



## VOLUNTEER SIGN-UP & INFORMATION SHEET

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

- Reading Activities
- Family Engagement Events
- Project Teacher
- Materials Prep
- Donate Snacks
- Office/Admin/Clerical
- Food Set-up and Clean-Up
- Committees: Communications, Program, Development, Grants, Finance
- Field Trip Chaperone

### 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

Grant writing

Fundraising/Development

Technology Support

Communications/Public Relations

Program Development

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

**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 the children, 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. Time is 10:30am – 1:30pm**

**September: 9/8/18**

**October: 10/13/18**

**November: 11/10/18**

**December: 12/8/18**

(We will have a Christmas Market set up for children to shop for gifts for their family.)

**January: 1/12/19**

**February: 2/9/19**

**March: 3/9/19**

**April: 4/13/19**

**May: 5/11/19**

**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. – 12:50 p.m., (Please circle the days you will help.)**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>JUNE 2018</b>	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
<b>JULY 2018</b>	2	3	Holiday	Holiday	6
	9	10	11	12	13

\_\_\_ **B.2. Activity Teacher.** This is an opportunity to teach an engaging activity of your choice, flexible times between 1:00-3:00. We would love to have projects that last one week (Monday through Thursday), but some activities might only be one or two days. Past activities include art, nature/gardening, musical performance, and writing a book. **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 4 - July 12*) Teaching time is 1:00 - 3:00. We typically like to have three 45 minute rotations of 15 students. 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. Please do not bring anything with peanuts as we typically have some students who are allergic.

To donate, please place a checkmark beside B.4. Drop off your donations, labeled "ENHE", between now and June 8<sup>th</sup> 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.

\_\_\_\_\_ Friday, June 8      Field Trip

\_\_\_\_\_ Friday, June 15      Field Trip

\_\_\_\_\_ Friday, June 22      Field Trip

\_\_\_\_\_ Friday, June 29      Field Trip

\_\_\_\_\_ Friday, July 6      Field Trip

Please e-mail this form to [A.Linsey@enhopeexchange.org](mailto:A.Linsey@enhopeexchange.org) or hand-deliver or mail to:  
Ameshica Linsey, ENHE Executive Director, 419 Woodland St., Nashville, TN 37206

**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.

June 5<sup>th</sup>, June 12<sup>th</sup>, June 19<sup>th</sup>, June 26<sup>th</sup>, July 3<sup>rd</sup>, and July 12<sup>th</sup>

**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.