



LCDS Preschool & Kindergarten

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LCDS Preschool & Kindergarten Volunteer Duties

How are families involved at LCDS?

LCDS Preschool & Kindergarten (LCDS) is a parent cooperative program where parents and families are a big part of their children's success. Parents and guardians have the opportunity to be hands-on in their child's first education experience, supporting their learning in the classroom, experiencing their excitement on a field trip, and watching them make friends with their peers. We know parent support also helps to show children that the adults in their life are interested in what they are doing and that helping others is important. The extra support from our parent volunteers helps to keep our operational costs low and the quality of education is elevated with the knowledge you bring to the organization. The kids win in a big way, thanks to you!

Who runs LCDS?

Our parents! LCDS originated from a group of parents who wanted a quality education program for their children. They created the Society, bylaws and policies for the program that is still operating with the same values, beliefs, and mission created in 1972. For the program to continue to operate and evolve, we rely on our members to continue the work of its founders.

The school cannot operate without the support of our member families. Each family is expected to fill one volunteer position either on the Board of Directors or on a committee to support our teachers and administrative staff. No experience is necessary! Our staff will help guide you throughout the year.

LCDS is run by a Board of Directors and various committees composed of parent volunteers from our current membership. LCDS hires two paid administrative staff, an Executive Director, and a Business Manager to oversee the day-to-day operations, the teaching staff and to provide continuity for the Board of Directors and the yearly changing membership.

This allows the teaching staff to focus on educating our children and managing the classroom.

Registration Requirements

We know everyone's lives are busy, but we need your help to ensure the LCDS program continues to offer a quality education program for your children. Every little bit of time you can share helps to support your children and our staff. The LCDS program is only as good as our volunteers who help to make the program as good as it is. The LCDS staff cannot do everything on their own.

When you register your child at LCDS Preschool & Kindergarten each family is expected to fulfill the following commitments.

Volunteer Commitment

All families are expected to volunteer for a position either on the Board of Directors or on a committee. **This is a mandatory commitment.** (See the list of LCDS Volunteer Positions below).

Parent Helper

Many parents love this most about their LCDS experience. Each child gets to have their adult come to approximately one class per month to bring and prepare the snack and to help as needed in the classroom. Volunteers are also recruited for monthly field trips and activities; the list of helpers tends to fill up fast! We ask that you make alternate arrangements for unregistered siblings as they are not covered by insurance or licensing (the only exception to this rule is nursing babies who are not yet crawling). **This is a mandatory commitment.**

Classroom Cleaning

Once per school year, one adult from each family will sign up for a two-hour classroom cleaning shift. Classroom cleanings are held on the first Monday evening of each month as part of the Alberta Health regulation to assist us in keeping the classroom clean and safe for our kids. Recruit any adult in your life willing to roll up their sleeves! **This is a mandatory commitment.**

Fundraising

All families are expected to participate in our yearly fundraising. Each family is asked to pay a one-time Family Fundraising Fee of \$350.00 per school year as opposed to running numerous fundraising events each year. The fee is determined by the annual operating budget and enrollment numbers. Members may still choose to fundraise instead of paying the fundraising fee. Fundraising options will be discussed at the AGM. **This is a mandatory commitment.**

Bingos and Casinos

Participating in working Bingo and Casino events is an easy way to raise extra funds for our school. All we must do is provide volunteers. All you do is show up, get trained, and have some fun and get to know some of the other parents. No experience required! Each family is asked to complete three bingo shifts and one casino shift (in a casino year). Bingos are scheduled for Saturday and Sunday afternoons. Casino shifts are every other year, usually in the spring. **These are mandatory commitments.**

General Meetings

Every family that has a child enrolled in LCDS is automatically a member of our non-profit society. This gives you voting rights and the ability to provide input towards the evolution of LCDS. The Societies Act, and our school Bylaws require at least 3 membership meetings per year to maintain our society status and regulation requirements. Each registered family is asked to have one parent attend each of the three required General Membership Meetings which take place in September, January, and May (AGM). These meetings are your chance to be informed, be heard and to meet other parents.

