

## About Parent Volunteers

<u>Volunteer Activity</u>	<u>Activity Date</u>	<u>Activity Category</u>	<u>Participation in Volunteer Service</u>	<u>Volunteer Quota</u>
<b>Resource Centre Duty</b>	8:30am to 10:00am and 1:00pm to 2:30pm on Tuesdays and Thursdays; and 9:00am to 10:30am on Saturdays, as specified in the school calendar.  (Closed for Parent Observation Week and Special Events)	1) Book-lending service in Parent Resource Centre ; 2) Preparation of materials for classroom learning, special feasts decorations or other related activities.	To facilitate workload estimation and volunteer assignments, the PTA will regularly announce the dates and time slots of the constant duty days at the Resource Centre. Parents can choose to participate in any time slot according to personal willingness and schedule, and submit a reply slip. Any parent who decides to participate in volunteer service temporarily on the duty day, please go directly to the Resource Centre on the fifth floor to record your attendance.	There is no upper limit on the number of volunteers on the constant duty day of the Resource Centre.
<b>Orientation Day</b>	According to the specific date in the school calendar, it will last for one to two days in November.	Assist the Kindergarten in arranging orientation registration and managing crowd movement on each floor.	1) The Kindergarten will work out the procedures for the annual orientation day and discuss with the PTA the number of volunteers needed and the arrangements for volunteer work. 2) The PTA will announce the volunteer recruitment in early September and proceed with the contact and confirmation process around mid-October.	1) If there are more volunteers than needed, we will draw lots and announce the list of volunteers online. 2) If a parent has a child attending the orientation, the parent is not allowed to participate in the orientation day volunteer service in the interest of fairness.
<b>Lunar New Year Fun Day</b>	According to the specific date in the school calendar, it will be the Saturday immediately following the Lunar New Year holiday.	1) Assist in the decoration and resource management of stalls for the Fun day. 2) Assist in arranging and managing games at different stalls. 3) Assist in crowd management and other activities that require volunteer services on the Fun day.	The PTA will announce the recruitment of volunteers in early September each year. Then the Kindergarten and PTA will start to prepare for the Fun Day in October. After that, the Recreation Committee and the Assistant Committee will proceed to contact and allocate manpower for stalls decoration and other jobs requiring volunteer services in November.	1) The Fun day is a large event with many stalls and a longer duration for current and for former students to participate as well. Therefore, there is a greater demand for volunteers and a longer service period. 2) If the number of participants exceeds the required quota, we will draw lots.

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<b>Volunteer Photographer</b>	Dates and days vary, depending on the needs of the projects.	Assist in all events for snapshots or other print ad photo shoots.	The Photography Committee and the Assistant Committee of the PTA will recruit volunteers from time to time.	1) It will depend on the needs of each activity. 2) If the number of participants exceeds the required quota, we will draw lots.
<b>Other Activities</b>	Please pay attention to the announcement from the Kindergarten or PTA.			