

Family Name: \_\_\_\_\_

## CRICKET ACADEMY REGISTRATION – Fall 2010

[www.cricketacademy.org](http://www.cricketacademy.org) 414-416-4680 [admin@cricketacademy.org](mailto:admin@cricketacademy.org)

### Volunteer Opportunities

Many of the activities that make Cricket Academy special are only possible with the help and leadership of the parents of our students.

*Note: Completing this form indicates interest only, not commitment.  
You will be contacted to further discuss specific duties etc.*

#### Check all that you are interested in:

- Annual Meeting/Picnic Planner (August/Sept.): This event is scheduled for Sept. 11, 2010 at Wil-O-Way Underwood in Wauwatosa. Responsibilities include tracking RSVPs, securing food donations, light activities for children (bubbles, etc.) and clean up.
- Compile Cricket's Annual Report (August/Sept.): Using last year's report as a template, collect information from the various contributors, edit and format information so that the report is ready for distribution at the Sept. 11 Annual Meeting.
- Chinatown Trip Coordinator (Sept./Oct.): The trip to Chicago's Chinatown is scheduled for October 4, 2010. Responsibilities include tracking RSVPs, scheduling motor coach, and accompanying group to Chicago on the day of the event.
- Chinese New Year Celebration Coordinator (Oct.-Jan.): This event is schedule for Feb. 5, 2011 at St. Judes school. Responsibilities include coordinating the efforts of committee members in the areas of food, crafts, games, fundraising, and a written program using past celebrations as a template.
- Chinese New Year Celebration Committee member (Oct.-Jan.): Volunteers are needed to help plan and prepare in the areas of food, games, crafts, fundraising, program, and clean up for this annual Saturday morning event.
- End-of -Year Celebration Committee member (April/May): Volunteers are needed to plan and prepare food, a written program, gifts of appreciation, and clean up for this annual Saturday morning event to be held on May 7, 2011.
- Fundraising Special Event Manager (date to be determined): This is a new event for Cricket Academy. Responsibilities include working with Board committees (Fundraising, Marketing, and Finance) to develop and plan a fundraising event with the intention of raising \$750 or more. Work with volunteers to implement event.

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## **Volunteer Opportunities – continued**

- Fundraising Special Event Committee member (date to be determined): Volunteers are needed to assist in planning, marketing, and implementing a fundraising event.
- Logowear Coordinator (ongoing): Responsibilities include coordinating all aspects of Cricket Academy logowear including selling, ordering, inventory, and promotion.
- Volunteer Coordinator (ongoing): Assist Executive Director in securing volunteers for various committees as well as handling smaller one-time volunteer recruitment and training for tasks such as envelope stuffing and craft preparation.
- Alumni Relations Arranger (ongoing): Responsibilities include working with the Executive Director and Board to develop and implement a comprehensive plan designed to maintain a strong base of Cricket alumni involvement and support.
- Parent Discussion Group Coordinator: Responsibilities include surveying parents to identify possible topics, identifying and securing speakers and/or moderators, and scheduling meetings. This group has historically focused on issues surrounding the topic of international adoption.
- Webmaster (ongoing): Maintain and update the Cricket Academy website.
- Payroll Coordinator (ongoing): Responsibilities include acting as the liaison between Cricket Academy and Paychex, collecting and submitting all required employment forms, calculating and reporting hours for each pay period, and attending to payroll issues as needed.
- Baby/Little Cricket Recruiter (ongoing): Work with Marketing Committee to identify places and events likely to draw families with young children. Promote Cricket Academy's programs for children of that age group.
- Classroom Volunteer (every Saturday morning when classes are in session): Support classroom teacher in presentation of curriculum by helping with all aspects of running the class including set-up, clean-up, assisting with students' needs, gathering materials from cabinets, meeting with teacher and class level coordinator to go over lesson plan, and maintaining communication with parents.
- Substitute Classroom Volunteer (ongoing): Occasionally substitute for a Classroom Volunteer (see description above) as needed.
- Other: If you have a particular talent, interest, or skill that you think would be of value to Cricket Academy and are willing to share, please let us know by describing it below or contacting us by email or phone.