**IB Boosters Volunteer Opportunities**

Please check the areas that you are interested in volunteering and drop off at front office or mail to PHUHS.

Name: \_\_\_\_\_\_ Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hospitality**

Volunteers assist with set up for monthly teacher meetings, as well as, the Holiday & End of Year luncheons.

\_\_\_\_ Committee Chairperson\* (Time commitment: 4 hours per month)
*\*Considered Standing Committee, need to attend monthly IB Board meeting.*

\_\_\_\_ Volunteer to assist Chairperson (Time commitment: 2 hours for each meeting)

\_\_\_\_ I am interested in sponsoring one of the monthly meetings (i.e. bring in food with the opportunity to recognize business/family.)

**Freshmen Teambuilding**

Volunteers help with the coordination and set-up of light refreshments for a faculty led teambuilding event during the school day with all IB freshmen.

\_\_\_\_ Volunteer to assist Chairperson (Time commitment: 2 - 3 hours)

**Sophomore Breakfast**

Chairperson organizes and plans event as well as purchases supplies.  Day of event volunteers help with the set-up & decoration of the school cafeteria and assist cafeteria staff with serving an international breakfast during the school day. \_\_\_\_ Committee Chairperson (Time commitment: 15 hours)

\_\_\_\_ Co-Chairperson (Time commitment: 3 hours)

\_\_\_\_ Volunteer to assist day of event (Time commitment: 3 hours)

**Junior Pinning**

Volunteers assist with the planning and organization of an evening ceremony for all IB Juniors. Volunteer opportunities include coordinating invitations & RSVP responses, organizing the program, video during the event, and set-up of the auditorium stage and refreshments in cafeteria.

\_\_\_\_ Committee Chairperson (Time commitment: 15 – 20 hours)

\_\_\_\_ Volunteer to assist Chairperson (Time commitment: 5 hours)

**Senior Graduation Celebration**

Volunteers are needed to lead & serve on several committees to organize and plan this event for all IB Seniors. Volunteers assist with organizing the event location, invitations, sponsorships, programs, photography, décor and music. Volunteers are also needed to help on the day of Senior Celebration for set-up, decoration and assisting parents, students and faculty at the event.

\_\_\_\_ Committee Chairperson (Time commitment: 30 – 35 hours)

\_\_\_\_ Volunteer to assist Chairperson (Time commitment: 5 hours)

**Spirit Wear**

Volunteers arrive early for set up & help with sales at school for IB and general events. There are 6-8 events throughout the year. Help at any or all events is greatly appreciated.

\_\_\_\_ Volunteer to assist Chairperson (Time commitment: 3 hours per event)

**Coffee House -** Evening Showcase of 11th and 12th grade student talent

Chairperson organizes and plans the event and attends auditions prior to the event by the 11th and 12th grade students.  A volunteer is needed to design and print Audition flyers, Audition worksheet and Program for the evening.  Co-chair helps organize prior to event and purchase needed supplies.  Volunteers assist with set-up of audio equipment, decorations, tables and refreshments beginning at 2:30 pm. Volunteers provide support for the performances during an evening showcase of student talent.

\_\_\_\_ Committee Chairperson (Time commitment:  24 hours)
\_\_\_\_ Co Chair (Time commitment: 8 hours)
\_\_\_\_ Volunteers (Tim commitment: 2 to 4-hour time blocks)

**AP/IB Exam Coordinator /Proctoring**

Chairperson enters the IB and AP Exam schedule in a scheduling software program. Volunteers assist with both IB and AP exams during the month of May.

\_\_\_\_ Committee Chairperson (Time commitment: 3 hours per week starting in February/March)

\_\_\_\_ Volunteer to assist Chairperson (Time commitment: 2 – 3 hours per exam)

The success of these events can only be realized because of the dedication and hard work of our volunteers. Thank you!