



May 2011

Clayton Valley High School
Parent Faculty Club
P.O. 883 • Clayton CA 94517
www.cvhspfc.com
cvhspfc@comcast.net

THE CVHS PARENT FACULTY CLUB NEEDS YOUR HELP!

As you may know, many of the programs and activities that our students enjoy at Clayton Valley are sponsored and coordinated by parent volunteers through the CVHS Parent Faculty Club. Parent volunteers are critical to the success of these programs and activities and, as such, if we don't have parents willing to volunteer said programs and activities will not happen.

This fall the PFC will have a number of committees that need parents to step in and continue the tradition of volunteering. Whether you prefer to work at home in the middle of the day or middle of the night, whether you like meetings or prefer never to come to one, whether you are handy at the computer or handy with scissors and glue, **there is a job for you!**

Detailed below is a brief description of open positions and the estimated time commitment involved. For more information about any of these positions please email or call Alison Bacigalupo (abacigalupo@comcast.net or 925-408-7457) or Dana Tarantino (tarantino5@sbcglobal.net).

Corresponding Secretary: This **PFC Executive Board position** is responsible for much of the communication to our community and producing all print materials for the PFC. Coordinators of the Eagle's Eye newsletter and the PFC website will work closely with this person to continue developing strong communication between the CVHS campus and families in the community. Time commitment: 2 hours per month (attendance at monthly PFC meeting) plus regular conversation with Eagle's Eye and website coordinators.

Eagle's Eye/Website: (Current Eagle's Eye/Web Editor will stay on through the 2011-2012 school year but is looking for a "co" to train for future years.) This can be the same person or two people. Website includes regular maintenance and updates on the PFC website. Time commitment: Less than 1 hour/month. Eagle's Eye includes gathering information from different departments on campus (via school website, personal knowledge, etc), school calendar, sports calendars, Parent Class Reps, etc. to create a bi-monthly electronic newsletter. Template newsletter is Constant Contact which is a simple "cut and paste"-type template. Time commitment: 2-3 hours every other week. Done on your own computer on your own schedule.

eScrip/SHARES: Scrip and SHARES are both community-based programs whereby CVHS receives a percentage of each purchase made at either Safeway (eScrip) or Lucky (SHARES). The Coordinator of this program will continue the management of this long-standing and easily run program. It consists primarily of marketing and publicizing these programs to new families and encouraging sign up. While this program almost runs itself, it could be a significant money-maker for our school if someone nurtured it just a little. Time commitment: Sign-ups are primarily at the beginning of the year, then maintenance going forward (less than 1 hour/month).

Facility Improvements and Campus Beautification: The previous Committee Chair will work closely with this person to help the transition. This volunteer helps to coordinate two work party days (one in fall and one in spring). Working with the Leadership class and liaison and with a committee of parents, you can choose specific projects to focus on throughout the year. Some of the projects in the past have included planting bedding areas all over the campus, sourcing, buying and installing several benches on campus, a tile mural currently being installed on an exterior wall, and many others. Additionally, ongoing programs have been and can be created and implemented (i.e. Recycling Program). Time commitment: Primary activity happens prior to the fall Cleanup Day and again prior to the spring Cleanup day. Chairperson should meet with volunteers before to discuss plans, priorities, and needs for each day.



May 2011

Clayton Valley High School
Parent Faculty Club
P.O. 883 • Clayton CA 94517
www.cvhspfc.com
cvhspfc@comcast.net

AMES/Catalyst SAT Prep Coordinator: This committee chairperson is the contact person and coordinator for two academic prep programs offered by PFC. This first is the Catalyst company SAT Bootcamp offered once in the fall and once in the spring on the weekends prior to the SAT administration and the other is the AMES Prep course, a several-week intensive SAT prep course offered once a year. Job includes coordinating with the two companies for dates, times, etc., “calendarizing” those events on the school calendar, and marketing/publicizing the programs to the students and families of CVHS. Time commitment: Less than 1 hour/month.

Class Representatives: There is a need for four parents (one from each class) to act as Class Reps to work closely with the CVHS Leadership classes and help communicate the goings-on and needs of the different classes, their concerns, activities, etc. These individuals funnel communication between the students, leadership classes, leadership teacher and the PFC, Eagle’s Eye newsletter, the PFC General Membership, etc. Time commitment: Unknown at this point. The Senior Class Parent Rep position for the 2011-2012 school year is now FILLED.

If you have any questions or want to learn more about any of these (or any other volunteer opportunities) or if you would like to volunteer for one of these open positions please contact:

Alison Bacigalupo (abacigalupo@comcast.net)

Dana Tarantino (tarantino5@sbcglobal.net)

We look forward to hearing from you!