LCDS Volunteer Positions

Board of Directors

This group of parents determines the direction for changes in policy, fees, fundraising requirements, operations, and social activities. If you want to make a big impact, consider volunteering for one of these positions. The Board is the legal authority for the Society, and they meet once per month either in person or via online meetings, they attend the three membership meetings, open house/registration events and any other event that is initiated by the Board. While considerable authority is appropriately delegated to the Executive Director, Business Manager and Teaching Staff, the source of that authority remains with the LCDS Board. **We require a full Board of Directors each year, a President, Vice President, Treasurer, Secretary, Fundraising Chair and Parent Liaison.** This is a great addition to your personal resume.

Executive roles all involve some degree of computer work and the ability to check and read email regularly.

President

The President serves as the primary point of contact for the school and acts as a liaison between parents, the Executive, and the LCDS Staff. The President is ultimately responsible for the longevity of the society with the assistance of the Executive Director and Business Manager. The President shall call and preside over all meetings, provides active and dynamic leadership, initiates policy, is involved in all aspects of the program, and keeps him or herself fully informed of the operations of LCDS. The President is an emergency contact for the program, is a key holder and an LCDS signing officer. A criminal record check and vulnerable sector search is required as you will have access to student records.

Suggested skills:

- Personable
- Reliable
- Organized
- General computer skills (e.g. documents, spreadsheets)
- Strong leadership skills

Vice President

The Vice President assists the Executive Director with the registration of children in the program, assists with securing advertising for open house/registration events, assists with registration inquiries through the summer and throughout the year as needed, assists with preparing registration packages. In the absence of the President, the Vice President will fulfill the responsibilities of the President. The Vice President assists the President and other board members and staff as needed and is an LCDS signing officer. A criminal record check and vulnerable sector search is required as you will have access to student records.

Suggested skills:

- Personable
- Reliable
- Organized
- Strong leadership skills

Treasurer

The treasurer works with our Business Manager and the Board. They will assist with making bank deposits, issuing cheques, bill payments, preparing tax receipts, reviewing expenses, and general management of the LCDS bank accounts. The Treasurer assists with submitting financial documents to the auditor, government, Alberta Education and Early Learning and Child Care. The Treasurer is a signing officer. A criminal record check and vulnerable sector search is required as you will have access to student records.

Suggested skills:

- Reliable
- Excellent organizational skills
- Attention to detail
- Strong computer skills
- Understanding of cash flows, budgeting, and bookkeeping

Secretary

The secretary is responsible for preparing the agenda for all LCDS meetings, taking minutes during the meetings, distributing the minutes, and completing any general correspondence with membership and other organizations as needed. Maintains the Motion Log and attendance record for General Meetings and assists other Board members as needed. A criminal record check and vulnerable sector search is required as you will have access to student records.

Suggested skills:

- Reliable
- Strong typing skills
- Good writing skills (grammar & spelling)
- Comfortable with Google Docs, Google Sheets, Google Drive

Fundraising Director

The Fundraising Director initiates and organizes all fundraising activities (includes online set up and printing of any advertising materials for parents), organizes the Fundraising Committee volunteers when needed for fundraising events, assists the treasurer with tax receipts, prepares deposits from funds raised and tracks fundraising for each family as needed. A criminal record check and vulnerable sector search is required as you will have access to student records.

Suggested skills:

- Creative thinker
- Reliable
- Comfortable leading a small team
- Comfortable with setting up online accounts, Google Docs, Google Sheets, Google Drive

Membership Liaison

The Liaison prepares the Board of Directors Newsletter Report each month in collaboration with the Executive Director and the President. Prepares special event and program feedback surveys for the membership and assists with document preparation for open house and registration. Social media coordinator, will update Facebook and other social media sites. The Liaison may be asked to attend district meetings when needed on behalf of LCDS. A criminal record check and vulnerable sector search is required as you will have access to student records.

