

## **MAKE IT HAPPEN – VOLUNTEER FOR IRVING SCHOOLYARD PROJECT!**

Volunteering for the Schoolyard Project is a great way to meet other Irving families, make a difference in our children's academic lives, and contribute to our community and environment! Whether you have a lot of time to spare or just a little, there is certainly a task or two that will work with your schedule and interests.

Please look over the list of opportunities below and check off any that might interest you; a committee head will contact you with more details when it's time to get started. Or if you might be available for occasional projects during the school year, let us know and we'll contact you when extra volunteers are needed and you can step up if the timing is right.

Thank you for your support!

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ CELL PHONE#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PREFERRED METHOD OF CONTACT: \_\_\_\_\_

### **FUNDRAISING TEAM**

#### **GRANT RESEARCH:**

- **Research public & private grant opportunities** – Through categories of Environment, Anti-obesity, Health & Wellness, Playground, K-12 Education, etc., research and develop list of potential opportunities and document requirements for application process
- **Research potential in-kind donor opportunities** – Develop list of potential in-kind donors for purchased items in design
- **Identify subject matter experts to assist with application process**

#### **CULTIVATION/RELATIONSHIP WITH POTENTIAL DONORS:**

- **Contact potential donors** – Make initial contact with representative of potential donors to introduce project and ascertain application requirements
- **Gather and submit all required materials** – Work with Application Materials team to develop required materials and submit by grant deadline
- **Manage communication** – Manage on-going communication with potential donor
- **Acknowledge receipt of donation** – Write acknowledgement of donation and follow up with pertinent information as required

#### **APPLICATION MATERIALS DEVELOPMENT:**

- **Initial letter of inquiry** – Update Letter of Inquiry with grant-specific information  
**Develop templates for standard components of proposal**
- **Develop and make available key attachments**
- **Write budget narrative**

#### **COMMUNITY FUNDRAISING:**

   **Fundraising possibilities** – Develop list of fundraising events

   **Chair fundraising event** – Oversee the implementation of the event

   **Recruit volunteers for fundraising events**

   **Manage advertising for fundraising events**

   **Work with teachers to involve students** – Identify educational/meaningful ways students can help with events and

work with teachers to implement

**Volunteer on an as-needed basis for fundraising events** – Like to be contacted at time of event with opportunities

**Develop list of potential individual donors**

**Contact potential individual donors**

**Track and write thank you notes to individual donors**

## **SUPPORT TEAMS**

### **COMMUNICATIONS/OUTREACH:**

**Write press releases** – Write press releases on an as need basis and send to appropriate venues

**Develop informational material** – Create Bi-Folds/Inserts/Pamphlets/Fliers as needed

**Prepare presentation material** – Develop presentations at key milestones in projects to explain project to community

**Manage materials for table displays** – Maintain materials to be displayed at events to share info re. project

**Manage e-communications** – Update community re. project via social media

**Distribute fliers/posters** – Distribute fliers and/or posters to community residences and businesses for events

**Distribute press releases** – Write notifications for press for schoolyard related events/news and distribute to press

**Invite press/community leaders to events** – Send invites to press /community leaders to schoolyard related events

### **STAFFING:**

**Event Recruitment** – Prepare & maintain volunteer recruitment kit for events. Staffing tables @ events

Managing recruitment opportunities

**Proactive recruitment** - Messaging thru room parents; Attending Kindergarten Events; E-mailing parents; Posting needs on Facebook

**Input new volunteer data** – Enter volunteer data in contact management tool received through recruitment

**Volunteer liaison** – Assess Volunteer needs in partnership with strategy teams; Field Strategy Team requests for volunteer support; Facilitate Communication btwn volunteers/teams; Thanking volunteers after an event

**Volunteer history management** – Maintaining volunteer history - what have they volunteered for/when/etc.

### **CURRICULUM:**

**“Green Jobs” Presentations** – Work with teachers to present environmental aspects of your job/companies

**Community Garden** – Help teachers plant the gardens

**Community Garden** – Help teachers with harvesting garden

**Community Garden** – Maintain garden over summer

**Solar Panels** – Work with teachers on projects related to solar panels

**Green Team** – Work with Green Team on their projects

**The personal and professional skills I have to offer the Irving Schoolyard Project include:**

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Yes! Please contact me when volunteer opportunities are available and I'll let you know if I can make it.

**PLEASE RETURN COMPLETED FORMS TO THE FRONT OFFICE OR GIVE TO YOUR CHILD'S TEACHER**

**Any questions about volunteering? Contact Barbara Metric or Michelle Chapman-Rienstra:**

[barbarametric@comcast.net](mailto:barbarametric@comcast.net) or [michellecr67@gmail.com](mailto:michellecr67@gmail.com)