

ALICE FONG YU Alternative School
1541 12th Ave,
San Francisco, CA 94122

Tel: (415) 759-2764
Web: <http://www.afypa.org/>



ALICE FONG YU

Alternative School

Volunteer Handbook

TABLE OF CONTENTS

Table of Contents	1
Welcome Letter from Liana Szeto, Principal	2
Welcome Letter from the AFY Parent Association	3
Why Volunteer?	4
The Role of the Volunteer	4
Expectations for AFY School Volunteers	5
AFY Calendar of Events	5
AFY Volunteering Opportunities and Descriptions	6
AFY Parent Association	7
AFY School Site Council	7
AFY Black Student Union	8
AFY Carnival Committee	8
AFY Walk The Great Wall Committee	10
AFY Chinese New Year Parade Committee	11
AFY Annual Spring Gala Auction Event	13
AFY Annual Fund	15
Prospective Family Tours Committee	15
Garden Committee	16
Drop-off Zone Committee	17



COMMITTEE MEMBERS (5-7 VOLUNTEERS)

- Monthly meetings with Garden Teacher to evaluate garden needs
- Assist Garden Teacher as needed to maintain the garden and the garden program
- Act as mulch supplier, garden work day coordinator(s), and garden party coordinator(s)

DROP-OFF ZONE COMMITTEE

Chairperson: Reginald (Reg) King

email: r_t_k@hotmail.com

The drop-off zone volunteers help manage the daily elementary school morning drop-off between 9:15 and 9:30 a.m., Monday through Friday. The “drop-off zone” is located in front of the school (on 12th Street between Kirkham and Lawton). Parent volunteers open doors and direct students onto the sidewalk and into school, encourage parent patience during drop-off, and ensure the school bus zone remains clear.

DROP-OFF ZONE VOLUNTEERS (5-10 VOLUNTEERS)

- Be at school from 9:15-9:30 a.m. one day a week (or more if available)
- Volunteers are needed throughout the school year on all school days
- Open car doors/close car doors as needed to facilitate drop off
- Direct students into school yard
- Keep school bus zone clear

Dear Parents and Guardians,

Welcome to Alice Fong Yu!

A vibrant and strong public education is the foundation of a democratic society; a bilingual public education builds bridges across the globe and fosters a more peaceful world. Alice Fong Yu (AFY) students become bilingual and biliterate global citizens who can tackle the challenges of the twenty-first century. An AFY education prepares students of all ethnic backgrounds to speak, read, and write two languages, appreciate multiple perspectives, and navigate an increasingly complex world.

In 1995, a small team of parents and community members founded AFY, our nation’s first Chinese immersion public school. Since its inception, AFY has set the gold standard for bilingual education across the nation and around the globe.

Strong parent and community involvement is the key to AFY’s success. Your involvement shows your child that school is important, and that you care about their success. Volunteer, attend school events, and help fundraise to support our educational programs.

Quality education requires teamwork. Our outstanding academic achievement record springs from a strong collaboration between school and home. Don’t be a stranger on campus -- sign up to volunteer today!

Thanks for your support!
Liana Szeto, Principal



Dear Families of Alice Fong Yu,

On behalf of the Alice Fong Yu Parents Association, I want to thank you for your interest in becoming a volunteer at AFY.

While the primary responsibility of the AFYPA is to raise money to support school wide programs, financial contributions alone do not make a community strong. Your participation and volunteering of your time and talents are the true core of our community. Without your efforts we would not be able to implement programs, introduce new ideas, and continue to innovate with our teachers and staff. We would not be able to fulfill AFY's mission statement to create global citizens.

I ask you to make a pledge to yourself that you will become involved and volunteer. Do what you can, when you can. This basic principle recognizes that not everyone has the same opportunities to participate but it does recognize that there are many different ways that you can become involved that work with your life outside of school. Talk to one of your fellow AFY parents and see how you can become involved today!

I am looking forward to meeting you all and getting to know you as part of our community here at Alice Fong Yu.

Sincerely,
Jeffrey Eade
AFYPA Vice-President

TOUR LEADERS (2 VOLUNTEERS)

- Set up table, provide snack and handouts, collect IDs and issue visitor passes
- Leads small group tours, respond to prospective parent questions
- Needed one to two times per week in the Fall and once in the Spring
- Tours take approximately 2 hours

GARDEN COMMITTEE

The AFY garden, located near the corner of 12th Avenue and Lawton Street provides our students with outdoor classroom opportunities. It is a working garden, where the children learn how to grow food and care for our egg-laying hens. The AFYPA pays for a garden teacher, and the AFYPA Garden Committee supports the garden teacher.

