

PARENT VOLUNTEER OPPORTUNITIES FOR 2006-07

In advance, we thank all the volunteers for your continued support and commitment to Al-Fatih Academy. Jazakum Allahu Khairan.

This list is an overview of tasks needed at the present time. It is not comprehensive, thus we will inform you of new opportunities as they arise. We welcome input on these tasks, as well as any additional ideas to volunteer.

If there is no contact person assigned below, please call the office to volunteer for any of the non-PTA chairperson positions or tasks below.

PARENT-TEACHER ALLIANCE (PTA) POSITIONS

Please contact PTA@alfatih.org for filling in these specific chairperson positions:

PTA Co-Coordinators – **Jasmin Mahal (jmahal@vt.edu)**

& Soheil Mahboob (momahboob@excite.com)

Secretary - **OPEN**

Maintenance Committee Chair – **Umar Farouq (ufarouq@yahoo.com)**

Social Activities Committee Chair - **OPEN**

Fundraising Committee Chair - **OPEN**

Education Committee Chair - **OPEN**

MIS Committee Chair– **Soheil Ahmed (sohel.ahmed@qwest.com)**

VOLUNTEER DATA BASE COORDINATOR -- update & maintain list of tasks & persons fulfilling tasks
(AFA Office Manager currently substituting until volunteer fills position)

OFFICE ASSISTANCE

1. 1/2 hour or more; depending on task & time available.
2. Some tasks may be done at home.
 - a. File papers
 - b. Organize supplies
 - c. Make labels for files
 - d. Make & compile photocopies for:
 - i. Tuesday Folder Inserts
 - ii. Monthly AFA Newsletter

EDUCATION COMMITTEE

1. Room parents
 - a. Facilitate teachers' requests --by delegating to parents; for example:
 - i. Field Trip Parents &/or Rides
 - ii. Class Parties
 - iii. Assistance with Classroom Projects
 - iv. Prepare Class resources
 - v. Read in a classroom (once a month).
2. Classroom Substitute Assistants
 - a. Join our list of substitutes.
 - b. It is preferred if you have educational/childcare experience and enjoy working with children.

EDUCATION COMMITTEE (CONTINUED)

3. Teachers' Resource Center & Library Maintenance
 - a. Work in the resource library by organizing and re-shelving books according to established system.
 - b. You could potentially complete all your volunteer hours by assisting ½ hour biweekly with this project!
4. Pick-up/Drop-off Supervisors
 - i. Volunteer in the morning at either the Main & Grove Street Campuses.
 1. From 8:45-9:00am (the morning drop off period):
 - a. Have parents sign in on "Pick up/Drop off List".
 - b. Help child out of car.
 - c. Walk children to building.
 2. From 9:00am – 9:10am,
 - a. Greet parent walking child to building/classroom
 - b. Have them sign in on Late Arrivals List.
 - ii. Volunteer for the morning-only pre-school/pre-K pick up at 12:25pm
 - a. Call & walk child from playground/building.
 - b. Have parents sign out on "Pick up/Drop off List".
 2. From 12:30pm,
 - a. Wait with children.
 - b. Greet late parent & have them sign in on Late Arrivals List.
 - c. Remind them of late fee
 - d. Determine charge based on late minutes.
 - e. Enter information onto Late Fee form & get parent's signature.
 - f. Collect money, or note next day payment with parent's initials.
5. Carpool Coordinator
 - a. Sr. Rasheeda is the coordinator for this task, 703.459.6605.
 - b. She matches families in nearby areas who wish to carpool.

FUNDRAISING COMMITTEE

1. General Mills Box Top Program Coordinator – **Shazia Saleem (shazia_saleem@hotmail.com)**
 - a. Advertise the program to students.
 - b. Collect box tops by creating a collection system at each campus.
 - c. Check expiration dates on box tops.
 - d. Submit them for reimbursement.
2. Campbell's (brand) Labels for Education Coordinator
(same process as General Mills Box Tops)
3. Various stores' education programs
 - a. Register AFA for Various Programs at:
 - i. Target & Kohl's
 - ii. BJ's
 - iii. Grocery Stores – School Supply Programs
 1. Giant, Safeway, Harris Teeter, Food Lion
4. ADAMS Fund-raiser Table Sales Facilitator – **Smeena Khan (skinmd5@yahoo.com)**
 - a. Volunteers needed for Juma'a & Festivals (Fall, Eid-ul-Fitr, Eid ul Adha &/or Spring)
 - i. Transporting Donated Items
 - ii. Table Sellers -- Estimated volunteer time two hours per person.
 - iii. Set/Clean-up
5. Coordinate Picture Day – **Navid Khan (embryomd@yahoo.com)**

FUNDRAISING COMMITTEE (CONTINUED)

