



黎明中華中文學校

CHUNG WAH ASSOCIATION CHINESE SCHOOL – LEEMING

LIST OF VOLUNTEER DUTIES

To volunteer please speak to any volunteer on duty or email smc.leeming@gmail.com.

Activities

- Assist in sourcing interesting activities for the students to partake in (ad hoc)
- Assist in the set up and pack away of cultural festivals assemblies (ad hoc)
- Assist in stuffing the red packets with sweets for Chinese New Year (once a year)
- Assist in preparing and demonstrating Zhong Zi wrapping for Dragon Boat Festival (once a year)
- Assist in the fundraising sale for Moon Cake Festival (once a year)

Administration

- Assist the School Admin to scan and shred old documents in the move to become a paperless office (ad hoc)

Assemblies

- Assist the School Admin staff to set up and pack away for assembly (once a term)

Canteen

- Be on the Canteen roster to sell items during recess (once a term).
Volunteers are always needed for the weekly roster to man the canteen during recess. Two people are needed to transport the food to be sold, set up, sell items, pack away after recess and reconcile the day's takings to give to the Treasurer.
It is a fun and social way to spend your recess waiting for your child, you get to hear a lot of loud happy children's voices and see a lot of their personalities.

Dance

- Assist the Cultural Officer with the stocktake of dance clothing, this involves washing and folding the items neatly for another year, any damaged items are darned etc. (once a year)

Enrolment

- Assist in helping new parents and attracting new volunteers during Enrolments (once a year)

Fundraising

- Promote, Assist and Support Fundraising initiatives (ad hoc)
- Assist in finding local company sponsors for events (ad hoc)

Library

- Be on the Library roster to lend out books (once a term)
Volunteers are always needed for the weekly roster to man the library. One or two people are needed each day to tidy the library, lend out and return books, data enter library stock and depending on the school term assist in the end of year stock take, Book Week celebrations or distribute textbooks.
It is a quiet and relaxing way to spend your morning waiting for your child, you get to meet parents and students as they come in to borrow items and be surrounded by books, perhaps even catch up on some reading!
- Assist the Library with the transporting and sorting textbooks into Year groups ready for distribution (once a year)
- Assist the Library in date entering books into excel (ad hoc), all books must be entered into our first into excel then moved into our new software.

Marketing

- Take photos of the school events for the school website and social media and to distribute to the local newspapers; submit photos to smc.leeming@gmail.com (ad hoc)

School Management Committee

- Attend School Management Committee meetings to give your opinions and suggestions on the direction of the school (ad hoc)
- Attend the AGM to give feedback on the direction of the school (once a year)
- Take a position on the School Management Committee to contribute to the direction of the school (Office held for a year or more if you'd like!)