



August 3, 2011

## **Parent Volunteer Questionnaire**

The Deutsche Sprachschule is a non-profit German language school. In order to keep tuition low, parents are asked to generously contribute some of their time and skills and assume responsibilities in the various job functions described below. Of course, we understand that some parents may not have time to volunteer at the school. We will be asking these parents to make a contribution of \$50 in lieu of volunteering.

- I am unable to volunteer and would prefer to make a \$50 contribution to the DSS.  
 I will volunteer my time and will mark my specific area of interest on the list below.

Please review the list below and mark areas of special interest to you. If you choose to volunteer and are unable to do so, it is your responsibility to notify us and help us find a substitute individual. In the event that you are absent, please note that you will also be asked for the \$50 contribution.

### **Special Events Coordinator or Volunteer**

Please choose from one of the following events:

- Christmas  
 Fasching Celebration  
 Schulfest  
 Closing Ceremony

### **Shopping For Special Events**

Organization of the special events require planning and effort. This includes shopping online or at large stores for food items, disposable cutlery, plates, cups, decorative items, gifts, etc. You will be reimbursed for expenses incurred upon provision of a receipt but your involvement would be much appreciated.

### **Class Parents For Levels Spielgruppe Through Level 3**

These parents will be asked to assist class teachers with specific classroom activities.

Level of class you are volunteering for: \_\_\_\_\_



\_\_\_ **Fundraising Coordination**

Assisting in development and organization of fundraising ideas.

\_\_\_ **Contribution to Fundraising**

This may involve baking cookies or making traditional German crafts for sale at fundraising events.

- \_\_\_ Winter (Pre-Holidays)
- \_\_\_ Spring

\_\_\_ **Computer Management**

Occasional graphic design for advertising, classroom material, and mailings.  
Selection of computer software.

- \_\_\_ Graphic Design
- \_\_\_ Classroom Materials
- \_\_\_ Software Management

\_\_\_ **Newsletter**

Writing quarterly school newsletters to be distributed by email.

\_\_\_ **Photographer**

Taking photographs and videos in the classroom and during special events.

- \_\_\_ Classroom
- \_\_\_ Steuben Day Parade
- \_\_\_ Christmas
- \_\_\_ Fasching
- \_\_\_ Schulfest
- \_\_\_ Closing Ceremony



Deutsche Sprachschule Inc., Union, NJ 07083  
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\_\_\_ **Help in the Office**

At least once a quarter this would include making the coffee, organizing the cupboards, arranging and minding the snack counter.

\_\_\_ **Any Other Skills**

Please Specify: \_\_\_\_\_

Organization of Saturday school activities must be done via email or telephone. For this reason we request that you please provide us with an email address and a telephone number (with voicemail / answering machine) that you check regularly.

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

**Phone Number:** \_\_\_\_\_