

Torrey Pines High School Parent Volunteer Form

PLEASE WRITE LEGIBLY

Your name: _____ Graduation year(s) of students: _____

Email: _____

NOTE: If you are not sure where you would like to volunteer, please only fill out the *section above*. Your name will be added to the master volunteer list and you will be sent an email when additional volunteers are needed for any given event.

Department	Description	Duties	Time	I'm interested
Front Desk	Answering phones, directing visitors/students	Misc. clerical, phones, assisting staff/students	Regularly scheduled shift or substitute	
Counseling	Special Projects/Clerical Sept- January	Filing, misc. clerical, assisting students/staff	Regularly scheduled shift or substitute	
Foundation Office	Clerical/Special Projects	Filing, misc. clerical, assisting staff	Regular and flexible hours or as needed	
Athletic Office	Clerical/Special Projects	Misc. clerical	As needed	
Food Court	Cashier	Selling food/snacks to students	12:15 PM- 12:55 PM	

Events	Description	Date	Time	I'm Interested
Readiness Days**	Help direct students through registration stations	August 15-18, 2017	8 AM- 10AM / 10 AM- 12 PM	
First Day of School	Hand out student schedules	Tuesday, August 29, 2017	7 AM- 8:00 AM	
Challenge Day 2017	Student check-in Adult Challenge Day participants	October 2-5, 2017	7:15 AM - 7:45 AM 7:45 AM- 3:00 PM	
Athletic Physical Night	Physicals Night (only non- medical volunteers)	One evening during 1st week of June 2017	5:00 PM - 8:00 PM	

****Readiness Days Volunteers please drop off form at Foundation Office or email holly.coughlin@sduhsd.net by August 8, 2017****

Parent Committees	Description	Date	Time	I'm Interested
Spring Fling Event	Assist with planning and running annual Spring Fling event to be held in Spring 2018	Planning meetings likely to start in the Fall	Flexible	
Hospitality	Baking treats for staff and teachers	Periodically throughout the year	As needed	
Teacher Classroom Grants event	Set up, check-in, check-out, food servers, clean up	Mid October	3 PM – 8:30 PM	
Teacher Classroom Grants committee	Committee purchases specific items requested by teachers	October- November	Flexible	
Donor Appreciation Event	Committee plans appreciation event for TPEF donors	Winter 2017	As needed and scheduled meetings	
Teacher Appreciation	Assist with staff luncheon	Spring 2018	10:30 AM- 1:15 PM	
Graduation	Check-in graduates Hand out diplomas	Friday June 15, 2018	2:00 P M- 4:00 PM 5:00 P M- 6:00 PM	
Grad Night (All night party for graduates)	Student check-in All night Chaperone	June 15, 2018 June 15- 16, 2018	10 PM- 11PM 10:15 PM- 5 AM	

**TPHS Foundation ~ 3710 Del Mar Heights Road San Diego, CA 92130 ~ (858) 755- 0125 x2029
TORREYPINESFOUNDATION.ORG**

How do I return the completed form?

Drop off in the Foundation office ~ Scan & email to holly.coughlin@sduhsd.net ~ return during Readiness Days 2017