

CALL FOR VOLUNTEERS - GUNN NEEDS YOU!

Henry M. Gunn Senior High School

2017 – 2018

Please complete and return this form to be listed **accurately** on the Gunn parent volunteer roster. The contributions of parent and community volunteers are vital to the high quality of education Gunn provides and to the special culture of the Gunn community. Volunteers help students academically, serve as role models, support the staff and enhance services provided by the school, as well as enjoy friendships and become better acquainted with the school programs.

The extensive list below shows JUST HOW MUCH HELP IS NEEDED! Please mark your areas of interest and/or expertise. Encourage friends and neighbors to consider helping too. Additional forms are available online and at Gunn.

ARTS (Visual)

___ office help, catalog items, organize & prepare materials
___ art demonstration: ___ painting & drawing, ___ ceramics,
___ sculpture, ___ graphic arts, ___ photography, ___ photo
___ guest speaker: ___ art history, ___ careers, other _____
___ mat art work, ___ help install and take down exhibits
___ assist: ___ art spectrum classes, ___ ceramics, ___ photo
___ drive for, ___ chaperone field trips: class _____

ARTS (Performing)

___ guest speaker, demonstrator: subject _____
___ help with program and publicity: ___ concerts, ___ shows
___ help sell tickets, ___ concerts, ___ shows
___ help with set construction; ___ help locate props
___ help construct, repair drama costumes
___ choir and chorale costumes
___ rehearsal piano accompanist for choir
___ post-concert receptions, food and decor
___ serve at department award ceremonies in June
___ drive for: ___ band; ___ orchestra; ___ choir; ___ jazz

BUSINESS EDUCATION

___ guest speaker: law (prosecutor, defense att’y, parole &
probation officer, judge, CIA, FBI, crime scene officer)
___ help find, schedule speakers for 3 law classes

ENGLISH

___ judge debate tournaments, various dates
___ lunchtime office help, ___ day; ___ guest speaker on _____
___ JOURNALISM: guest speaker: topic _____
___ professional to mentor student photo-journalists
___ mentor graphic arts students, critique layout of Oracle

ENGLISH LANGUAGE DEVELOPMENT

___ help international students with conversations based on
assigned reading, once a week
___ help international students with English, math, art,
science, soc studies; bilingual *and* non-bilingual
volunteers needed, language _____

HOME ECONOMICS

___ demonstrate food prep, any specialty foods _____
___ guest speaker: interior design, textiles, quilting
___ donate interior design magazines, food containers

INDUSTRIAL ARTS

___ publicity: newspaper, newsletter, etc.
___ guest speaker: manufacturing, R & D, auto,
technology; topic _____
___ mentor for robotics projects
___ mentor for welding or machining

MATHEMATICS

___ lunchtime office receptionist
___ guest speaker: topic _____
___ proctor American Mathematics Competition
exam, Tues, Feb 6, 8:00-9:45

PHYSICAL EDUCATION/ATHLETICS

___ office assistance, data entry
___ drive teams, ___ asst. coach: sport _____
___ Juana Run, Feb 24?; ___ event planning

SCIENCE

___ prep labs, make solutions, clean, chem & bio
___ organize, clean up in bio/chem/biotech
___ help arrange field trips to biotech industries
___ arrange work experience for biotech students
___ office assistance, as needed, 1 (or 2) days/wk
___ donate, ___ repair materials/equipment
___ guest speaker: topic _____
___ drive for, ___ chaperone field trips

SOCIAL STUDIES

___ guest speaker: careers in social studies,
historical eyewitness, other _____
___ help international students with English
tutor, ___ proofread papers
___ drive for, ___ chaperone field trips: class _____

SPECIAL EDUCATION

___ tutor, ___ take class notes, all subjects _____
___ read to, listen to students
___ drive for, ___ chaperone field trips: class _____

WORLD LANGUAGES (1, 2 or 3 hrs/wk)

___ tutor, ___ writing mentor: language _____
___ small group conversation/reading; ___ writing
___ French, ___ German, ___ Spanish, ___ Japanese
___ Mandarin (topics and questions provided)
___ help in language lab, ___ office, ___ book mending
___ native speakers to talk about own country _____
___ parents who use foreign language at work _____
___ drive for, ___ chaperone field trips: class _____

GENERAL/SCHOOL-WIDE

___ assist volunteer coordinator
___ data entry, ___ contact parents, ___ publicity
___ refreshments for volunteer crews
___ help with volunteer appreciation
___ one time job, ___ special project, ___ driving
___ word processing, ___ graphic arts, ___ photography
___ calligraphy, ___ posters, ___ decorations

(over)

