Grandparents’ Day, Thursday, October 2, 2014, promises to be a wonderful event. This year’s event is co-chaired by Wynee Igel and Abigail Pribbenow and is generously sponsored by YACA. The event usually draws a big crowd, and **many** volunteers are needed to make sure things run smoothly.

Below are volunteer “job descriptions.” Each description contains a “Timing” note indicating when and how long you must be available to help with this role. In most cases the timing listed here contains “padding” on the front and back ends, so it doesn’t correspond precisely to the schedule-published times for guests. On the last page of this document are general notes for event-day volunteers.

Once you find a role that appeals to you, here’s how to sign up. Go to the Yinghua Academy website front page. Click on the link for Grandparents’ Day Volunteers. This will take you to a website called “VolunteerSpot,” which we are using to keep track of all the tasks that need doing. Follow the directions on the website to sign up for particular tasks. You may return to this website to see who else is volunteering, to sign up for additional shifts or to make changes to your schedule. The program will also send you an automatic email reminder for the task you’ve signed up for.

Please contact Abigail Pribbenow with any questions about the volunteer roles described here: [pribbena@augsburg.edu](mailto:pribbena@augsburg.edu). Thank you for volunteering!

**VOLUNTEER JOB DESCRIPTIONS**

**Classroom Host**

The role of the Classroom Host is to serve as the English language speaker in the immersion classroom. The ideal host is a parent—perhaps the Classroom Coordinator—from the classroom. Timing: Hosts should arrive at least 15 minutes prior to the time of the grandparents’ scheduled classroom visit. Click [here](http://www.yinghuaacademy.org/wp-content/uploads/2014/09/Grandparents-Day-2014-schedule.pdf) for the schedule.

1. Hosts begin by leading guests from the cafeteria to the classroom. Some sort of color coded signage will be provided for you to use, and guests’ nametags will have a corresponding colored sticker.
2. Help with guests to find classroom seating as needed. We will have sufficient seating to accommodate those who are pre-registered, but you may need to help locate extra chairs if unregistered guests attend.
3. Welcome guests and introduce the classroom teacher and EA. Explain that in an immersion classroom the teacher speaks only the target language—Chinese.
4. Explain what the schedule is for your classroom visit. You will be given this information ahead of time, and if time permits, you may want to touch base with the teacher just before guests arrive to make sure you and she are on the same page.
5. Introduce the presenter/s. You will have this information ahead of time. If time permits, try to meet the presenters (hopefully they will arrive with plenty of lead time) and ask if they have any needs you can assist with. Let them know that you will serve as time-keeper to help keep the class on schedule.
6. Keep track of time. If a presenter exceeds the 5-minute mark, try to help him/her bring the presentation to a close.
7. Assist with crafts and activities in class. Assist the teacher in taking a group photo of students and guests.
8. If you see a child who does not have a grandparent visitor, help other visitors to interact with ( or “adopt, as it were) the child for the day.
9. Thank guests for attending and encourage them to attend an “Immersion 101” presentation and to shop for books and “spirit wear” in the cafeteria.
10. Use the provided talking points and building map to lead guests on a brief tour of the new Middle School wing after the classroom visit. If you are not comfortable leading a building tour, let Abigail Pribbenow know so that she can recruit another volunteer.
11. Lead guests back to cafeteria following the tour.

**Presentation organizers**

This is a great job for anyone who is or has been a teacher, anyone who has attended past Grandparents’ Days at Yinghua, and anyone who prefers to work from home. The role of presentation organizers is to contact grandparents who have volunteered to make a presentation in a K-4 classroom and help them craft a brief presentation which is appropriate for the age of their grandchild/ren. **Timing:** After you sign up, Wynee Igel will begin sending you names and contact information. She will be your contact if you have questions or concerns along the way. Try to make your calls or send your initial emails contact within 36-hours of receiving the grandparent’s name from Wynee. **This work will be ongoing from the time of sign up through September 30.** If there are days when you can’t be available to make calls, tell us and we’ll work around your schedule.

1. Call or email grandparent volunteers.
2. Discuss the planned presentation.
3. Go over the time limits.
4. Ask about any special needs for the presentation—for example, will they need a table and chair or display space?
5. Alert them if you feel that what they are proposing will not work well in the school. For example, one grandparent wanted to show students her large dog, but given allergies and space limitations this was not a good programmatic fit for our event.
6. Be diplomatic when working to craft the best presentation for a student audience. Steer the grandparent towards active, show and tell sorts of activities. Encourage them to bring appropriate props.
7. Discuss the time of day when the presentation will occur, when the presenter should arrive and other details.
8. Tell the presenter the name of the classroom host and the teachers’ names.
9. Complete a brief report about the presentation on a short report form, which will be provided for you. This will be shared with the classroom teacher and classroom host ahead of time and will help us determine if any equipment or furniture is needed in the classroom for the presentation.
10. Pass reports to Wynee Igel by September 25.

**Registration**

The role of registration volunteers is to staff the registration table, greet guests, distribute nametags and tell guests where they may go after checking in. This is a good role for a friendly volunteer who is comfortable in a seated position. **Timing:** We have planned three registration shifts: 8-11, 10:45-12:30 and 1:45-3. Sign up for one or several.

