



**2018-2019 Volunteer Nomination Form**  
**ALL PARENTS ARE ENCOURAGED TO SELF-NOMINATE!**  
**Forms due by April 4, 2018**

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

***FOR RSF EDUCATION FOUNDATION BOARD OF TRUSTEES***

\_\_\_\_\_ Yes, I am willing to serve on the RSF Education Foundation Board of Trustees. I understand that this requires a two-year commitment as well as a financial commitment at the “Fair Share” level (\$1600 per child in 2017-2018; 2018-2019 TBD)

- Chair, Annual Giving Committee
- Vice-Chair, Annual Giving Committee
- Chair, Finance Committee
- Vice-Chair, Finance Committee
- Chair, Parent Volunteer Team Committee
- Vice-Chair, Parent Volunteer Team Committee
- Chair, Communications Committee
- Vice-Chair, Communications Committee
- Chair, Community Partners Committee
- Vice-Chair, Community Partners Committee
- Chair, Endowment Committee
- Vice -Chair, Endowment Committee
- At-Large (2)
- Parliamentarian/Secretary

**I think I could best serve the Board of Trustees in the following positions:**

**FIRST CHOICE:** \_\_\_\_\_

**SECOND CHOICE:** \_\_\_\_\_

**THIRD CHOICE:** \_\_\_\_\_

***FOR ALL OTHER PARENT VOLUNTEER POSITIONS:***

(Positions are one-year terms with the exception of the Halloween Carnival Shadows, which requires a two-year commitment.)

\_\_\_\_\_ Yes, I am willing to serve on the Annual Giving/Communications/Parent Volunteer Committee(s) as an event/program Coordinator.

I think I could best serve the organization in the following positions:

**FIRST CHOICE:**

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**SECOND CHOICE:**

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**THIRD CHOICE:**

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Nominated by: Self \_\_\_\_\_ Other \_\_\_\_\_

***WANT TO VOLUNTEER BUT NOT SURE ABOUT TAKING ON A COORDINATOR/LEADERSHIP POSITION? All our Coordinators greatly appreciate volunteers who sign up to assist them with their events/programs. Select an area of interest and join in the fun by being part of an event or program sub-committee.***

\_\_\_\_\_ Yes, I am willing to serve on the Annual Giving/Communications/Parent Volunteer Committee(s) as needed.

I think I could best serve the organization by participating in the following events/programs:

**FIRST CHOICE:**

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**SECOND CHOICE:**

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**THIRD CHOICE:**

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Nominated by: Self \_\_\_\_\_ Other \_\_\_\_\_

**THANK YOU for volunteering!!!! Please return the nomination form to the school reception desk or email it to Bob Willingham RSFEF Nominations Chair@[admin@rsfef.org](mailto:admin@rsfef.org). If you have any questions, please call Bob at 619-889-9872 or email [admin@rsfef.org](mailto:admin@rsfef.org).**

**THE RANCHO SANTA FE EDUCATION FOUNDATION (RSFEF)**  
**PARENT VOLUNTEER ROLES AND DESCRIPTIONS**  
**2018-2019**

**Parent Volunteers are invited to join one or more RSFEF Committee(s):**

- **Annual Giving**
- **Communications**
- **Community Partners**
- **Parent Volunteer**

**Each Committee reports into a Chair and Vice-Chair on the RSFEF Board of Trustees.**

**ANNUAL GIVING COMMITTEE:** The Annual Giving Committee identifies, manages and executes donor solicitation and events/programs to support the Education Foundation's annual grant to the school. Coordinators are encouraged to invite other parents to join them (via working groups or sub-committees).

