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VCS

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# Volunteering & Giving

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**A GUIDE FOR VCS PARENTS**

## **FROM THE HEAD OF SCHOOL**

Dear Parents,

For those of you who are new to Village Community School, welcome! We're so pleased to have your family join our extended community of students, parents, grandparents, alumni, staff and friends. For those of you who are returning parents, welcome back!

Many new VCS parents are eager to learn how they can contribute to the life of our school. This guide provides an introduction to our myriad opportunities to get involved and to share in the experience of building an even stronger, more vibrant VCS.

Your participation and generosity will make an important difference to your children's experience here, and will ensure our excellence endures for future students and families.

Your interest in helping us be the very best we can be is very much appreciated. On behalf of the entire staff, the VCS Board of Trustees and our community, thank you.

Warmly,

A handwritten signature in black ink, appearing to read "Eve", written in a cursive style.

**Eve K. Kleger**

Head of School

## **OPPORTUNITIES TO SUPPORT VCS**

# Contributing to Our Community

VCS parents contribute to our school's vitality in three important ways:

- Serving as volunteers
- Supporting philanthropic efforts
- Attending social and fundraising events

Your active participation benefits our entire community and has a direct impact on the educational opportunities provided to every VCS student, including your child.

Getting involved provides many opportunities to get to know other families, forge new friendships and deepen ongoing relationships.

We strive to make parent engagement a fun, rewarding process. As you consider various options, please do not hesitate to reach out and ask questions. The VCS Office of Advancement is a great resource, as are fellow VCS parents. Together, we'll find the best fit for your interests, time and talents.

This brochure highlights some of the ways you can contribute to our community.

## **VOLUNTEER OPPORTUNITIES**

# Ongoing Commitment

## Class Parents

Class Parents are responsible for effectively disseminating important information to the parents in their class. Throughout the year, they help coordinate volunteers for school-wide events and are active volunteers themselves. Class Parents assist in arranging class trips and other classroom activities, and organize evening social events for the parents of their homerooms. They help create a welcoming environment for families new to VCS. Class Parents also occasionally serve as a focus group for the administration.

At the beginning of the year, the Vice-Chair of the VCS Board of Trustees solicits two parent volunteers from each homeroom to serve as Class Parents for the entire year. Class Parents' responsibilities are varied and important. Parents should volunteer for the position only if they are able to fully meet these responsibilities.

Class Parent meetings are held monthly and are led by the Vice-Chair. Class Parents may alternate attendance at these meetings, but should report to each other the business conducted and share the necessary work. Serving as a Class Parent is an excellent opportunity to help the school while learning more about it.

## Community Service Committee

The Community Service Committee is comprised of parent volunteers and generally meets on a monthly basis. As a volunteer committee, projects may change, but the goal is to support school-wide projects as needed and share resource information to facilitate family volunteering outside of school. The Committee is also pivotal in helping to organize and implement VCS Service Day in May. New participants are encouraged and welcome.

## VOLUNTEER OPPORTUNITIES

# Fundraising Events

## Phonathon/Annual Giving Committee



On Phonathon night in November, parent volunteers use their “artful asking” talents to directly solicit Annual Fund contributions from fellow parents.

Time commitment: one workshop prior to the event, three hours of telephone conversations during the Phonathon evening and a few hours of follow up the next week.

### **Qualities of a good Phonathon volunteer:**

- Willing to make VCS a philanthropic priority
  - Willing to ask for the gift and maintain confidentiality
  - Willing to educate others about VCS financial needs
  - Enthusiastic, knowledgeable about VCS and our mission
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## VCS Spring Soirée



A festive evening of food, drinks and fun for VCS parents. A paddle raise during the course of the evening raises funds for a particular VCS “wish list” item. This event is a great opportunity to step out with other VCS parents for a lively evening together!

### **Volunteers begin meeting in late fall and skill sets include:**

- Creative ideas and venue knowledge
- Event planning skills
- Enthusiasm for building relationships among parents

## VOLUNTEER OPPORTUNITIES

# Social & Community Events

## VCS Annual Fall Festival



The October Fall Festival is a celebratory evening of food, games and activities for parents, students and staff. We tent the Big Yard, transforming it with decorations and amusements. Many children attend in costume, making Fall Festival a most treasured, memorable event.

### **Volunteer opportunities include:**

- Set-up, break-down
  - Leading games and activities
  - Guest check-in
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## VCS Annual Book Fair



For two wonderful days in December each year, the Auditorium overflows with classic novels and great new titles to explore. The VCS Book Fair lets students and families revel in our shared love of reading.

### **Volunteer opportunities include:**

- Set-up, break-down
  - Room decoration
  - Book sorting and packing
  - Preparing student artwork displays
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## VCS Dance Party



We are always looking for inventive ways to shake off the winter blues. Our annual Dance Party for Lower School families in February will do just that. Members of our Physical Education team will lead students and serve as DJs as your children move to some of their favorite music and teach you dance steps learned throughout the year.

### **Volunteer opportunities include:**

- Set-up, break-down
- Guest check-in
- Guiding participation

## VOLUNTEER OPPORTUNITIES

# Social & Community Events

## VCS Annual Service Day



For one memorable and fulfilling day VCS forgoes its traditional schedule and dedicates the time for all students and staff to participate in various service projects with community partners.

### **Volunteer opportunities include:**

- Parent Coordinators:
  - Year-long commitment
  - Organizing service partner projects
  - Collaborating with staff and community partners
- Day-of Volunteers

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## VCS Annual Family Picnic



As our final get-together of June, the VCS Picnic is a chance to reminisce, wind down and honor a memorable year while enjoying refreshments and activities.

### **Volunteer opportunities include:**

- Set-up, break-down
- Guest check-in
- Leading games and activities

## OPPORTUNITIES TO SUPPORT VCS

# Special Funds & Capital Giving

VCS has established several special Funds to enhance specific aspects of our school including professional development for faculty, technology, financial assistance, endowment and more.

Tax-deductible gifts to these Funds are welcome and encouraged. Please contact the Office of Advancement for more information.

Typically independent schools engage in a Capital Campaign every few years. VCS is currently in the early stages of a Capital Campaign for new facilities and growth of our endowment, ensuring that VCS is well positioned to thrive for many years to come.

Every member of our community will have an opportunity to support this exciting initiative.

## Stay Informed Online

There are many ways to keep up to date on the latest volunteer opportunities, events and fundraising efforts at Village Community School. VCS issues weekly emails and Monthly Postings to all families, which include calendar updates and important notices.

The Village Community School website is also a great source of information - be sure to bookmark [www.vcsnyc.org](http://www.vcsnyc.org).

## Questions?

For more information on volunteering and giving, please email Director of Advancement Connie Sopic at [csopic@vcs-nyc.org](mailto:csopic@vcs-nyc.org) or Director of Annual Giving Joyce Doyle at [jdoyle@vcs-nyc.org](mailto:jdoyle@vcs-nyc.org).

# Thank You!



# Village Community School

Village Community School  
272-278 West Tenth Street | New York, NY 10014  
Telephone 212.691.5146 • [www.vcsnyc.org](http://www.vcsnyc.org)

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