

CNY Chinese School Parent Volunteer Duty Instructions

Parent volunteer Duty Sign-up

The CNY Chinese School encourages all parents to actively involve and participate in Chinese School's services and management. Each semester, Chinese school will collect \$50 volunteer deposit from each family. All families are expected to complete 5 hours of volunteering services per semester. Chinese school will refund the volunteer deposit at the rate of \$10/hr of volunteer service. Parents can complete these 5 hours by signing up to help maintain school safety during school time, clean classrooms or help at events organized by Chinese School. In general, every family can sign up for up to 5 hours of volunteering work to fulfill the requirement. If there are additional volunteer hours available, parents are welcome to continue to sign up and they will get paid for \$10/hr as well. **Due to any circumstances, if parents cannot complete the volunteer hours, the volunteer fee will not be able to refund to them. The fee will be used for hiring people to do their duty or use for future Chinese School programs.**

Every family (except Chinese School teachers' and Board Members's families) please sign up for volunteer services on the school opening day. A Duty Sign-up Sheet will be provided. Please select an available date and provide your contact information, including phone number.

Volunteer Deposit

❖ A \$50 volunteer duty deposit will be collected each semester for each family. Once your family fulfills a volunteer duty, the deposit will be returned to you as rate \$10/hour. If your family can not fulfill the volunteer duty FOR ANY REASON, your deposit will not be refunded.

Volunteer Duty(2 hours)

1. Arrive Time: Please arrive at school at **12:50PM or 2:50 PM** on your duty day.
2. Ring the Bell: Please ring the bell **at 1:00 , 2:50PM or 3:00 , 4:50PM**
3. **During School time, Watch out students' safety during the school. No students are allowed to play in the parking lot and other prohibited areas.**
4. Refund date will be at 1/6/2019 and 1/13/2019.

Cleaning Duty(1 hour) :

1. Rooms need to be cleaned: First Floor-152, 153, 155; Second Floor- 232, 236, 238, 240, 241, 246, 249
2. After 4:50PM, you may start to do cleaning in classrooms that have completed in use: put chairs and tables etc. in order; vacuum the floor in the classrooms, hallway and stairs etc. Please note: before 4:50PM, almost all classrooms are still in class use.
3. Refund date will be at 1/6/2019 and 1/13/2019.
4. There are two vacuums in CNYCS office ;

Other opportunity of Volunteer

Any events volunteer assignments will be announced before an event occurs. We will send an announcement to remind parents to sign up.