- 1. Scholars' Circle Program Coordinator(s) (2-4 positions):** Oversees recruitment of school families for membership in the Scholars' Circle (multiyear pledges of \$35K+). Organizes fall recruitment event (weeknight) and spring donor recognition event (Saturday evening) for parents and school administration; works with RSFEF staff to coordinate all aspects of the event (theme/caterer/venue). **Position requirement: must be a donor at the Scholars' Circle level.**
- 2. Cap and Gown Reception Coordinator (1-2 position):** Organizes November recognition event (Saturday evening) for Cap and Gown level and above donors. Works with RSFEF staff to coordinate all aspects of the reception (theme/caterer/venue). **Position requirement: must be a donor at the Cap & Gown level (\$2,500 per enrolled student in 2017-2018).**
- 3. Art Auction/Reception Coordinator(s) (2 positions):** Organizes spring event for school parents and school administration. Solicits volunteer parents from each classroom to develop student produced art projects to auction off at the event. Create titles/descriptions for all art pieces. Coordinates all aspects of the reception.
- 4. Art Auction Non-Art Coordinator(s) (2 positions) –** Responsible for soliciting donated items for the silent action, fixed price & live auction. Items range from signed sports memorabilia/equipment, tickets to entertainment and sporting events, unique experiences to vacation packages. Commitment begins at the end of summer until the spring art auction. Works closely with Art Auction/Reception Coordinator and RSFEF Development Director.
- 5. Grandparent/Alumni Outreach Liaison (1-2 positions):** Responsible for developing relationships with R. Roger Rowe grandparents and alumni. Potential projects include the creation of databases, periodic communications, and invitations to events on-campus etc. Works closely with Development Director.

**COMMUNICATIONS COMMITTEE:** The Communications Committee coordinates all messaging and communication both internal (school/parent), and external (local business/press) for the Education Foundation.

**1. Graphic Designer** (1 position): Works with Communication Chairs on production of annual all RSFEF marketing materials (summer mailing, Family Guide, donor form and video). Some availability in May/June through mid-July is important. Possible other projects include fliers and ads throughout the year including adhoc projects for the District. Knowledge of Adobe Illustrator and/or Indesign is helpful.

**2. Photographers** (2-3 positions): Take photos of K-8 events. Photographer needs are both during school and at events outside of school time for both elementary and middle school.

**3. Social Media Coordinator** (1 position): Work closely with Communications Chairs on messaging via social media including Facebook, Instagram & Twitter. Heavy involvement during fall. Ideal coordinator uses social media on a regular basis and is well integrated in the R. Roger Rowe community.

**COMMUNITY PARTNERS COMMITTEE:** Position reports to and works closely with Community Partners Chairs.

**1. School Directory Ad Sales** (1-2 positions): Coordinates ad sales and submits all ads/Community Partner funds to Education Foundation. Heavy commitment late summer through September.

**2. School Directory Graphic Designer** (1-2 positions): Coordinates layout of school student directory working closely with Community Partners, Communications, and RSF School District. Ideally someone who understands printing. Heavy commitment late September through end of October.

**3. School Directory Distributor** (1 position): Works with the Education Foundation office to obtain updated student listing to distribute directories to be sent home. Labels directories and distributes to classrooms. Distribution date is dependent on receipt of directories from printer; goal is early November. Position commitment is approximately 4 hours total.

**PARENT VOLUNTEER COMMITTEE:** The Parent Volunteer Committee coordinates volunteers for all RSFEF led and District shared events throughout the year and also plans and coordinates 3-6 parent meetings during the school year. Works closely with District Admin and Development Director to secure outside speakers.

***Parent Volunteer Special Events:***

- 1. Newcomers/Welcoming Coordinator(s) (up to 3 positions):** Recruits current school families from all grade levels to welcome and educate new school families about the school and the Education Foundation. Assembles committee to organize and execute Newcomers' Pool Parties (August), Newcomers Open House (Friday

before school starts), Back to School Coffee, and Newcomers' Cocktail Reception. May organizes volunteers and additional events for new families throughout the year, including a mid-year brunch. Reaches out to new families (email) that join the school community throughout the year. Heaviest time commitment is July-August.

