

# PARENTS CLUB

## VOLUNTEER GUIDE

2021



2022

- **Do we still need volunteers when we don't know if they will be allowed in the school this fall? The answer is an emphatic "YES!"** Events and activities such as the Auction, the Book Fair, the Jogathon, and the Bridge Program are still taking place. In addition, new events may be added during the year.
- The Madeleine School is strong and thriving, and one of the reasons is because of active volunteers like you! In order to involve parents in our school community, and help keep our school running smoothly, **each two-parent family is required to contribute 30 volunteer hours per year -- 20 service hours and 10 auction hours.** Each single parent family is required to contribute 20 volunteer hours per year -- 13 service hours and 7 auction hours.
- Volunteer opportunities are announced in our weekly newsletter called *Friday Footnotes*. It is delivered each Friday directly to your inbox, so be sure to read it to stay up to date on everything happening at The Madeleine. If you are not receiving Friday Footnotes, please email Cheri Krebs at [ckrebs@themadeleine.edu](mailto:ckrebs@themadeleine.edu).
- Please visit [www.themadeleine.edu/hours](http://www.themadeleine.edu/hours) to indicate where you would like to volunteer and your contact information will be forwarded to the committee chair.
- Volunteers are expected to respect and enforce school rules. Respect for the privacy of others is essential. School volunteers must not share information regarding individual students, staff, or any school records and files.
- Our online Volunteer System can be found at [www.themadeleine.edu/hours](http://www.themadeleine.edu/hours) where you can log your volunteer activities and hours. If you are unable to fulfill your volunteer service or neglect to log your volunteer hours by May 20, 2022, you will be billed \$20 for each unworked hour.

# ***Fundraising***

## **THE MADELEINE AUCTION (November 6)**

### ***A Madeleine Snow Day***

This year's Auction Chairs are Jenny Bailey, Emily Boniface, Catherine Glavan, and Brooke Latzke-Davis. This year's auction will be a memorable in-person event. The event will include all the elements you know and love from The Madeleine Auction, including a raffle, silent auction, paddle raise, and live auction.

The success of the auction is greatly dependent on volunteers and the generosity of donors. Begin to consider what you can give or donate and what you can do to be part of our successful 2021 Auction. Check the Auction website for information about donations, raffle ticket sales and so much more: [www.themadeleine.edu/auction](http://www.themadeleine.edu/auction).

**As detailed in the tuition agreement, every family is expected to donate 10 hours (7 hours for a single parent family) to the auction and \$200 in donated items or services.** We ask that you think about your network and connections to procure/donate an item or service from the list of items below OR write your best check (\$200 minimum).

- Trips within the U.S. with extended expiration dates, such as November 2023
- Vacation homes with extended expiration dates, such as November 2023
- Hosted Outdoor Dinners (Choose your favorite cuisine or party theme)
- Hosted Experiences (Group games, scavenger hunts, wine tastings)
- Fun and/or practical items for around the home

We understand you may have other creative ideas, so please feel free to contact the auction chairs at [auction@themadeleine.edu](mailto:auction@themadeleine.edu) to share your thoughts. **Donations must be submitted by October 1, 2021**, to be included in the auction catalog. Families who do not meet the donation requirement by the October 1st deadline will be billed \$250.

Thank you for your support of our school's biggest fundraiser!

## **BOOK FAIR (Winter and Spring)**

Book fairs raise money for our library and are held in December and May. To volunteer go to: [www.themadeleine.edu/hours](http://www.themadeleine.edu/hours).

## **JOGATHON (May)**

This is our second biggest fundraiser of the year in which students gather pledges for their run. If you have any questions about this “super-fun” fundraiser, please send an email to [jogathon@themadeleine.edu](mailto:jogathon@themadeleine.edu) or ask one of the Jogathon Chairs: Kate Dankowski, Sarah McCormick, Trisha Mumm.

## **SCRIP (All Year)**

Scrip is the purchase of gift cards to local businesses where you are most likely to shop. There is no extra cost to you, and the school earns thousands of dollars per year through this successful program. Scrip can be purchased online at <https://themadeleine.edu/school/scrip.html>. Per the tuition agreement, each family is required to purchase \$2,500 in scrip per year.

Contact Anne Palmer for more information at [apalmer@themadeleine.edu](mailto:apalmer@themadeleine.edu).

# ***Community Building***

## **BRIDGE PROGRAM**

The Bridge Program connects new families with current families at the school. The goal of the program is to be a resource for new families by answering their questions, reminding them of upcoming events, and helping them navigate their first year at The Madeleine. To volunteer go to: [www.themadeleine.edu/hours](http://www.themadeleine.edu/hours).

## **HOSPITALITY (All Year)**

Help make sure all Madeleine guests are welcomed with gracious hospitality. To volunteer go to: [www.themadeleine.edu/hours](http://www.themadeleine.edu/hours).

## **ALUMNI RELATIONS (All Year)**

Our alumni are an important part of our Madeleine community! Volunteers are needed throughout the year. Contact Caryn Fiedler at [cfiedler@themadeleine.edu](mailto:cfiedler@themadeleine.edu).

# Don't Forget!

Use the Online Volunteer System:

- To sign up to help with an event
- To log your volunteer hours
- To check for upcoming volunteer opportunities

[www.themadeleine.edu/hours](http://www.themadeleine.edu/hours)

