

We are happy to share volunteer opportunities that Key School offers and how our community can help us meet those needs.

Melissa Davis, current chair of the Key School Parent Hospitality Team, is looking to transition her duties to a parent that is eager to take a leadership role. Your unique ideas and individual contributions are welcomed as this team truly brings joy to the entire Key School faculty and staff. The responsibilities of Parent Group Chair are:

1. Scheduling dates for each event for the school year
2. Sending periodic emails to the team
3. Communicating and scheduling each event with Leslie Vasquez and coordinate with the front office for location/time.
4. Coordinate volunteers for each event using Signup Genius (or anything similar)

Hospitality Group

- Host lunch, breakfast and/or holiday desserts and treats.
- Bring in food, cash donations or volunteer for setup.
- Set up of food and decorations for special events.

Key School Scholastic Book Fair

- Schedule the delivery of Scholastic books to Key School.
- Unpack and organize portable Scholastic book shelves.
- Decorate and arrange display of materials and books.
- Help students choose books.
- Operate Scholastic register (training available) and handle all monies collected from Scholastic purchases.
- Place unsold books back in original packaging.
- Take down displays and arrange for remaining merchandise to be picked up from Key School.

Graphic Design Needs

Graphic design help is needed to support our donor relations and marketing team. Experienced volunteers needed in innovative graphic design.

Special Event Support

Help with special event activities, including donation solicitation, committee recruitment, and leadership volunteer recruitment for our annual No Go Gala silent auction.

Administrative Support

Assistance with administrative support needs include helping with mailings, filing, data entry and other organizational projects.

Feel free to contact us today to learn more about how you can help. **Get Involved and Make a Difference!**

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Wendy Lee- (Development Director) Welee@ksfw.org

Melinda Johnson- (Development Specialist) Mejohnson@ksfw.org

Melissa Davis- (Parent Group Chair) Melissa@davis96.com