2. **Book Fair Coordinator (1 position): District event** - Works closely with librarian to coordinate all aspects of the weeklong school Book Fair including set-up, communications and parent volunteers. Book Fair is held in October.
3. **Halloween Carnival Coordinator(s) (4 positions):** Organizes and executes the annual Halloween Carnival; preparation commences in the spring, although greatest time commitment is August - October. All 4 positions to be present for pre-sales of tickets and event day from beginning to end.
  - a. **Food Vendors** – Responsible for securing food vendors (pizza/food trucks). Mostly late spring planning with follow-up August-October
  - b. **Game/Ride Vendors** – Responsible for securing outside vendor contracts and W-9s (DJ, Laser Tag, Jumpies). Mostly late spring planning with follow-up August- October
  - c. **Classroom/Volunteers** – Responsible for coordinating volunteers for classroom booths, cakewalk and pumpkin decorating contest. Some spring planning with greatest time commitment is August - October.
  - d. **8<sup>th</sup> Grade Coordinator for 8<sup>th</sup> Grade Volunteers** – Responsible for educating, training and organizing work shifts for the 8<sup>th</sup> grade volunteers prior to the Halloween Carnival. Oversees the 8<sup>th</sup> grade volunteers during the Halloween Carnival. Ideally an 8<sup>th</sup> grade parent who has familiarity with the students.
4. **Halloween Carnival Shadows (2 positions):** These positions require a two-year commitment; shadowing the Halloween Coordinators for the first year and then coordinating the carnival the second year. Time commitment for shadows is consistent with respective coordinators.
5. **Red Ribbon Week Coordinator (1 position): District event** – Works closely with K-5 Principal and coordinates communication about presentations and programs for Red Ribbon Week to school parents and local press. Held in October.
6. **Staff Appreciation Coordinator(s) (1-2 positions)** – Responsible for planning a schedule of events (#/type determined by you) and helpers to show appreciation for school staff throughout the year. We are looking for fresh eyes on what has been 3 staff lunches in the past. What could it be next year? All ideas must be approved through school admin, but this job is open to your creativity.
7. **Science Discovery Day Coordinator(s) (1-2 positions): District event** – Works closely with science teacher(s) to coordinate parent volunteers for each of the planned sessions of Science Discovery Day, oversees the day's events, and ensures supplies and equipment are set up in the morning and cleaned up in the afternoon.

8. **Science Discovery Day Luncheon Coordinator (1-2 positions): District event -** Coordinates lunch for volunteers (and guest speakers on Science Discovery Day). Includes coordinating parent volunteers to provide food items and help on the day of the event, setting the menu/quantities needed, décor, set-up and cleanup.
9. **Oceans Week Coordinator(s) (up to 3 positions):** Coordinates volunteers to set up ocean decorations for the office, around school, and the PAC. Solicits parent volunteers to help Ocean Week activities.
10. **Father/Daughter Dance Coordinator(s) (2 positions):** Organizes annual dance for fathers and daughters. Coordinates all aspects of the event including soliciting volunteers to decorate, staff and run event. Usually occurs in early spring.
11. **Mother/Son Event Coordinator(s) (2 positions):** Organizes annual event for mothers and sons. Coordinates all aspects of the event including soliciting volunteers to decorate, staff and run event. Usually occurs in early spring.
12. **Grandparents' and Special Friends Day Coordinator(s) (2 positions): District event -** This event is held on the Friday before the Thanksgiving holiday (November). School administration sets format and schedule for the day. Responsible for updating all communication materials to parents and coordinating volunteers for the day including greeters, tour guides (parents & students) and snack/coffee table. Responsible for obtaining food and coffee for outdoor courtyard reception.

