



VOLUNTEER SIGN-UP & INFORMATION SHEET

To volunteer, please complete this form. Be sure to indicate in Section B the activity(ies) you are volunteering for. Volunteer opportunities include:

- Reading Activities
- Field Trip Chaperone
- One-time Activity Teacher
- Family Engagement Events
- Donate Snacks
- Materials Prep
- Food Set-up and Clean-Up

A. Contact Information (please print)

Name	
E-Mail Address	
Phone	
Street Address	
City ST ZIP Code	

B. Tell Us How You Want to Volunteer

Please mark your volunteer interests:

Working directly with students

Working directly with families

Preparing/Serving food at ENHE events

Administrative/clerical work

Grantwriting

Fundraising/Development

Technology Support

Other: _____

Please let us know the days of the week/times you are available:

Please estimate how much time you are willing to commit to ENHE:

_____ hours/week; or _____ hours/month

Please e-mail this form to Brandy.Fenderson@enhopeexchange.org or hand-deliver or mail to:
 Brandy Fenderson, ENHE Executive Director, 419 Woodland St., Nashville, TN 37206

FOR SCHOOL YEAR PROGRAM ONLY:

B.1 School Year Workshops: A few volunteers are needed for our monthly workshops during the School Year Program to help with setting up and cleaning up food, taking pictures and videos, taking notes, and general set-up and break-down. **Please mark the days you can commit to helping.**

- September 6, 2014 10:30am -1:30pm**
- October 4, 2014 10:30am -1:30pm**
- November 1, 2014 10:30am -1:30pm**
- January 10, 2015 10:30am -1:30pm**
- February 7, 2015 10:30am -1:30pm**
- March 7, 2015 10:30am -1:30pm**
- April 4, 2015 10:30am -1:30pm**
- May 2, 2015 10:30am -1:30pm**

FOR SUMMER PROGRAM ONLY:

B.1. Lunch Rotation/Reading Buddy Activities. Many volunteers are needed to help with the lunch rotation and with reading activities during the lunch break. ENHE asks that volunteers commit to at least one or two days per week for the 6-week period. **Attendance at a training session is necessary. You will be notified of options for attending training.**

TIME: 11:25 a.m. – 12:45 p.m., (Please circle the days you will help.)

	Monday	Tuesday	Wednesday	Thursday
JUNE 2015	15	16	17	18
	22	23	24	25
	29	30		
JULY 2015			1	2
	6	7	8	9
	13	14	15	16
	20	21	22	23

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___ B.2. Activity Teacher. This is an opportunity to teach a fun activity of your choice, flexible times between 2:00-3:00. We would love to have projects that last one week (Monday through Thursday), but some activities might only be one day or 2 days. Past activities include art on Tuesday and Thursday, yoga on Monday and Wednesday, dental hygiene on one day, for example. **Attendance at a training session is highly recommended. You will be notified of options for attending training.**

Please describe the activity you would like to teach. _____

What days & dates are you available to teach? (Monday – Thursday, *June 15-July 23*) Teaching time could be between 2:00-3:00. Please indicate how many hours a day and how many days you expect your project/activity to last.

___ B.4. Donate Snacks. The children are served snacks every day. ENHE asks for snack donations that are fairly healthy and that the children will find enticing. In other words, things like goldfish and pretzels, but not raisins, as the children find them unattractive!

To donate, please place a checkmark beside B.4. Drop off your donations, labeled “ENHE”, between now and July 8 at the reception desk at:

St. Ann’s Episcopal Church
419 Woodland St.
Nashville, TN 37206

___ B.5. Field Trips. If you would like to chaperone a field trip, please check the appropriate box below.

- | | | |
|-------|--------------|---|
| _____ | Fri. 6/19/14 | Field Trip |
| _____ | Fri. 6/26/14 | Field Trip |
| _____ | Fri. 7/3/14 | Field Trip |
| _____ | Fri. 7/10/14 | Field Trip |
| _____ | Fri. 7/17/14 | Field Trip |
| _____ | Fri. 7/24/14 | Family Fun Water Slide and Outdoor Activities – on site at ENHE |

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B.6. Family Engagement Events. ENHE relies upon volunteers to provide and serve the food at family engagement events and to help clean-up. Each event has a team leader to coordinate volunteers. You will be contacted by someone with dates and other specific information.

Tuesday, June 16, 2015 3:30-6:30 (or a portion thereof)

Tuesday, June 23, 2015 3:30-6:30 (or a portion thereof)

Tuesday, June 30, 2015 3:30-6:30 (or a portion thereof)

Tuesday, July 7, 2015 3:30-6:30 (or a portion thereof)

Tuesday, July 14, 2015 3:30-6:30 (or a portion thereof)

Thursday, July 23, 2015 4:30-7:30 (or a portion thereof)

B.7. Materials Prep. Periodically, ENHE staff need help preparing materials for classroom activities. Volunteers who check this box will be contacted on an as-needed basis to see if they can help when volunteers are needed.