



Serving Rising K through 5<sup>th</sup> grades

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

### 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 (all Saturdays):**

\_\_\_ **September: 9/12/20**

\_\_\_ **October: 10/10/20**

\_\_\_ **November: 11/14/20**

\_\_\_ **December: 12/12/20**

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

\_\_\_ **January: 1/9/21**

\_\_\_ **February: 2/13/21**

\_\_\_ **March: 3/13/21**

\_\_\_ **April: 4/10/21**

\_\_\_ **May: 5/8/21**

**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 (Tuesday and Thursday only for Reading Buddies) you will help.**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>JUNE 2020</b>	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
<b>JULY 2020</b>	29	30	1	2	3
	6	7	8	9	10

\_\_\_ **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. \_\_\_\_\_

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What days & dates are you available to teach? (Monday - Thursday, *June 1 - July 10*) Teaching time is 1:00-3:00. We typically like to have three 45-minute rotations of 15-17 students. Please indicate how many hours per day and how many days you expect your project/activity to last.

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\_\_\_ **B.4. Donate Snacks.** The children are served snacks every day. ENHE asks for snack donations that are 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," 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 5	Field Trip
_____	Friday, June 12	Field Trip
_____	Friday, June 19	Field Trip
_____	Friday, June 26	Field Trip
_____	Friday, July 3	Field Trip

Please e-mail this form to [A.Linsey@enhopeexchange.org](mailto:A.Linsey@enhopeexchange.org) 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. Family Engagement Dinners are from **5:00pm-7:00pm**.

June 4<sup>th</sup>, June 11<sup>th</sup>, June 18<sup>th</sup>, June 25<sup>th</sup>, July 2<sup>nd</sup>, and July 9<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.