

## 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: \_\_\_\_\_

**\*\*Monthly Parent/Principal's Coffee for all TPHS Parents\*\***  
**3<sup>rd</sup> Wednesday of every month at 8am in the Counseling Center (excluding Dec, May & June).**  
**All volunteers will be sent an email reminder.**

**NOTE: If you are not sure where you would like to volunteer just fill out the section above.**  
**Your name will be added to the master volunteer list and you will be sent an email when volunteers are needed.**

Department	Description	Duties	Time	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.	8:00-10:30 or 11:00-1:30, 1 day every other week	
Food Court	Cashier	Sell food/snacks to students	Lunch time	
Foundation Office	Clerical	Mailings, filing, copying, event errands	Flexible hours	
Library/Media Center	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)	
Xeroxing	Clerical	Copying teacher materials	Flexible hours	

Events	Description	Date	Time	I'm Interested
Readiness Days	-Help at student registration stations	-August 16-19	8:45—12:30PM	
	-Follow-up with students	-August 25, August 30	Morning	
Challenge Days	-Check-in students attending Challenge Days	-Sept. 19-22	7:15-7:45AM	
	-Pick up lunch at Costco	-Sept. 19-22	10-10:30AM	
Falcon Awards	Help night of the event	1st week of June	5-8PM	
Athletics	-Mandatory Parent Nights	-TBD		
	-Physicals	-1st week of June	5-8PM	

Parent Committees	Description	Date	Time	I'm Interested
Teacher Mini-Grant Evening Event	Set up, check-in, check-out & clean up	October 18	3PM – 8:30PM	
Mini-Grants Team (teacher wish lists)	Team members purchase teacher requested items	October - December	Flexible	
Spring Auction Event (our biggest fundraiser)	Committees: Auction solicitation, advertising, sponsorship, decorations, set up & clean up	March or April (Committee starts meeting in January)	Flexible hours. Event held in evening	
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.	
Teacher Appreciation Lunch	Set up, decorate, serve and clean up	April or May	10AM-2PM	
Grad Night (All night party for graduates)	Fundraising, prizes, chaperone	January to June	Flexible	

**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)**