*Parent Volunteer Grade Level Positions:*

1. **K-5 Classroom Room Parent Coordinator:** Oversees K-5 Room Parents. Distributes all volunteer sign-ups for school wide events throughout the year. Time commitment is heavier end of August through September. Responsibilities include running a room parent orientation meeting in the beginning of the year and a debrief meeting before yearend.
2. **Middle School (6-8) Coordinator:** Primary liaison between the School, Education Foundation and parents. Oversees MS grade level liaisons, interfaces with MS Principal and Student Council faculty, and creates weekly communications for grade level liaisons.
  - a. **6<sup>th</sup> Grade Parent Liaison (1 position):** Responsible for weekly communication (provided by MS Coordinator), coordinating class coffees (2), Honor Roll Luncheon (1), and End of Year Grade Level Party. Reports directly to MS Coordinator.
  - b. **7<sup>th</sup> Grade Parent Liaison (1 position):** Responsible for weekly communication (provided by MS Coordinator), coordinating class coffees (2), Honor Roll Luncheon (1), and End of Year Grade Level Party. Reports directly to MS Coordinator.

- c. **8<sup>th</sup> Grade Parent Liaison (1 positions):** Responsible for weekly communication (provided by MS Coordinator), coordinating class coffees (2), Honor Roll Luncheon (1). Reports directly to MS Coordinator. {Note: 8<sup>th</sup> grade graduation festivities are not part of the Education Foundation and are handled directly through the MS Principal.}

*Parent Volunteer Programs:*

1. **Spirit Shop Coordinator(s) (up to 3 positions):** Coordinates and orders school spirit merchandise. Conducts sales during School and Education Foundation events as appropriate (Newcomers' events, Back to School nights, Grandparents' Day, Field Day Fire Sale). Fiscally responsible including collecting money and providing revenue summaries to RSFEF office.

**RANCHO SANTA FE EDUCATION FOUNDATION (RSFEF)**  
**BOARD OF TRUSTEE ROLES AND DESCRIPTIONS**  
**2018-2019**

Board of Trustee (BOT) members of the Rancho Santa Fe Education Foundation (RSFEF):

- Attend monthly BOT Meetings (typically 8:00 a.m. – 10:00 a.m. on-campus), a new Trustee Orientation in May, and one planning retreat held off-campus in early June
- Provide regular committee reports at monthly BOT meetings
- Schedule committee meetings (Annual Giving, Endowment, Finance, Communications, Community Partners, and Parent Volunteer) as needed throughout the year
- Attend School and RSFEF events (including all-parent meetings 6-8x per year) as schedules permit
- Act as ambassadors for the RSFEF's fundraising mission
- Contribute at the Fair Share level set by the Board annually (For reference, the Fair Share in 2017-2018 was \$1600 per child)

**Annual Giving Chair:** Oversees and coordinates all plans, activities, communications and volunteers related to RSFEF fundraising efforts to meet the Annual Grant to the District

- Works closely with the Development Director on fundraising strategies and execution
- Meets regularly with Communications and Parent Volunteer Teams to coordinate fundraising resources
- Presence at events throughout the

**Annual Giving Vice-Chair:** Works closely with the Annual Giving Chair and others to support annual fundraising activities. The Vice Chair supports the Chair and is involved in all aspects of donor solicitation and Annual Giving events/programs.

**Parent Volunteer Chair:** Oversees all parent volunteers for events, programs and grade level communication.

- Works closely with event coordinators to identify parent volunteer needs and facilitate resources
- Attends separate event subcommittee meetings as needed and coordinates meetings as necessary
- Works with District/BOT/Development Director, and parent volunteers to develop agendas and topics of interest for regular (6 x per year) parent meetings/speakers (usually held 8:00 a.m.- 10:00 a.m. in the PAC).
- Acts as host for parent meetings or designates another Vice-Chair or another BOT member

**Parent Volunteer Vice-Chair:** Works closely with Parent Volunteer Chair and the other Board members to support all activities requiring parent volunteers. The Vice Chair also serves as one of the Newcomers Coordinators (August time commitment)



**Communications Chair:** Oversees and coordinates Education Foundation messaging and communication to the school, parent, and local communities. Heaviest time commitment in May-October.