Suggested skills:

- Strong typing skills
 - Good writing skills (grammar & spelling)
 - Familiar with social media sites
 - Comfortable with Google Docs, Google Sheets, Google Drive, Survey Monkey
-

Committee Positions

If the board isn't the right fit for you, volunteer for a committee position. Assisting with everything from classroom parties to yearbooks to laundry and bottle collection, the volunteers on the committees are essential to providing our children with a fantastic preschool experience and supporting our paid staff members. Volunteering is easy and many families enjoy the little extras they can do for the school and their children.

Bingo Coordinators

(2 or more volunteers needed)

Bingo coordinators will assist the Executive Director in scheduling all families for their 3 mandatory bingo events. They will assist with preparing the newsletter submission, sending out reminders for upcoming bingo events and calling emergency paid workers when needed. The coordinators will divide up the bingo events and each coordinator will show up at the scheduled events for the first hour to make sure the volunteers arrive, are assigned a position and are orientated with their positions before they start.

With more volunteers, the tasks can be delegated and shared amongst the volunteers.

- One volunteer might look after member sign up and scheduling.
- One volunteer might look after sending out reminders to the members.
- One volunteer might look after the newsletter submission.
- All volunteers can alternate attending the scheduled events to train the workers and assign positions.

Suggested skills:

- Organized
- Good people skills
- Reliable
- Computer and email skills

Cleaning Coordinators

(2 or more volunteers needed)

Classroom cleaning is held once per month on the first Monday of each month. Volunteers will assist the Executive Director in scheduling families for their classroom cleaning. They will be responsible for sending reminders for upcoming classroom cleanings, submitting a newsletter report and will be available to open the classroom for the volunteers and close at the end of the classroom cleaning each month. Coordinators can alternate each month.

Suggested skills:

- Organized
- Good people skills
- Reliable
- Computer and email skills

Fundraising Committee

(2 - 4 volunteers)

Volunteers will assist the Fundraising Chairperson as needed with the various fundraising events. Assisting with sending out reminders to parents, printing materials needed to hand out to parents. Assisting with cataloging and photographing silent auction items. Assisting with sorting orders and distribution to parents. Assisting with tracking sales and fundraising to all families. Assisting with preparing tax receipts for donations, thank you cards to participants and assisting with newsletter and website updates as needed.

Suggested skills:

- Organized
- Good people skills
- Outgoing
- Computer and email skills

Newsletter Coordinator

(1 volunteer needed)

Produces the monthly newsletter with the assistance of the Executive Director, sends reminders to Board, Committees and Staff members to submit their monthly reports, and sends the draft to the Executive Director for final editing and membership distribution.

Suggested skills:

- Reliable
- Creative
- Strong typing skills
- Good writing skills (grammar & spelling)
- Good computer skills, comfortable with Google Docs, Google Sheets, Google Drive

Parent Helper Scheduling Morning/Afternoon

(2 volunteers needed- 1 for morning and 1 for afternoon)

Coordinates with the Executive Director each month to prepare the monthly Parent Helper schedule.

Suggested skills:

- Reliable
- Organized
- Good computer skills, comfortable with Google Docs, Google Sheets, Google Drive

Social Coordinators Morning/Afternoon

(4-6 volunteers needed)

Plans and prepares for classroom and family parties in collaboration with the Teacher, Executive Director or the Board of Directors. Parties & events include the Welcome Social, Halloween, Christmas, Valentine's Day, Mother's Day Tea and Year End Social.

Suggested skills:

- Organized
- Reliable
- Good people skills
- Computer and email skills

Yearbook Coordinators Morning/Afternoon

(2 volunteers from each AM or PM class)

Co-ordinates, compiles, and creates a digitally printed Yearbook for all children attending LCDS using school laptop and program. Photos are taken by the teaching staff and attending parents. Extra volunteers may be recruited for year-end assembly.

