

SunRidge Community Service NEEDS List:

September 2009

Department	Needed	When	Details	Contact	Filled
Annual Newsletter & Brochure	3-5 parents w/skills in writing, editing, layout, design & graphics	Now	See Community Service Guide for more details.	Mark Rice ~ office	Josh
Fundraising Coordinator	Support in a coordination role all fundraising activities.	ASAP	Point person(s) for all parent-run fundraising events and programs. Training required in 1 st year by supporting each FR area; 2 nd year move into Coordination position.	Shyama 480-5988 shyama@sbcglobal.net	
Community Service	Online Survey Person Requires use of a computer (PC or Mac) and Microsoft Excel. Training available.	Now	Work with Community Service Coordinator to maintain/update online surveys (Survey Monkey) , generate reports in Excel for parent skills & interests survey, and community service hours log. 1-2 hrs. per month.	Shyama 480-5988 shyama@sbcglobal.net	
Community Service	InDesign Support for Guide	August	Layout, editing, picture inserts, etc. About 2 hrs. in August	Shyama 480-5988 shyama@sbcglobal.net	
Parent Education	Coordinating Parent 2-4 more parents	Now	Join our committee to help with ideas and production of all Parent Ed events	LisaMarie srpec@sonic.net 235-1392	
Community Smart / eScrip	Assistants to the lead coordinator	Now	Help with ambassador work supporting all parents to be using the cards.	Kathleen Stroh kk_ward@hotmail.com 824-8950	
Festivals Committee (general committee & Story Telling Festival (STF))	3-4 parents from a mix of grades to join already established Faculty.		Currently this committee meets about monthly (or less) on Mondays around 3:15pm. Would be nice iff this day/time works for parents who join committee.	Karen Gallagher ~ via office Brigid ~ via office Laurie McKenzie ~ via office STF: Lisa Cahn: 824-5759	
Public Relations	3-5 Parents	Now	People skilled with a range of public relations skills and expertise	Karin Demarist: 887-9999 karindemarest@yahoo.com	
Adopt a Garden Plot	Parents, families or groups of families.	Anytime	landscape care of plots around campus.	Sierra Hart 217-5109 sierra@allenlanddesign.com	
Online Auction: our big fundraiser this year!	Parents to join the core production team	Now	Procurers (we will train) graphic artists in-put people	Pam Koppel: 799-2203 Ed Mills: 824-0554	