- Works with the Development Director and Annual Giving, Endowment and Parent Volunteer Chairs to identify, manage and execute marketing and communication materials for their respective events/programs.
- Coordinates and produces marketing and communications materials, including RSFEF annual impact piece and video. Responsible for ensuring that all messaging is consistent with the philosophy and goals of both the RSFEF and the Rancho Santa Fe School District.
- Meets regularly with Communications Committee Coordinators regarding management and execution of all communication activities.

**Communications Vice-Chair:** Works closely with the Communications Chair and the other Board members to gain knowledge and experience. The Vice Chair supports the Chair and is involved in all aspects of Communications activities/products.

**Community Partners Chair:** Oversees and coordinates all plans, activities and volunteers in support of the Community Partners program which covers all Education Foundation expenses including donor recognition events. Heaviest time commitment in May-October.

- Responsible for maintaining and expanding existing Community Partners roster via direct solicitation of local businesses. Works closely with Development Director.
- Solicits ads for the School's Annual Student Directory, tracks payments and gathers ad materials and logos in advance of October deadline as well as determining placement of various advertisers.
- Coordinates visibility of CP Program at all Newcomer events and annual Community Partners reception and ensures that high level CPs receive promised visibility and invitations to Education Foundation events.
- Works with Communications Chairs to ensure CP's are properly represented in relevant communications.
- Meets regularly with Parent Volunteer and Communications Chairs for events/programs.

**Community Partners Vice-Chair:** Works closely with the Community Partners Chair and the other Board members to gain knowledge and experience. The Vice Chair will provide support to the Chair and be involved in all aspects of donor solicitation and Community Partner events/programs.

**Finance Chair:** Responsible for the supervision of the financial processes and records of the Education Foundation.

- Works closely with Development Director and Funding manager on all banking accounts and relationships as well as the timely release of an Annual Report
- Develops and manages annual budget for the RSFEF and approves all BOT expenditures

- Works closely with Treasurer of the RSF School Endowment Fund
- Acts as bank signatory on all Education Foundation accounts and facilitates audit and tax approval

**Finance Vice-Chair:** Works closely with the Finance Chair and the other Board members to gain knowledge and experience. The Vice Chair supports the Chair in all aspects of RSFEF finances.

**Endowment Chair** – Oversees all activities related to the Endowment Fund and chairs the Endowment Advisory Board Committee (4-9 members).

- Works closely with the Superintendent to determine if any incremental directed giving needs are needed and with the Development Director on any fundraising strategies
- Monitors the management of the Endowment Fund at the RSF Foundation and keeps the BOT apprised
- Sets the annual Endowment distribution amount to the District (by April 1 for the following year) according to the Distribution Policy approved by the BOT
- Coordinates any Endowment activities with the BOT

**Endowment Vice Chair** - Supports Chair in all aspects (administrative/fundraising) of Endowment Advisory Board with plans to succeed Chair. Vice-Chair will act as main fundraising liaison to the BOT, coordinating with both the BOT Annual Giving Chair and Development Director throughout the year.

**Secretary/Parliamentarian:** Responsible for timely review and approval of monthly BOT meeting minutes as well as oversees adherence to parliamentary procedure.

- Works closely with Development Director on all Education Foundation parliamentary procedures, including drafting resolutions and amendments to the bylaws as needed
- Attends monthly BOT meetings and provides updates as required
- Chairs, organizes and executes all responsibilities of the Education Foundation Nominating Committee

**At Large Members (2)** - Serves on the Board of Trustees to provide support to Board Committees (focus areas specified for 2018-2019 below): may also be called on for specific projects as needed.

**At-Large – Annual Giving** – Supports the Annual Giving Team in all aspects of Fundraising, with particular focus to Red Envelope activities in the fall and participation efforts in the spring as well as special projects as needed

**At-Large – Communications** – Supports the Communications Team in the planning/production/distribution of all forms of communications on behalf of the RSFEF, and special projects as needed