1. Know the location of restrooms, coat racks and elevators. Be prepared to answer basic questions about the event.
2. Arrive on time to touch base with the person from the previous shift to “learn the ropes.”
3. Welcome guests as they arrive. Offer sympathy for parking challenges if any.
4. Registration will be divided alphabetically. Search for guests’ names in your part of the alphabet and check them off the list so that we know they are present, distribute nametags. Nametags will be preprinted. Offer pens and blank nametags to any whose nametags may be missing. Nametags also will be color-coded to indicate where in the cafeteria guests will meet their group leaders. Help guests interpret the color-coding.
5. Keep the registration area tidy and try to keep guests moving swiftly away from the front doors.
6. Invite guests to move to the map area and then to the Cafeteria Commons where there are book and spirit-wear sales and tea.
7. At the end of your shift, update the next shift’s registration volunteers as needed.
8. If you are working the last shift, clean up the registration tables after traffic slows. Package leftover nametags and other items and place them in the school office.

**Greeters**

The role of greeters is to welcome guests, invite them further into the school vestibule and away from the front doors, help them to mark a map showing where they were born, and help them to select a “relationship” sticker showing the Chinese character for maternal or paternal grandmother or grandfather. **Timing:** There are three greeter shifts: 8-11, 10:45-12:30 and 1:45-3:30. Sign up for one or several.

1. Greeters will have large wall maps and post-it “flags” for guests to use to mark their birthplaces.
2. Greeters will have pre-printed transparent stickers to use for “relationship coding.”
3. You don’t need to speak Chinese—directions will be provided to guide you and guests through this process. That being said, if we can recruit Chinese speaking Greeters, it will enhance the event!

**MS Lunch Helpers**

The role of these volunteers is to help facilitate the Middle School lunch process. We won’t know until we review RSVPs whether Middle Schoolers will eat lunch in the cafeteria or in their classrooms. Cafeteria space is limited, so the lunch location depends on how many grandparents sign up to have lunch with us. **Timing**: 11:45-1:30.

1. Help tidy up the cafeteria as needed.
2. Middle School students will meet their grandparents at the door and help them check in. They will then escort them to the cafeteria or to the classroom for lunch.
3. Greet guests as they enter the cafeteria.
4. Help guests pick up their **pre-ordered** box lunches. Check them off list to show they have picked up a lunch. There will be no extra boxes for purchase on the day of the event.
5. Direct guests to restrooms as needed.
6. After lunch, clean up the classrooms or cafeteria.
7. Help guests find seats in the cafeteria for the 2014 China Trip Presentation.
8. After the presentation, help to reset the Chrysanthemum Tea reception and the AV equipment for the 2:30 “Immersion 101” presentation.

**Chrysanthemum Tea reception**

Parent volunteer and YACA board member Sara Pierce is coordinating our reception. **Two shifts**—sign up for one or both: 8-11 and 1-3.

1. Assist in brewing tea and placing trays of treats in the Cafeteria Commons.
2. Clean up and replenish supplies as needed.
3. Offer directions to restrooms and classrooms as needed.
4. Remove reception items during student lunch and replace them afterwards.
5. Assist as needed with “Immersion 101” 10-minute presentations by Mrs. Berg or Dr. Lien—these presentations are ongoing during the reception.
6. Assist with 2014 Middle School Trip to China presentation as needed. This presentation occurs during the second half of the Middle School lunch hour.

**Voice Recording helpers**

Middle School grandparent guests may pre-register to make a voice recording of a brief interview with their grandchildren. Volunteers help with audio recording equipment, which will be set up by Yinghua IT staff. Volunteers help students and their guests to become comfortable with the process, offer a list of printed questions to get things started. Questions also will be provided to grandparents ahead of time. **Timing:** There are two shifts for this role: 12:30-2:15 and 2:00-3:30. Sign up for one or two shifts.

1. Meet guests in the third floor commons area (new wing).
2. Direct them to one of the two recording rooms.
3. Help with AV set up and processes.
4. Facilitate the beginning of the conversations.
5. Trouble-shoot any AV problems (with IT staff assistance).
6. Keep time—make sure that we stay on schedule.
7. Help track the recordings so that IT staff can create CDs to be mailed to the families the next day. Prepare self-addressed envelopes for this purpose.
8. At the end of the last interviews, load AV equipment onto cart and return it to IT staff.

**Kite Festival**

Flying kites is a traditional part of the Chinese elders’ day. Families often fly kites together on this holiday. The Kite Festival takes place in Northeast Park after the Yinghua school day has concluded. The role of Kite Festival volunteers is to welcome guests, answer questions about the school as needed and assist the event coordinator. The event only will take place if the weather is good. Check with parent volunteer **Jane Steiner** for details about this portion of the day—she is the coordinator for this year’s Kite Festival.

**GENERAL NOTES TO GRANDPARENTS’ DAY VOLUNTEERS**

1. As always, in order to serve as a volunteer at the school you must have a valid background check on file with the school office. If you have not yet completed this prerequisite, you may find a link to the form on the bottom right side of the website homepage.
2. Allow extra time for parking on October 2. You may want to consider carpooling with another volunteer. Please try to park on a more distant side street in order to leave closer spots for our grandparent guests.
3. Check in with your “report to” volunteer when you arrive at the school.
4. Attend one of the two Grandparents’ Day volunteer training sessions—Friday, September 26, 4:45-5:45 p.m. or Tuesday, September 30, 10-11 a.m.
5. Wear a white top and black bottoms on the day of the event.
6. Bring nut-free snacks, a water bottle and/or a sack lunch if you’ll be at the school for an extended period of time.
7. If you are a classroom host, are you also comfortable leading a short tour of the new Middle School wing after the classroom visit? We will provide you with talking point and a recommended route. If you are not comfortable leading a tour, let us know so that we can recruit another volunteer to meet your group at the classroom and lead the tour.
8. Be an ambassador for Yinghua Academy. Grandparents want to know why you chose the school and what you love about it.
9. Help us make next year even better! Record your observations about the event. What went well? What can we improve upon for next year? We will provide you with a brief survey to complete after the event. Your feedback matters!