CHAIRPERSON: GARDEN TEACHER MULCH SUPPLIER (1 VOLUNTEER)

- Pick up used coffee grounds from Starbucks locations and deliver them to the school
- Volunteer needed throughout the school year
- Pick-up/delivery 5 days per week

GARDEN WORK DAY COORDINATOR (1-3 VOLUNTEERS)

- Assists Garden Teacher with preparing for monthly (1st Saturday per month) garden work day
- Participates in monthly garden work day and assists other parent/student volunteers during the work day events
- Assist with clean up (putting away supplies) after the garden work day

GARDEN PARTY COORDINATOR (1-2 VOLUNTEERS)

- Coordinate the end of school year garden party (in May)
- Purchase and deliver paper goods, hot dogs, hamburgers, condiments, etc. for event (purchases will be reimbursed by the AFYPA)
- Grillmaster – BBQ hot dogs and hamburgers for guests
- Assist with set up and clean up



PR & MARKETING (1 CHAIRPERSON, 1-2 VOLUNTEERS)

- Coordinate promotional flyers, bulletins, email cascade items, etc to promote the event
- Coordinate event program and advertisers
- Format and organize event program

AFYPA ANNUAL FUND

Coordinator: Anni Griswold

Email: AnnualFund@afypa.org

The Annual Fund is the most important fundraiser of the year for AFYPA and raises the lion's share of the PA's annual budget bringing in between \$120,000-140,000k / year.

The active Annual Fund campaign period starts at the beginning of the school year with the Annual Fund letter going out to all families in the first Wednesday folder of the year and ends when school lets out for Winter Break. Donations to the Annual Fund may be made at any time during the year.

The AF Communications Lead drives the campaign by:

- Drafting Annual Fund letter and coordinating distribution
- Communications outreach to AFY community via various channels explaining what the Annual Fund is, why it's important for everyone to contribute, what the Annual Fund pays for, what the PA does, etc.
- Provide Annual Fund updates at PA meetings
- Coordinate Call Night
- You're the cheerleader!

PROSPECTIVE FAMILY TOURS COMMITTEE

Chairperson: Hali Reiskin

email: halidgka@gmail.com

AFY provides prospective SFUSD families with parent-led tours of the elementary and middle school. The tours are provided throughout the school year. In the Fall, there is a tour every Tuesday and Thursday from 9:30-11:00am, and in the Spring, AFY provides a tour for families that will be attending AFY the following school year. The tours provide prospective families with an overview of the school, including elementary and middle school classrooms, academic curriculum, and social/community activities.

WHY VOLUNTEER?

Parents and family members who volunteer at their children's school become active participants towards enhancing that student's growth both academically and behaviorally.

The earlier in a child's education process parent involvement begins, the more powerful the effects. Decades of research show that when parents are involved students have:

- Higher grades, test scores, and graduation rates
- Better school attendance
- Increased motivation and better self-esteem
- Few instances of disruptive behavior

When parents volunteer on a regular basis, it reinforces the view in the child's mind that school and home are connected and that school is an integral part of the whole family's life.

THE ROLE OF THE VOLUNTEER

A school volunteer can assist and support Alice Fong Yu teachers and organizations in many ways. Even at home outside of school hours!

A few ways you can get involved are:

- Attend AFY Parent Association meetings, School Site Council meetings, and Black Student Union meetings
- Help teachers in the classroom
- Put up displays or bulletin boards in the classrooms or hallways
- Organize homework packets
- Help in our library
- Participate in fundraising and community outreach programs
- Help teachers by making teaching tools such as flashcards, mini-books, etc
- Volunteer to share your talent such as cooking, sewing, music, art, gardening, languages, reading etc.
- Share your vocation or career with students on Career Day
- Work on school beautification projects such as the garden, hanging signs or banners to help promote school events, and creating bulletin boards.
- Translate English to Cantonese the letters and bulletins published for our community



EXPECTATIONS FOR AFY SCHOOL VOLUNTEERS:

- Respect all school rules: be safe, be responsible, be respectful
- Inform your child's teachers ahead of time
- Follow the teacher's directions
- Defer all disciplinary matter to the teachers
- Refrain from using your devices, focus on your assigned tasks
- Maintain confidentiality

AFY CALENDAR OF EVENTS

(Dates subject to change)

September 1, 2017

New Family Welcome Potluck, Pizza Night

October 15, 2017

AFY Fall Carnival

October 15, 2017

SF Food Bank Volunteer Day

November (date TBD)

Walk the Great Wall

November, 17, 2017

Black Student Union (BSU) Game Night

February (date TBD)

Spring Festival

February 23, 2017

BSU Black and Proud Assembly

March, 2018 (date TBD)

