

Volunteers from all Departments are needed before and during the Summer Leadership Institute. Available volunteer dates are June 14-23. Anyone interested in volunteering can contact Racheal D. Addison, Office of Schools and Leadership, Office: 901-416-3657, Fax: 901-416-3617 or addisonrd@scsk12.org

Volunteer Opportunity	Description	Time Needed
Pre-institute Support	We need volunteers to help us with printing and compiling materials packets for institute.	Days: Wednesday, June 14 th -Friday, June 16 th Hours: Two-hour time slots between 8am-4:30pm
Greeters	We need smiling faces greeting our leaders and directing them to the registration tables and then into their first session rooms.	Days: Monday, June 19 th -Friday, June 23 rd Hours: 7-9am
Registration Support	We need volunteers who can help us get attendants checked into the institute as they arrive each morning.	Days: Monday, June 19 th -Friday, June 23 rd Hours: 7-9am
Facilitator Support	We need folks who are able to support our facilitators throughout the day as they have needs arise before and during their sessions – tasks ranging from extra copies to locating technical support as needed.	Days: Monday, June 19 th -Friday, June 23 rd Hours: Two-hour time slots between 7:30am - 4:30pm
Lunch	We need volunteers to help us make sure all participants are able to get the food they need during our 45-minute lunch break each day.	Days: Monday, June 19 th -Friday, June 23 rd Hours: One and a half hours from 11:30am - 1p
Clean Up & Next Day Set Up Crew	We need volunteers to help us make sure rooms are back in order at the end of each day of training and that new materials for the next day are ready to go.	Days: Monday, June 19 th -Friday, June 23 rd Hours: One and a half hours from 4:15pm-5:45pm