

2016-2017 Cove Volunteer Guide

Giving your time as a volunteer enriches our programs and strengthens our community. Consider this your personal invitation to join one of our committees today. Indicate your interest on the attached checklist and return to the front office, or contact Stephanie Sanderman at ssanderman@coveschool.org. Stay tuned for updates regarding our volunteer opportunities in the weekly Cove Minute e-mail. Thanks!



Welcome Picnic Saturday, August 20, 2016

Volunteers assist the school with the annual outdoor family event held from noon - 2:00 p.m. at Cove. Volunteers work in brief shifts to help with set up, clean up and grilling picnic fare. Easy and fun!



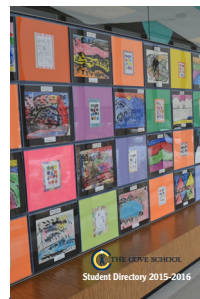
Potluck Dinner and Book Fair Thursday, November 17, 2016

Volunteers organize and run our family Potluck event held at Cove School on the Thursday evening before Thanksgiving. Families bring favorite entrees and side dishes to share. Volunteers help publicize the event, create invitations, select themed decorations, set up, food service, clean up and help register guests and hand out student directories on the night of the event.



School Directory September - November

Volunteers help publicize the ad campaign to families, call on previous advertisers and develop sources of new advertising. Cove raises between \$11,000-\$13,000 on this fundraiser and encourage 100% participation from our Cove population.



Staff Holiday Breakfast Friday, December 9, 2016

Volunteers needed to help chaperone students in classrooms and "man" the front office while our Cove staff members enjoy a before-school holiday breakfast (hosted by the administration and Board of Trustees). 7:15 a.m. - 8:30 a.m.



Halloween Friday, October 21 and Friday October 28, 2016

Volunteers help with food and games at Elementary and Junior High Halloween DJ Dance Party 6:00 - 8:00 p.m. on Friday, October 21.



Volunteers needed to pick up and serve bagels, cream cheese and cider to the high school students on Halloween morning 7:30 a.m. Friday, October 28.

Dads/Mentors & Kids Bowling Sunday, January 29, 2017

One or two parents to handle registration at the event. The event takes place at Pinstripes in Northbrook from 12:00 - 2:00 p.m.



Cove Ladies Afternoon Out Sunday, November 6, 2016

Volunteers are needed to help plan and organize a fun, casual ladies afternoon for Cove moms this fall. This committee helps organize the party including invitations, menu, errands and set up. A great way to get to know fellow Cove moms!



Cove Benefit Saturday, February 25, 2017

Cove's annual benefit is a major school fundraiser and social event for the entire Cove community. The level of involvement and time commitment are flexible and variable. This event can use the help of party planners, creatives, worker bees, CEO-types, proofreaders, introverts and extroverts—in other words, everyone.



Grandparents' & Special Friends' Day Friday, April 28, 2017

Volunteers lend a hand with errands, invitations, decorating, coordinating refreshments and recruiting helpers for various set-up and hosting duties.



School Plays/Productions December, January, May

Volunteers are needed at Cove's theatre productions for a variety of duties, from ticket sales to chaperoning in the "green room" back stage.

December 13, 2016

(Elementary Showcase)

January 31, 2017 May 10-11, 2017

(Junior High Showcase) (High School play)
tentative



Elementary & Junior High Social Events Four events per year

Volunteers/Chaperones are needed to assist in a variety of ways at our popular student social events. Activities take place in the community, and run the gamut from DJ pizza parties to swimming and horseback riding. Help us organize and run our monthly or quarterly student social events for elementary/junior high students.

Dates: Oct. 21, Feb. 3, April 21, May 19



Health and Wellness Day Thursday, April 20, 2017

Volunteers are needed to choose healthy snacks and serve them in the Cove lunch room.



Staff Appreciation Week May 1-5, 2017

Headed by the Parent Association, this committee plans and oversees annual Teacher & Staff Appreciation Week at Cove. Expressions of gratitude include communications from students and parents, flowers, treats and thoughtful staff gifts. Volunteers needed to organize items, bake, and help serve a catered luncheon on Friday, May 5.



Field Days June 6-7, 2017

Volunteers will assist in running the field day games for elementary students, and help serve snacks and drinks. Great opportunity to see your child at school. Volunteers also needed to serve snacks for junior high and high school Field Days.



Cove 5K One Step at a Time June 2017 - TBD

Volunteers to help with pre-race packet pick-up at Cove (9:00 a.m. - 3:00 p.m.). Volunteers for day-of activities such as set-up, race registration, parking control, and handing out water to participants. Fun family event, great way to interact with the Cove community! Race volunteers are needed between 6:45 a.m. - 9:30 a.m. on the day of the race.



Box Tops Year round

A volunteer works with Cove students to help communicate information regarding the program, periodically submits box tops to the organization for reimbursement, and creates incentives for the classrooms to help increase participation.



Gift Card Fundraiser Year round

One or two volunteers needed to manage the gift card fundraiser. Volunteers will turn orders in to vendor, and distribute cards to families that purchase them. You can do this from home!



Call as Needed Throughout the School Year

Please join our growing roster of Cove "temps" and we'll call you as needed. We can always use an extra set of hands for stuffing, mailing, making calls or creating fun giveaways. If you have a flexible schedule and wouldn't mind being called when we need you, please let us know.



**Thank you in advance for helping
make the 2016-17 school year great!**