

Parents Volunteer Positions and Signup Form

The NewStar Chinese School is run by parents and other volunteers. Children and school gain a great deal when every part of our community comes together to support education. This is why we require parents/guardians to share their time, knowledge, and abilities with our school. Volunteers help deduct the school's expense and lower the tuition; Volunteers also enrich the educational program and to strengthen our school's relationships with businesses, public agencies, and private institutions. The presence of volunteers in the classroom and on school grounds enhances supervision of students and contributes to our school safety.

We are currently seeking volunteers to help with clerical work, fund raising, web site development, teaching support and so on for this school year. Please look at the attached volunteer list and fill up the Volunteer Sign Up Form. You can email it to hkhhyin@gmail.com by 15th of September. We will fill these positions based on first come first serve basis. The school will sign up for those who have not signed up by the due date.

Parents can track the latest status of Volunteer List at school website

<http://newstar.davis.ca.us/pdf/open-house-package/VolunteerSignup.pdf>

We encourage you to sign up at your earliest convenience so your job will most match your interests and expertise.

For more information on the volunteering, please contact the Volunteer Coordinator, Xiaohui Yin, at (hkhhyin@gmail.com).

Thank you very much for your involvements to make our school successful!

| Volunteer Sign Up Form | | | | | | | | | | |
|---|-------|-------------------|---------|--------|-----------|-----------|------------|------------------------------|---------------------------|-------------------------------|
| Name of Student | Grade | Name of Volunteer | ADDRESS | E-MAIL | Phone (H) | Phone (W) | Phone (MP) | Position ID for First Pick** | Position ID ID for Second | Position ID ID for Third Pick |
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| * Please check which volunteer positions are available at the latest Volunteer List at web site http://newstar.davis.ca.us/pdf/open-house-package/VolunteerSignup.pdf before you sign this form | | | | | | | | | | |
| ** You can find the Position ID on column at the Volunteer Position table | | | | | | | | | | |
| ** Please email your sing up form to Xiaohui at hkhhyin@gmail.com . | | | | | | | | | | |