Chinese New Year Parade

April 21, 2018

AFY Spring Gala Auction Event

May 2018 (date TBD)

BSU Year End Gathering

FAMILY OUTINGS COMMITTEE (1 CHAIRPERSON)

- Coordinate family outing packages
- Create flyers with outing descriptions to be displayed at the eve

EVENT AND VENUE COMMITTEE

(1 CHAIRPERSON, 1 VOLUNTEER, AND +-10 VOLUNTEERS ON THE DAY OF THE EVENT FOR SETUP)

- Main contact for venue
- Plan and organize the venue decorating and layout
- Schedule and organize volunteers prior to the event to help with decorating the venue
- Compile the day of production schedule
- Coordination of the following:
 - Caterer
 - Audio/DJ
 - Bartender
 - Volunteer servers
 - Rentals

TEACHER OUTINGS & CLASS PROJECTS (1 CHAIRPERSON)

- Coordinate teacher packages and class projects

REGISTRATION & WELCOMING TEAM COMMITTEE (1 CHAIRPERSON, 4 VOLUNTEERS DAY OF EVENT)

- Coordinate volunteers for day of event
- Communicate with Annual Fund chairperson, and notify donors of complimentary tickets
- Coordinate with technology team for inputting of information during the day of event
- Greet and register guests as they arrive at the event

TECHNOLOGY COMMITTEE (1 CHAIRPERSON, 4 VOLUNTEERS DAY OF THE EVENT)

- Responsible for setting up the event website
- Coordinate and schedule volunteers for Tech Committee
- Coordinate and schedule volunteers for day of event team
- Coordination with Solicitation Committee, Silent and Live Auction Committees to format and organize solicitation items for bidding by using online services like Greater Giving
- Day of event:
 - Set up tech (printers, computers)
 - Verify event venue wifi ability and locations
 - Coordination with Welcoming Team to check in guests
 - Provide check out services for guests after purchases are made



AFY ANNUAL SPRING GALA AUCTION EVENT

Chairpersons: Wendy Dere and Jeffrey Eade

email: alicefongyu.auction@gmail.com

Cell: 415.606.4414

The AFY Annual Spring Gala Auction is an evening celebration with a theme that includes dinner, beverages, dancing, and of course bidding on fabulous trips, local experiences, professional sporting events, family outings, teacher led outings, classroom art work pieces and much more. The Gala is an important part of our yearly schedule and brings together our efforts to raise funds for the school and to have a great party! It takes many volunteers to organize this event and all levels of help are appreciated.

Some of the committee positions and descriptions are:

CHAIRPERSON(S) (1-2 VOLUNTEERS)

- Oversee the Committee's and provide necessary resources and organization for a successful event

SOLICITATION COMMITTEE

(1 CHAIRPERSON, 3 VOLUNTEERS)

- Solicit local businesses and organizations for donations of items

LIVE AUCTION COMMITTEE

(1 CHAIRPERSON, 1 VOLUNTEER)

- Works closely with the auctioneer to format the Live Auction portion of the event
- Confers with Chairpersons to decide which items will be put in live auction
- Coordinates the volunteers helping on the day of the event
- Works with committee lead of "Teacher Packages" to put together slide show used during the event

SILENT AUCTION COMMITTEE

(1 CHAIRPERSON, 3 VOLUNTEERS)

- Coordinate items with Chairpersons and Live Auction Committee
- Design and assemble packaging of items into bundles for bidding
- Coordinate receipt of Solicitations and follow up with donors
- Coordinate with Technology Team
- Coordinate volunteers for day of event to work during the live auction part of the evening

AFY VOLUNTEERING OPPORTUNITIES AND DESCRIPTIONS

AFY Parent Association

AFY School Site Council

AFY Carnival Committee

AFY Walk the Great Wall Committee

AFY Chinese New Year Parade Committee

AFY Annual Spring Gala Committee

AFYPA Annual Fund

Prospective Family Tours Committee

Garden Committee

Drop-off Zone Committee



AFY PARENT ASSOCIATION

Jeffrey Eade - Vice President

email: afypa.vicepresident@gmail.com

cell: 415.606.4414

The AFY PA is responsible for organizing and conducting activities to support AFY by expanding educational and other opportunities for our students.

All parents and legal guardians of students enrolled at AFY are automatically members of the AFY Parent Association. The AFY PA is comprised of a Board of Directors who are elected for two year terms.

The AFY PA meets once a month on the first Wednesday of the month. The meetings are open to all.

