



## Benjamin Franklin High School 2008-2009 Volunteer Form

*Listed below are many opportunities for parents or guardians to get involved at BFHS. Please take a moment to fill out your contact information and select your areas of interest. The completed forms can be returned with your registration paperwork, mailed to: BFHS, 2001 Leon C. Simon Dr., NOLA 70122, or return to the Front Office. For more information contact Judith Zanchi, Volunteer Chair at 896-9985 or gzanc@bellsouth.net*

Student(s) Name(s) \_\_\_\_\_ Student's Grade(s) Level(s) \_\_\_\_\_

### Father/Guardian

Name: \_\_\_\_\_  
 Phone: Home: \_\_\_\_\_  
 Work: \_\_\_\_\_  
 Cell: \_\_\_\_\_  
 E-mail \_\_\_\_\_

### Mother/Guardian

Name: \_\_\_\_\_  
 Phone: Home: \_\_\_\_\_  
 Work: \_\_\_\_\_  
 Cell: \_\_\_\_\_  
 E-mail \_\_\_\_\_

#### VOLUNTEER AREAS OF INTEREST:

(See back of form for position descriptions)

- |                                                    |                                                                |
|----------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Admissions/Parents        | <input type="checkbox"/> Front Office                          |
| <input type="checkbox"/> Open Houses               |                                                                |
| <input type="checkbox"/> Art                       | <input type="checkbox"/> Fundraising                           |
| <input type="checkbox"/> Athletic Association      | <input type="checkbox"/> Hospitality                           |
| <input type="checkbox"/> Auction                   | <input type="checkbox"/> Host Families                         |
| <input type="checkbox"/> Band/Orchestra/Music      | <input type="checkbox"/> Library                               |
| <input type="checkbox"/> Career Day Speaker/Helper | <input type="checkbox"/> New Parents Social                    |
| <input type="checkbox"/> Chaperone Dances          | <input type="checkbox"/> New Student Seminars/<br>Peer Support |
| <input type="checkbox"/> Chaperone Field Trips     | <input type="checkbox"/> Registrations                         |
| <input type="checkbox"/> Choir                     | <input type="checkbox"/> School<br>Grounds/Gardening           |
| <input type="checkbox"/> College Night             | <input type="checkbox"/> Speech/Debate                         |
| <input type="checkbox"/> Counselors' Office        | <input type="checkbox"/> Sports<br>_____ specify Sport         |
| <input type="checkbox"/> Community Service         | <input type="checkbox"/> Student Pictures                      |
| <input type="checkbox"/> Drama                     | <input type="checkbox"/> Technology                            |
| <input type="checkbox"/> Educ. Advisory Committee  | <input type="checkbox"/> Technology                            |
| <input type="checkbox"/> Faculty Copy Services     | <input type="checkbox"/> Transportation                        |
| <input type="checkbox"/> Falcon Feast              | <input type="checkbox"/> Unsure                                |
| <input type="checkbox"/> Family Fun Day            | <input type="checkbox"/> Word Processing                       |

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Time Available:  Day  Night  Weekdays  
 Weekends  Call me, you never know!

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College Attended: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Employer: \_\_\_\_\_  
 Position: \_\_\_\_\_

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#### SERVICES AVAILABLE THROUGH YOUR EMPLOYER(S):

Decorations  Food/Catering  Donations of Services/Products  
 Other \_\_\_\_\_

#### Position Descriptions:

**Admissions Open House (Oct.)/Parent Open House (early fall):** Assist with greeting families of prospective students at an evening open house, give tours of the school, and/or assist with decorating for the event and serving food. Volunteer in the Admissions Office by helping to prepare materials, assist with mailings, distribution of materials, filing, and/or answering the telephone.

**Art:** Assist art department as requested. Support efforts of faculty & students.

**Athletic Association:** Assist with special events and/or fundraising. Serve as an officer or act as Team Liaison for a sport by relaying information.

**Auction:** Assist with prize solicitation or pick up, decorations, soliciting or serving food and beverages, publicity, etc.

**Band/Orchestra/Music:** Assist with obtaining refreshments, fundraising, publicity, etc.

**Career Day Speaker/Helper (Jan.):** Solicit speakers or become a speaker, prepare and distribute materials.

**Chaperone Dances:** Attend dances. Assist with check in. Support school policies regarding dress code and behavior.

**Chaperone Field Trips:** Infrequent. Field trips are usually arranged by individual classes, clubs & teachers.

**Choir:** Assist music department as requested. Support efforts of faculty and students.

**College Night (Oct.):** Prepare and distribute materials; assist with set up for visiting colleges, work event.

**Counselors' Office:** Throughout year, assist college guidance office with filing, record keeping, word processing, mailings and preparation for visiting admissions representatives.

**Community Service:** Assist the BFHS social worker or clubs to provide service opportunities and/or volunteer with students in N.O. area.

**Drama:** Assist with obtaining costumes, play production, concessions, publicity, assist with practices and performances, etc.

**Educational Advisory Committee:** Serve on a committee for a selected purpose/program which acts in an advisory capacity to the school.

**Faculty Copy Services:** Be available one morning a week to photocopy faculty materials. Distribute to appropriate areas.

**Falcon Feast (fall):** Assist with promotion, solicit auction items, set up and clean up.

**Family Fun Day:** Work a shift in a booth, set up, clean up, publicity, decorations, refreshments, games, competitions, etc.

**Front Office:** Assist with meeting staff and student needs. Greet and direct visitors. Answer phones. Especially helpful over the lunch hours, but ideally the entire day needs coverage. People often work a portion of one designated day a week.

**Fundraising:** Provide ideas, chair special events, assist with solicitations, etc..

**Hospitality:** Assist with obtaining food and beverages for multiple special events throughout the year.

**Host Families:** Welcome all incoming new families to Franklin through phone calls, answer questions, emails, etc.

**Library:** Support efforts of librarian. Especially helpful over the lunch hour. People often work a portion of one designated day a week. Indicate preferred day on form if desired.

**New Parents Social (fall):** Attend event, prepare and distribute materials, assist with set up, serve and/or clean up. Provide facility for function.

**New Student Seminars/Peer Support Group (Aug. & Sept.):** Assist with student acclimation to Franklin, social issues, etc. Services often provided over lunch hour.

**Pre-Registration (Spring)/Registration (Aug.):** Assist with registration of new and existing students.

**School Grounds/Gardening:** Supervise the students during service days on campus and off, assist with campus beautification.

**Speech/Debate:** Assist with tournaments, coaching, serve as a judge, and/or obtain refreshments.

**Sports:** Assist athletic department as needed. Mark game fields, sell concessions, help with score keeping, equipment upkeep, etc. Act as Team Liaison for a sport by relaying information.

**Student Picture Day (Aug. & Sept.):** Assist with gathering individuals and groups for yearbook pictures.

**Technology Committee:** Work with Technology Coordinator in an advisory capacity to create a long-range technology plan.

**Transportation:** Act as liaison for bus and carpool information for families, coordinate with bus point of contacts.

**Word Processing:** Completed from home or at school to type up documents needed for school academics, BFHSA or other.