***OPENING DAYS - Please call, fax or e-mail NOW!**

___ help w student packet material on Photo Day, Fri 8/11
___ 12th grade, 8:30-10; ___ 11th, 10-12; ___ 10th, 12-2; ___ 9th, 2-3:30
___ textbook distribution, Fri 8/11?: ___ 8:00-12:30, ___ 12:00-4:00
___ organize student packet material, Mon 8/14, 8:00-11:00
___ help sell PE clothes, ___ 8/14, ___ 8/15, ___ 8/16, ___ am, ___ pm
___ help in SAC office in shifts, 1st 2 wks, ___ 9-11:30, ___ 11:30-1:30,
___ 1:30-3:30, day_____

ACADEMIC CENTER

___ tutor, all subjects needed, subject _____
___ desk relief, 12:00 – 1:00, 1 day/wk, day _____
___ desk relief, as substitute or for special projects

FOCUS ON SUCCESS

___ tutor, subject _____, ___ teacher aide, ___ office help

VOC ED, WORK EXPERIENCE (2 or 3 hrs/wk)

___ contact employers for Job Fairs, held in Nov and May
___ contact employers, ___ update employer list on computer
___ file pay stubs/assignments, ___ do copy work
___ write E-news, ___ help w student employers' lunch in April

COLLEGE & CAREER CENTER

___ orientation for all C&CC volunteers: Wed, Aug 23, 9:00 am
___ College Pathways; ___ college fair (Oct); ___ college panel (Jan)
___ Community College Day; ___ Military Service Day (Apr)

LIBRARY

___ process new titles, shelve, check out; ___ mend books
___ schedule guest speakers; ___ help with fundraising

OFFICE ASSISTANCE, as needed

___ Attendance; ___ Guidance; ___ Main Office

HEALTH OFFICE

___ beginning of year, prep disaster backpacks for all classrooms
___ assist with vision and hearing testing
___ restock first aid kits for field trips and departments

STUDENT ACTIVITIES CENTER

___ chaperon dances; ___ 8/18, ___ 10/21, ___ 2/23, (7:30-10:30)
(parents run coat check & water/snack sales)
___ serve hot chocolate Weds, 9:30 - 1:00, Nov - Feb
___ help with Freshman Tailgate, Sept 25, food & games
___ help with Block Party (Spring Fling), Apr 23-27

END OF YEAR STUDENT ACTIVITIES

___ help load buses for prom, Sat, Apr 14
___ help w sr awards reception, 5/21?, SOPH parents
___ senior picnic, help at school, 5/29, SENIOR parents
___ ushering, distributing diplomas, 5/30, FROSH parents
___ grad night chaperoning, 5/30-5/31, JUNIOR parents
___ grad night: ___ planning, ___ fund raising, SR parents

SERVICE LEARNING

___ chaperone ___ Service Day, 3/1,
___ Gunn Community Service Booster Club

PARENT TEACHER STUDENT ASSOC. (PTSA)

___ donate refreshments, ___ flowers, ___ decor
___ help with hospitality: ___ cooking, ___ serving
___ help with traffic projects, ___ Pedal 4 Prizes
___ help plan programs, ___ serve as officer or chair

PTSA SPONSORED SPECIAL EVENTS

___ STUDENT APPRECIATION, dates TBA
___ HOMECOMING, Oct 19: ___ chair, ___ bring food,
___ food prep, ___ grill, serve, general help
___ TURKEY FEAST, Nov 16, ___ chair, ___ bring food
___ cooked turkey, ___ pie(s), ___ money, ___ prep, serve
___ HOLIDAY LUNCH, Dec 7: ___ chair, ___ bring food,
___ food prep, ___ serve, ___ general help
___ INTN'L POTLUCK, Apr 19?, ___ chair, ___ bring food,
___ food prep, ___ serve, ___ general help
___ STAFF APPRECIATION WEEK, 5/14?: ___ chair
___ bring food, ___ serve, ___ appreciation notes
___ VOL/STAFF Lunch, 5/17? ___ set up, ___ serve, ___ decor

WATCH FOR UPDATES and ADDITIONS IN THE GUNN CONNECTION!!

VOLUNTEER INFORMATION

NAME _____

DATE _____

ADDRESS _____

PHONE, Home _____

CITY _____ ZIP _____

Work _____

Cell/other _____

PARENT OF _____ GRADE _____

Best time to call _____

_____ GRADE _____

May we call you at work? _____

_____ GRADE _____

E-MAIL _____

IF YOU ARE NOT A PARENT, PLEASE GIVE REFERENCE: NAME _____
CONTACT INFO _____

I am usually free to help (circle): M T W Th F M T W Th F M T W Th F
(check): ___ Mornings ___ Afternoons ___ Evenings

Area of study/training _____ Interests _____

Person to notify in emergency _____ Phone _____

THANK YOU! THANK YOU! Please return this form as soon as possible to Norma Hesterman, Coordinator of Volunteer Services, Gunn High School, 780 Arastradero Road, Palo Alto, CA 94306. Phone: **354-8234 (Gunn) or 948-0118 (home) or 207-4813 (cell)**. E-mail at **nhesterman@pausd.org** or fax to **493-7801**.