

The Options Program

at Lincoln Elementary School

A community committed to learning, kindness and celebration

Please consider volunteering for one of the following positions. We will be asking volunteers to step forward at your class meeting. Every class is to provide one volunteer for each position. The following positions are ideal for people who cannot volunteer in the classroom during the daytime hours. These positions are important links from the classroom to the Lincoln community.

Options Community Council (OCC) Classroom Representative

- 1 school year commitment (October – June)
- Be a full participating member of the OCC and be a part of the decision making process at Lincoln Options
- Serve as a link between the classroom community and the council bringing classroom needs, views and concerns to the council and in return communicate council issues to the community
- Attend meetings on the second and fourth Tuesday of each month from 6:30 pm – 8:30 pm
- Serve on at least one committee (committee meetings are during the fourth Tuesday meeting at 7:15 pm)
- You will find more information in the Options Program Handbook on pages 12-16
- Additional duties not listed in the Options Handbook are:
 - Each rep will help with auction procurement by making 10 phone calls from the donor list
 - Coordinate (or find another parent in the class to coordinate) the class project for the auction

Classroom Fundraising Representative

- 1 school year commitment (The Lincoln Fundraising Auction is March 6, 2010)
- Attend auction planning meetings on the fourth Tuesday of each month at 7:15 pm beginning in October
- Each rep will help with auction procurement by making 10 phone calls from the donor list
- Each fundraising rep will volunteer to coordinate/lead one of the action tasks listed below:
 - Volunteer coordinator - gets people scheduled to help for the weekend of the auction
 - Class project lead coordinator - checks in with classroom, answers questions
 - Child care coordinator (x2) - arrange child care for day of auction
 - Donations pick-up team (x2) - pick up donations around town when they are ready
 - Donations inventory/storage team - inventory auction items as they come in
 - Dinner coordinator (x2) - arranging for auction dinner, including volunteers
 - Dessert coordinator - arranges for dessert donations and staffing of dessert table
 - Raffle coordinator - Runs raffle, arranges for team of kids to sell tickets
 - Thank you committee - Responsible for thank you letters to all donors
 - Technology committee - Organization of computers and printers for the night of the auction registration and check out

Classroom Garden Representative

- 1 school year commitment (October – June)
- Attend Garden committee meetings on the fourth Tuesday of each month at 7:15 pm
- Each rep will help to carry out the Strategic Plan that has been completed for the garden (to see some of the specifics of the Strategic Plan for the garden, see the garden display across the hall from the school office, or it can be viewed online at LincolnOptions.org in the downloads section)
- Each Garden rep will update the classroom on activities, planning, and progress of the garden
- Each garden rep will help coordinate other volunteers from the classroom
- Each garden rep will help coordinate class activities in the garden
- This will be a newly formalized Options Community Council committee, which will be represented at the council meetings by a member decided upon by the Garden committee

If you have any questions feel free to contact John Tanasse, our OCC President at 352-2740 or tanassechiro@comcast.net and/or any OCC member (list on page 9 of the Opus)