6. Organize Fundraising Dinner
 - a. Pre-event phoning/publicity
 - b. Event Preparation
 - i. Location determination, contract
 - ii. Draft flyer information & send to AFA Office
 - iii. Decorate/Set up
 - iv. Work at Event
 - v. Cleanup
7. Organize Read-a-thon
8. Organize a Walk-a-thon/etc, for example:
 - a. Fannie Mae's Walk for the Homeless (Saturday, 7 October 2006 @ 10:45am at AFA)
 - b. St Jude's' Trike-a-thon
9. Organize Eid card/calendar contest & sales
10. Coordinate yearbook compilation & sales
11. Corporate gift matching programs
12. Yard/ Garage (of AFA'S storage shed items) sales

MAINTENANCE COMMITTEE

1. Grounds Maintenance Subcommittee Chairperson
 - a. Estimated volunteer time 3-5 hours per month.
 - b. Organize monthly yard clean-up.
 - i. Yard Work
 1. Clear wooded/shrubbery areas of trash, logs, branches etc.
 2. Walk around the school grounds and pick up trash, debris, or broken toys and place in the school dumpster.
 3. Get volunteer credit hours for as long as it takes you.
 - ii. Landscaping
 1. Trees and shrubs trimming.
 2. Grass needs to be reseeded in some areas.
 3. Flower beds cleaned, edged, etc.
 4. Estimated volunteer time 1-3 hours per person.
 - iii. Gardening – plant flowers/herbs/etc in flower beds & pots.
 - iv. Playground Maintenance
 1. Spread mulch under playground equipment.
 2. Paint some playground equipment.
 - v. Driveway/parking lot maintenance – sweep, fill potholes, etc.
2. Building Maintenance Subcommittee Chairperson
 - a. Recycle Mixed Paper & Plastic Products Weekly – **Ebtihaj Khan**
(ebtehajkhan@yahoo.com)
 - b. Handypersons
 - i. Light Carpentry - Safely Hang Curtain Rods, White Boards, etc
 - ii. Plumbing – upgrade restroom fixtures
 - iii. Painting

MAINTENANCE COMMITTEE (CONTINUED)

- c. Classroom Keepers – periodically maintain school items
 - i. Wash and dry the prayer rugs we use at school for Juma'a.
 - 1. 3 hours volunteer time per month.
 - 2. This is a take home project.
 - ii. Wash and dry the scarves we use at school for Dhuhr & Juma'a.
 - 1. 1 hour of volunteer time per month.
 - 2. This is a take home project.
 - iii. Remove, wash, dry, & replace one classroom's curtains.
 - 1. 1 hour of volunteer time per month.
 - 2. This is a take home project.
 - 3. Remove curtains from classroom on Friday after Juma'a.
 - 4. Replace cleaned curtains on Monday before 8:45am.
- d. Light Sewing
 - i. Hem up fabric to make classroom & restroom curtains.
 - ii. Other requests as needed.

MIS/MEDIA COMMITTEE

- 1. Chairperson facilitates computer support
 - a. Web master – **Rahiq Syed (rasyeed@gmail.com)**
 - b. Network set-up, including wireless setup for laptops
 - c. Web development
 - d. MIS & Web administrative tasks
- 2. School directory
- 3. Media Related Tasks
 - a. Scrapbook of AFA activities – compile photo archives & newspaper articles, etc
 - b. Photographer
 - i. Attend AFA activities.
 - ii. Digitally save & send photos via email to AFA office.
 - c. Help develop & maintain publicity materials
 - i. Brochure
 - ii. Flyers
 - iii. Newsletter Editor - Monthly

SOCIAL ACTIVITIES COMMITTEE

- 1. Chairperson
 - a. Coordinate school social activities such as weekly student pizza days, pot-lucks, annual school BBQ, etc.
 - b. Estimated volunteer time 3-5 hours per month.
- 2. Teachers' Appreciation Breakfast or Lunch
- 3. Teachers' Fridays Programs
 - a. Lunch program Coordinator - **Sr. Shafaq Qurieshi, mshafaqs@hotmail.com**
 - i. Every Friday, parents provide lunch for teachers during the teacher's weekly meetings.
 - ii. Estimated volunteer time 2-3 hours per week.
 - b. Host a teacher's child/ren home for a play date during Friday afternoon teacher workdays
 - i. 1:30pm – 4:30pm
 - ii. Pickup (& possibly drop off) the child/ren depending on discussion with teacher
- 4. Coordinate AFA family get-togethers
 - i. Pot-luck Iftars & Eid Dinners
 - ii. Annual end of school year BBQ & Activities – Last Day of School
- 5. Student Pizza Day Coordinator
 - a. Weekly pizza day for the students:
 - i. Take classroom orders for # slices.
 - ii. Determine prices from vendors
 - iii. Collect money from each class (monthly).
 - iv. Purchase and distribute pizza on designated day each week.
 - b. Estimated volunteer time 1.5 -- 2 hours per week.