

## Torrey Pines High School Volunteer Form

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Graduation yr/s of student/s \_\_\_\_\_ Note: All Volunteer information is sent via email.

Home phone: \_\_\_\_\_ Work/Cell phone: \_\_\_\_\_

Department	Description	Duties	If blank - time TBD	I'm interested
Building B – Library Level	Administration Assistance	Direct parents/students, answer phones. Must attend training.	11:30-2PM, Monday - Friday	
Counseling	Clerical	Answer phone & direct students. Must attend training.	8:30-11, 11:30-1, 1-2:30, 1 week day every other week	<b>All slots are filled</b>
Food Court	Cashier	Sell food/snacks to students	Lunch time	
Foundation Office	Clerical	Mailings/various tasks	Work when needed. (Can be done at school or at home)	
Library/Media Ctr.	Clerical	Assist students, some computer work, check out and shelf books	Flexible hours, before/during school	
Nurse's Office	Receptionist	Answer phone, assist students	Lunch hour (Approx. 11:45-12:45)	
Textbook Room	Misc	Checking books in/out to students	August 17-20, 9AM-Noon August 25, 9AM-Noon	
Xeroxing	Clerical	Copying teacher materials	Flexible hours	

Events	Description	Date	If blank - time TBD	I'm Interested
Back-to-School Breakfast ( teachers/ staff)	Set up, serve, and clean up	TBD, during week of August 27		
Pre-Readiness Days	Distribute registration packets	August 13 August 16	8 – 11AM 11AM – 2PM	
Readiness Days	Working at student registration stations, follow-up with students	August 17-20 August 25, August 31	8:45—12:30PM Morning	
Sammy's Night Dinner (Mini-Grants event)	Set up, ck-in, ck-out & clean up	October 12	3PM – 8:30PM	
Mini-Grants Team (teacher wish lists)	Team members purchase teacher requested items	October - December	Flexible	
TPHS Foundation Spring Auction Event (our biggest fundraiser)	Committees: Auction solicitation, advertising, sponsorship, decorations, set up & clean up	Saturday, March 26 (Committee starts meeting in January)	Flexible hours. Event held in evening	
AP Exam Sign-Up	Application & fee collection from students	February & March	11:50-12:30 and 2:30-3:15	
Parent Volunteer Association	Teacher Appreciation Week Breakfast, Lunch	Tentatively 3 <sup>rd</sup> week of April	Flexible	
Hospitality - Principal's Night	Coordinate volunteers to bring drinks & cookies	2 times during school year	6:00-7:30 p.m.	
Grad Night	Fundraising, prizes, chaperone	January to June	Flexible	
Rummage Sale	Committees: Snack bar, collect & count money, & clean-up	Last Friday & Saturday in April	Friday 3:30 - 7 p.m. Sat. 6:30 - 11 a.m.	
Falcon Awards	Coordinate guest lists, communicate with presenters	2 <sup>nd</sup> Week of June - Start 2 months prior to event	Event held in evening	
<b>Short Notice Opportunities or take home projects</b>	<b>Varies: handing out schedules, student snacks, test registration, etc.</b>	<b>Varies</b>	<b>Varies</b>	

**TPHS Foundation ~ P.O. Box 2489, Del Mar, CA 92014-1789 ~ (858) 793-3551 ~ fax (858)793-3405**  
**Email completed form to: [Denise.Small@sduhsd.net](mailto:Denise.Small@sduhsd.net) or fax to number above ~ [www.torreypinesfoundation.org](http://www.torreypinesfoundation.org)**