Suggested skills:

- Organized
- Creative
- Able to work with a deadline
- Computer skills

Laundry Volunteers Morning/Afternoon

(6 volunteers needed 3 per class)

Collects the classroom laundry once or twice per week and returns it to the school washed and folded; assists in putting it away in the classroom or janitorial room.

Suggested skills:

- Washing/drying/folding
- Reliable

Library Coordinators

(1 volunteer needed)

Advertises the Scholastic Book Club in the monthly newsletter, and distributes any paper flyers to members with ordering instructions. Assists with entering new acquisitions to the school Library database and puts away library books as needed by staff (once or twice a month).

Suggested skills:

- Organized

Maintenance Volunteers

(2-3 volunteers needed)

Assists with minor repairs and enhancements in the classroom not requiring specialized equipment or training. Coordinates extra volunteers if needed for a particular maintenance job. Example: Fixing cabinet door handles, minor painting, etc. May also be involved in coordinating activities with the President and Executive Director with contracted trades or professionals where needed. Assist with moving large or heavy items from or to storage. Assists with and coordinates snow removal if needed.

Suggested skills:

- Familiar with small repairs
- Can spare some time at lunch or after class as needed.
- Reliable

Bottle Recycling

(2 volunteers needed)

Collects the school bottles (approximately every other week) and takes them to the bottle depot and returns the money with the receipt to the office.

Suggested skills:

- Can spare some time at lunch or after class as needed.
- Reliable

Sanitation Committee

(2-4 volunteers needed in the afternoon class)

Collects the daily garbage and paper recycling from the classroom and office. Garbage is deposited in the large garbage dumpster. Paper recycling is taken to a drop off depot or to your home for pick up.

Suggested skills:

- Can spare a few minutes at the end of the day.
- Reliable

Legacy Fund Committee

(2-4 volunteers)

Volunteers will research foundations, organizations and grants that may donate funds to organizations involved in educating young children. They will send out yearly donation requests to previous and prospective donors. They will follow up with thanking the donors and updating a donor database. The committee will send a monthly report to the Board to document their research and success.

Suggested skills:

- Creative thinker
- Good writing skills (grammar & spelling)
- Good communication skills
- Good computer skills, comfortable with Google Docs, Google Sheets, Google Drive
- Experience with writing grant applications is not necessary but is always useful

Website Coordinator

(1 volunteer)

Coordinator will work with the Board and Executive Director and a third party website developer for updating the school website throughout the year. Information will be provided through the newsletter and registration documents for updates needed.

Suggested skills:

- Reliable
- Creative
- Strong typing skills
- Good writing skills (grammar & spelling)
- Good computer skills, comfortable with Google Docs, Google Sheets, Google Drive

Classroom Monday Morning Setup

(4-6 volunteers to alternate)

Volunteers are needed to assist the staff members with the classroom set up on Monday Mornings. Volunteers need to arrive at 8:30 am to assist the staff in setting up the classroom for the week.

Suggested skills:

- Can arrive early on Monday morning
- Reliable

Classroom Friday Afternoon Shut-Down

(4-6 volunteers to alternate)

Volunteers are needed to assist the staff members with the classroom shut down on Friday Afternoons. Volunteers need to arrive at 3:45 pm to assist the staff in putting away the furnishings for the weekend.

Suggested skills:

- Is available on Friday afternoons
- Reliable

Paid Emergency Volunteer Positions

LCDS will provide the membership with a paid emergency volunteer list at the beginning of the year to be used in the event a member cannot make their volunteer commitment and need to find someone to take their place. Please sign up if you are available to be a paid emergency volunteer.

(This does not count towards your registration volunteer position commitment).