| Position ID | status | Category | Position | Description | Requirements | # of this position | Signed Volunteer Name |
|-------------|---------------|---------------------------------|---|---|---|--------------------|---------------------------------------|
| 1 | Available | Administration | Assistant for School Volunteer Coordinator | To assist School Volunteer Coordinator to manage the volunteer team | | 3 | |
| 2 | Available | Students Affair | Parent Class Leaders - 2013 Fall | To supervise parents to participate in NSCS parental services such as class duty and yard duty. To be a liaison among teacher, school and parents | | 14 | K1 K2 M1 M2 |
| 3 | Available | Students Affair | Parent Class Leaders - 2014 Spring | To supervise parents to participate in NSCS parental services such as class duty and yard duty. To be a liaison among teacher, school and parents | | 14 | K1 K2 M1 M2 |
| 4 | Available | Students Affair | After school pgm Class Leaders-2013 Fall-2014 Spring | To supervise students to participate in NSCS parental services such as performance at the Davis Picnic Day. To be a liaison among teacher, school and parents | | 6 | adult dance, kids dance: Xiaoling Shu |
| 5 | Available | Support | Leaders for Donation Collection Team | To leader the for Donation Collection Team | | 1 | |
| 6 | Available | Support | Donation Collection | To collect donations for school | | 10 | |
| 7 | Not available | Web Pages | web master | Maintain and update web pages | Strong experience for web master | 1 | Judy Jana |
| 8 | Available | Web Pages | Web Developer - technical | Develop web pages | Strong experience with Dreamweaver | 4 | |
| 9 | Available | Web Pages | Web page contents editor in Chinese | To edit the contents of web pages in Chinese | Good writing in Chinese | 4 | |
| 10 | Available | Web Pages | Web page contents editor in English | To edit the contents of web pages in English | Good writing in English | 4 | |
| 11 | Available | Support | Sell text books on the Open House Day carry and sell text books on the Open House Day | | Old gym, 09/07/2013, 1:15-3:00 pm | 3 | |
| 12 | Available | Support | School on line survey | Edit questionnaire and calculate results for school survey | Experience with SurveyMonkey on line investigation will be plus | 8 | |
| 13 | Available | Support | School Storage | Management for storage | live in Davis | 1 | |
| 14 | Not available | Support | Database Manager | Manage school database | Knowledgeable for Microsoft Access | 1 | Jason Lin |
| 15 | Available | Support | ListServ Manager | To maintain and update members information | | 1 | |
| 16 | Available | Other | CNDP representative | Have dinner meetings in Sacramento once a month, usually from 6:00-7:30 PM at the Tea Pot Restaurant in Sacramento | | 1 | |
| 17 | Available | Support | School Directory - regular | Edit the school directory for regular class | | 2 | |
| 18 | Available | Support | School Directory -after school pgm | Edit the school directory for after school pgm | | 2 | |
| 19 | Available | Support | photographer | To take pictures for every class. Will be used for documents for school digital library and school directory | Good skill for taking pictures | 1 | |
| 20 | Available | Teaching | Teaching Improvement advisor | teacher evaluation and advising | experience in teaching | 3 | |
| 21 | Available | Support | Writing assistant - English | School document, letters etc rewording | Good English Writing | 3 | |
| 22 | Available | Support | Writing assistant - Chinese | School document, letters etc rewording, typing | Good Chinese Writing and typing | 3 | |
| 23 | Not available | School Library | School Library Manager | | | 1 | Yongfeng Yang |
| 24 | Available | School Library | School Library (staff) | | | | |
| 25 | Available | Marketing | Editor in English for the Video to introduce school | Edit the contents in English for the Video to introduce school. It is an about 5 min Video and will be posted in school web site | Good Writing in English | 2 | |
| 26 | Available | Marketing | Editor in Chinese for the Video to introduce school | Edit the contents in English for the Video to introduce school. It is an about 5 min Video and will be posted in school web site | Good Writing in Chinese | 2 | |
| 27 | Available | Marketing | Cinematography (visual collaborator) for the Video to introduce school | Edit the contents in English for the Video to introduce school. It is an about 5 min Video and will be posted in school web site | Good skill in video recording and experience with video edit software | 3 | |
| 28 | Available | Marketing | Musical | Prepare the musical for the Video to introduce school. It is an about 5 min Video and will be posted in school web site | | 1 | |
| 29 | Available | Teaching and research support | Education Research Projects Support | To assist teachers to prepare poster, paper and publish. Strong background in education and researcher area. Be familiar with education journals in US and China will be a plus | | 2 | |
| 30 | Available | Events Support - Picnic Day | Liability waiver forms collection | To collect the UCD liability waiver forms for the Picnic Day | | 3 | |
| 31 | Available | Events Support - Picnic Day | Buy food, water | | | 2 | |
| 32 | Available | Events Support - Picnic Day | Prepare banner, decoration etc | | | 4 | |
| 33 | Available | Events Support - Picnic Day | photographer | To take pictures to cover every one from our school. These pictures will be download by parents and will be used as historical documents for school digital library. | Good skill for taking pictures | 1 | |
| 34 | Available | Events Support - Picnic Day | cameraman/camerawomen | To record videos to cover every one from our school. These videos will be download by parents and will be used as historical documents for school digital library. | Good skill for recording video | 1 | |
| 35 | Available | Events Support - Picnic Day | Rent speaker and operating musical | To rent speaker from UCD and play musical for parade team | | 3 | |
| 36 | Not available | | Election Committee Chair | | | 1 | Jason Lin |
| 37 | Available | Events Support - New Year Party | Ticket collector | | | 3 | |
| 38 | Available | Events Support - New Year Party | photographer | To take pictures to cover every performer. These pictures will be download by parents and will be used as historical documents for school digital library. | Good skill for taking pictures | 1 | |
| 39 | Available | Events Support - New Year Party | cameraman/camerawomen | To record videos to cover every performer. These videos will be download by parents and will be used as historical documents for school digital library. | Good skill for recording video | 1 | |
| 40 | Available | Events Support - New Year Party | DJ | DJ | With DJ Experience | 2 | |
| 41 | Available | Events Support - New Year Party | Decorating | Decorating the theater | | 4 | |
| 42 | Available | Events Support - New Year Party | | | | | |
| 43 | Available | Events Support - New Year Party | Buy food, water | | | 2 | Kristen Olotka |
| 44 | Available | Support | Moon Cake Distribution | | | 3 | Kristen Olotka |
| 45 | Available | Other | Coordinator for Grandparents Activities | To organize activities for grandparents, twice/year/person | | 2 | |
| 46 | Available | Other | Medical Consulting | Provide medical advice for parents, 1hr/year/person | physician in US | 4 | |
| 47 | | Other | VOLUNTEER STANDBY | For those parents who are flexible for any volunteer position | | | |
| 48 | | | Signed by school | For those parents who have not signed up by due date, 09/20/2013 | | | |