Safety		Staff Appreciation
	Recess/Lunch Supervisors		Read Across America
	Tutor		Earth Week
	Library		School Assemblies
			Multicultural Team
			Special Project Team



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**Part 2: Monthly Event Volunteer Commitment**

In addition to the weekly commitment, we ask each family to commit to supporting Fairwood Community Events by volunteering 10 hours per year at a school event. Please indicate the **three events** you would prefer to volunteer to support. (Depending on the event, you may meet your hours in one event or over the course of several events. Community Events are always contingent on volunteer support. Events without enough volunteer support are subject to cancellation.)

✓	Fall	✓	Winter	✓	Spring	✓	Year-Round
	Fairwood 101 Training		STEAM Night Coordinator		International Night Coordinator (Even Years)		School Socials Coordinator
	Spooky Story Night		Holiday Craft Fair		Carnival Coordinator (Spring Odd Years)		Family Dine Out Coordinator
			Stargazing Night Coordinator		Annual Egg Hunt		Otter Pop Sales
			Read Across America		Staff Appreciation		School Assemblies
					Earth Week		Multicultural Team
					Walk-a-Thon Coordinator		

**Part 3: Chaperone Commitment**

Finally, each family is asked to support field trips by driving on at least two field trips per year per student. Once field trips are approved for this year, your child’s teacher will speak to you about the planned field trips for the year and the chaperone needs for each trip. To ensure you are ready to support the classroom field trips, please submit your chaperone paperwork early to your class's Field Trip Coordinator. The following documents must be submitted:

- ★ A Copy of Your Valid CA Driver's License.
- ★ Current Proof of Insurance with a \$100,000/\$300,000 policy

We will do our best to match your preferences to our school needs!

Please use the comment section below to share any special skills or talents you feel could support in your volunteer role. Also, if you are open to serving in multiple roles, please let us know in the comments section below.

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for volunteering at Fairwood Explorer!



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Please return this form to your child's teacher.