



TALMUD TORAH OF MINNEAPOLIS
VOLUNTEER GUIDE
2008-2009/5769

Volunteer Opportunities
for
Parents, Grandparents and Members of our Community

**Please review the handbook and complete the attached form.
This guide should be saved for reference.**

**If you have questions,
or would like to volunteer for an area not listed in this guide,
please call our office at 952-381-3300**

*Talmud Torah of Minneapolis
Heilicher Education Center
Barry Family Campus
4330 South Cedar Lake Road
St. Louis Park, MN 55416*

Talmud Torah

Volunteer Opportunities

One way in which the Talmud Torah community thrives is through parent/family volunteerism. We welcome everyone's participation throughout the year, whether it is for a few hours or for many hours. Volunteering is a great way to stay involved with your child's Talmud Torah experience. It allows you to make new friends and stay connected to current ones. During the school year 2008-2009, each parent is asked to contribute a minimum of 5 hours of volunteering. There is much to accomplish and everyone's help is needed. Please review the opportunities below and mark you areas of interest on the enrollment form, attached. **Please keep this booklet as your reference.**

Fundraising/Development		
No	Volunteer Position	Description
		ANNUAL BENEFIT: Help us throw the school's biggest party of the year on <i>Sunday, May 3, 2009!</i> *All positions receive full support from the Talmud Torah administrative office.
1a.	Benefit Chairpersons	Benefit Chairpersons: Bring passion and leadership to formalize the plans and execution of the Annual Benefit. This key role receives full support from the Talmud Torah administration office. # Volunteers Needed: 2
1b.	Corporate Ad Sales Coordinator	Corporate Ad Sales Coordinator: Help recruit and oversee the solicitation volunteers of the corporate ad sales for the Program Book which is distributed during the Benefit evening.
1c.	Decorations' Chairs	Decorations Chairs: Bring the theme of the benefit to life visually: Coordinate event décor with invitation, transform location to party atmosphere for event, and assist with decorations/display for silent auction items. # Volunteers Needed: 2
1d.	Invitations	Invitations: Coordinate and recruit volunteers for the invitation stuffing and deliver invites to the bulk mailing center. # Volunteers: 2
1e.	Patron and Sponsorship Solicitation	Patron and Sponsorship Solicitation: Identify and contact potential event supporters and table sponsors # Volunteers: 3
1f.	Publicity	Publicity: Write press releases for the Annual Benefit, Honoree writeup for the Program Book. # Volunteers Needed: 1
1g.	Silent Auction Chair	Silent Auction Chair: Help recruit and oversee the solicitation volunteers for the silent auction. Originate email followup correspondence. Assist with drafting solicitation correspondence and determining silent packages. Coordinate and track the pickup of silent auction donations. Full support provided by Director of Development. auction with item descriptions.
1h.	Silent Auction Solicitation	Silent Auction Item Acquisition: Help acquire donated items for the silent auction. Identify potential donors, make followup solicitation calls. # Volunteers: 10
1i.	Ticket Reservations	Ticket Reservations: Work with publicity to encourage attendance of parents, grandparents, community members, and community leaders. Assist with table assignment (depending on event format). Recruit volunteers to staff registration table at event. # Volunteers: 2

Fundraising/Development (continued)

No	Volunteer Position	Description
1.	Cookbook Coordinator	Cookbook Coordinator. Help coordinate and promote sales of Talmud Torah cookbooks. Contact existing retail locations regarding sales and stocking of cookbooks. Maintain contacts for reordering and delivery. # Volunteers: 1
2.	Donation Cards	Donation Cards. Assist with completion and mailing of donation cards to and from donors. Time commitment: 1 hour every 2-3 weeks # Volunteers: 1
3.	Restaurant Fundraiser Coordinator	Restaurant Fundraiser Coordinator. Assist with setting up a fundraising night at one of the local restaurants and arranging for a percentage of the proceeds to go to Talmud Torah. Develop promotional material to be distributed to the parents, grandparents and community. # Volunteers: 1
4.	Barton Candy Coordinators	Barton's Candy: Promote the sales of Barton Candy for Passover. Consolidate students' orders and package orders for distribution. # Volunteers: 2-3
5.	Box Top Counter	Box Tops Counter: Gather, trim box tops from school collection box, count and file for funding. # Volunteers 1-2

Program/Classroom Support

	Volunteer Position	Description
6.	Room Parent Rep. Coordinator	Room Parent Representative Coordinator: Be a liaison between Talmud Torah office and parent room representatives to coordinate calling trees, arrange classroom volunteers, etc. # Volunteer: 1
7.	Room Parent Rep (indicate grade & student's name)	Room Parent Representative: Assist classroom teacher by arranging volunteers when needed and help with coordination of the class basket for the annual benefit. In addition, an important function of this position is to be the main contact person for your designated classroom. You will be asked to make phone calls to other classroom parents as a reminder for special events, school projects and the family education programming. # Volunteers: 2 per class
8a.	Grandparents' and/or Special Persons' Day Chair	Grandparent's/Special Persons' Day Chair/Volunteers: Help with this wonderful annual event in October. Volunteers join this project by assisting with set-up on the day of the event, or assist staff with registering and guiding visitors. _Event is Sunday, October 12, 2008. # Volunteers: 5-10
8b.	Event Set-Up Helpers	

Family Education and Community Programs

	Volunteer Position	Description
9.	Volunteer Appreciation	Volunteer Appreciation/Annual Meeting: Help coordinate brief presentation to properly recognize our volunteers (i.e., volunteer awards, publish names in <i>Mah Nishmah</i> , write thank-you notes, etc.) # Volunteers: 1-2
10a.	Coordinators	Family to Family Mentor: Partner up with new families for the 2008-2009 school year to welcome them, call them periodically throughout the year, and be there for support and questions. # Volunteers: 5
10b.	FTF Mentors	
11.	Mailing Committee	Mailing Committee: Help coordinate mailings of notices, newsletters, and occasionally for special events. Tasks include collation, sorting, and labeling of mailings. Time Commitment: 1-2 hrs for periodic mailings # Volunteers: as many as possible
12.	Volunteer Committee	Volunteer Committee: Make calls to parents and grandparents to fill ongoing volunteer opportunities throughout the school year. # Volunteers: 3
13.	Family Education Helper	Family Education: Work with Executive Director to help create and coordinate meaningful educational opportunities for our families. # Volunteers: 1-2
14.	Talmud Torah Parent Organization	Parent Organization: Work with Principal and Director of Development to help create and coordinate an active Parent Organization. # Volunteers: 5-10

VOLUNTEER ENROLLMENT FORM

Name (s): _____

Home Phone: _____

Work Phone: _____

Email contact: _____

Volunteer position(s) interested in:

	<u>Position Number</u>	<u>Description</u>	<u>Name of Volunteer</u> (if more than one person is listed above)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Todah Rabah from all the Talmud Torah Community

We value your energy, enthusiasm and dedication which contribute to the success of our school and enhance the Talmud Torah community!