Suggested skills:

- Can be available on short notice.
- Reliable

Paid Emergency Parent Helpers

(as many as we can sign up)

Volunteer to be on the paid emergency parent helper list. In the event a family cannot make their scheduled parent helper day, they can call volunteers from the paid list. The family will arrange to deliver the scheduled snack to the school and to pay the emergency worker \$50.00 for working their scheduled shift.

Paid Emergency Bingo Workers

(as many as we can sign up)

Volunteer to be on the paid emergency bingo worker list. In the event a family cannot make their scheduled bingo shift, they can call volunteers from the paid emergency list. The family will arrange to deliver a \$100.00 payment to the school office in cash to pay the emergency worker for working their scheduled shift.

Paid Emergency Classroom Cleaning Worker

(as many as we can sign up)

Volunteer to be on the paid emergency classroom cleaning worker list. In the event a family cannot make their scheduled classroom cleaning shift, they can call volunteers from the paid emergency list. The family will arrange to deliver a \$50.00 payment to the school office in cash to pay the emergency worker for working their scheduled shift.

Paid Emergency Casino Worker

(in a casino year) (as many as we can sign up)

Volunteer to be on the paid emergency casino worker list. In the event a family cannot make their scheduled casino shift, they can call volunteers from the paid emergency list. The family will arrange to deliver a \$150.00 payment to the school office in cash to pay the emergency worker for working their scheduled shift.

Requirements and Options for Commitments:

We know life can get busy and the unexpected happens. Please see below a summary of the parent requirements and opt-out options.

Role	Requirement	Opt-Out option
Parent Helper	Volunteering in class and providing the snack in-class approximately once/month	Paid workers are available for \$50/time. Parent is responsible for arranging and paying the emergency parent. Parent still provides the snack. No shows or day-of cancellation will result in the member's \$100.00 participation deposit being forfeited.
Classroom Cleaning	Completing one classroom cleaning per family per year, scheduled for the first Monday of the each month in the classroom from 6:30-8:30 pm	Paid workers are available for \$50/shift. Parent is responsible for arranging and paying the emergency worker. No shows or day-of cancellation will result in the member's \$100.00 participation deposit being forfeited.
Bingo	Volunteering to work three scheduled bingo shifts per year per registered child.	Paid workers are available for \$100/shift. Parent is responsible for arranging and paying the emergency worker. No shows or day-of cancellation will result in the member's \$200.00 participation cheque being forfeited for each scheduled shift that is missed.
Casino	Every second year, each family is required to work one casino shift	Paid workers are available for \$150/shift. Parent is responsible for arranging and paying the emergency worker. No shows or day-of cancellation will result in the member's \$200.00 participation cheque being forfeited.
Fundraising *Employer charitable giving programs or donations such as United Way, Telus volunteer hour matching, Benevity, or Corporate Donations or Sponsorship can also be used towards your Family Fundraising commitment to the Society. Check with your employer to see what is available.	Each family will choose to either pay the \$350 Family Fundraising Fee or to participate in the yearly scheduled fundraising events. If a family chooses to fundraise, they will submit a participation deposit cheque for \$350.00. See below for the possible fundraisers.	A tax donation receipt will be issued to those members who choose to pay their Family Fundraising Fee. Families who choose to fundraise will submit a participation deposit cheque of \$350.00. If the family has not fulfilled their commitment by the end of April, a statement will be issued with the remaining amount of fundraising to be completed and the family will pay out the difference. If a family fails to participate in any fundraising, the member's \$350.00 participation deposit will be forfeited. A tax receipt will not be issued for unfulfilled fundraising.

Past Fundraising Events

The yearly fundraising events may include a 50/50 ticket draw, online silent auction, a walk-a-thon, poinsettia or spring flower orders, Purdy's chocolate sales or specialty food sales (kielbasa, pizza kits, perogies, etc.) sales. Most of the events have been online and only require your assistance in sharing the links to the event pages and your family and friends will do the rest. We have also participated in Ladies Nights, Paint Nights and Garage Sales. **Events will be decided upon at the Annual General Membership Meeting in May.