In order to complete the parent volunteer requirements, you must volunteer four sessions.

The parent volunteer requirements are

**TWO** volunteer opportunities outside of the classroom (traffic, school safety, food, academic contest, culture classes, registration, etc.)

And

**TWO** volunteer opportunities inside the classroom (teacher’s helper-help setup, make copies, correct homework, etc.)

**The following positions are signed weekly and will satisfy one session each time.**

**1) TRAFFIC VOLUNTEER**- will follow the supervisor’s directions and assist drivers in following the traffic flow.

**2) SCHOOL SAFETY VOLUNTEER** - will be in charge of ringing the bells and monitoring the safety of the students during recess.

Bell Ring Schedule

1st period 9:00-9:45 am

Recess 9:45-9:55 am

2nd period 9:55-10:40 am

Recess 10:40-10:50 am

3rd period 10:50-11:35 am

Dismissal 11:35-11:45 am

4th period 11:45-12:30 pm

**3) FOOD VOLUNTEER** –Bring a food item from the preapproved list to satisfy one volunteer requirement.

Food approved list 預先批准食物名單

* Small tray of (chow mein/chow fun/fried rice)
* 小托盤（炒麵/炒粉/炒飯）
* 30 pieces or more of (chicken wings/egg rolls/potstickers/tea leaf eggs)
* 30件以上的（雞翅/蛋捲/鍋貼/茶葉雞蛋）
* 2 boxes of assorted chips 1 oz.
* 2盒薯片1盎司袋

**The following positions will satisfy ALL the four volunteer sessions for the year.**

**1) TRAFFIC SUPERVISOR (2 positions open – each will be for approximately 3 months)** The traffic supervisor will be in charge of preparing/directing/monitoring the traffic volunteers to make sure that traffic flows in the parking lot.

**2) ACADEMIC CONTEST REGISTRATION VOLUNTEER – (2 positions – 3 weeks in November & late January/early February)** will assist with sign-up & compilation of contestant and provide winner list. Sign up will take place in Nov for 3 weeks, the tasks are to gather teachers' assessment, compile list of winners based on assessment after contest at the end of January.

**3) ACADEMIC CONTEST COMMUNIQUE VOLUNTEER – (1 Position – 3 weeks in November & Late January/early February)**  will be in charge of distributing information to teachers in classroom, email & website announcements. Will help with November signup, plan and purchase trophy awards, award the winners with the principal(early February), and notify our school community the winners of the contest.

**4) CULTURE CLASS REGISTRATION VOLUNTEER – (1 position – 3 weeks in May and 3 weeks in September)** help register culture class enrollment at the end and beginning of the school year (same schedule as class registration - 3 weeks in May and 3 weeks in Sept)

**5) ENROLLMENT REGISTRATION VOLUNTEER – (2 positions – 3 weeks in May and 3 weeks in September)** help with enrollment registration – assist staff with enrollment paperwork and aid parents in completing enrollment forms.

**6) CHINESE NEW YEAR VOLUNTEER – ( 3 positions – approximately 3 weeks in late January/early February)** assist with the purchase of materials, package gifts for students, distribute gifts to classroom.

**7) VOLUNTEER COORDINATOR ASSISTANT-(1 position – for approximately 6 months)** – work with the Volunteer Supervisor, plan events, assists with volunteer contact.