AFY SCHOOL SITE COUNCIL

Dennis Yee - President

email: dennisyee@yahoo.com

The AFY SSC advises the school in:

- Planning, budgeting, implementing and evaluating the School Site Plan
- Studying and refining the School Site Plan (Balanced Scorecard)
- Supporting the SFUSD goals of access & equity, student achievement & accountability
- Emphasizing the role of the parent as the first teacher of the child
- Taking action as required by the California Education Code

The SSC is comprised of six parent seats and six teacher/staff seats for a total of a 12-member SSC serving under staggered terms for better continuity.

The primary responsibilities of the SSC members are to:

- Attend monthly SSC meetings (generally held on the first Thurs of each school month at 6:30pm)
- Actively participate in providing advice and support of purposes outlined above
- Actively report SSC proceedings and actions to peer groups and bring back peer group recommendations to the SSC
- Review and approve budgets and school plans (i.e., Balanced Scorecard)

Generally, the SSC meets on the first Thursday of each school month at 6:30pm.

FLATBED TRUCK DRIVER (1 VOLUNTEER)

- Drives the Music Mixer/Controller and Music Cart Pusher to the parade site
- Ensures delivery of the music cart, fans, banners, poles, snacks, water to the parade site
- Position needed on parade day

MUSIC MIXER/CONTROLLER (1 VOLUNTEER)

- Edit music to the dance choreographers specifications
- Controls the music in the parade
- Duties performed begins approximately in October

MUSIC CART PUSHER (1 VOLUNTEER)

- Manages and ensures that the delivery of the props gets to the appropriate groups
- Pushes the cart with the speakers, generator, snacks and water in the parade
- Position needed on parade day

COSTUME MANAGEMENT AND PREP (2-3 VOLUNTEERS)

- Ensure costume fitting and notes clothing number to each person
- Fit Fan Performers (2nd or 3rd practice)
- Fit Banner Holders Chinese Jackets (1st practice)
- Parade Day at AFY: Dress, Make-up and hair for Dance Performers
- Parade Day at AFY: Check-in Dance Performers Costumes & red ribbons, plus Banner Holders, Chinese Jackets
- Duties performed begins at practice and parade day

SWEATSHIRT COORDINATOR (2 VOLUNTEERS)

- Works with the sweatshirt designer
- Ensures design approval
- Submits and press checks sweatshirts with the printing company
- Works with the Distribution Team
- Duties performed begins approximately in September/October

SWEATSHIRT DESIGNER (1 VOLUNTEER)

- Designs the Chinese zodiac sign sweatshirt
- Duties performed begins approximately in September/October

SWEATSHIRT DISTRIBUTION TEAM (5 +/- VOLUNTEERS)

- Assist in sorting and distributing the sweatshirt purchases to each classroom. Generally this position takes place a week or two prior to the parade



ART CONTEST LEAD AND JUDGES:

- One or more people to collect art contest submissions, post them along the 1st floor hallway and coordinate judges and voting. Once the votes have been tallied, the results are given to the Co-chairpersons.

SPONSORSHIP:

- Solicits sponsors for t-shirts and collects money to be given to the Co-chairpersons.

AFY CHINESE NEW YEAR PARADE COMMITTEE

Chairperson: Linda Lee

email: afcnyparade8@gmail.com

cell: 415.307.7861

PARADE SUPPORT LEAD (1 VOLUNTEER)

- Supports the Director
- Position needed throughout parade preparation life-cycle

BANNER LEAD (1 VOLUNTEER)

- Manages the Banner Holders
- Position needed at all Banner Holder practices

DANCE LEAD AND CHOREOGRAPHER (1 DANCE INSTRUCTOR)

- Instructs East/West dance choreography and leads the dance troupe in the parade
- Position needed at all practices and parade day

LINE LEADS (2-3 VOLUNTEERS)

- Ensures students stay in formation
- In the event of an injury or if an AFY participant is tired or sick, this person will assist in passing that participant to the Flag Runner Support team
- Position needed at all practices and parade day

FLAG RUNNER LEAD & SUPPORT TEAM

- Walk along the sidelines (behind the onlookers) of the parade, while following the AFY Contingent and assist any of the AFY participants if necessary in the event of injury or illness
- (3) AFY Flag Bearers
- (5 +/-) Support Parents
- Position needed on parade day

AFY BLACK STUDENT UNION

Chairperson: Ronnie Chism

email: rchismentrps@yahoo.com

The Black Student Union (BSU) is comprised separately of a student and parent body. The students meet once a week with Guidance Counselor, Jay Taylor to discuss and or plan elections of its officers, events for the year and issues and concerns.

The parent body consists of a Chair and Co-Chair, Secretary, and Treasurer. Other committees are formed as needed. We meet once a month on the 2nd Monday of the month at AFY.

Discussions include planning for the four events that the parents and students participate in during the school year:

- Meet & Greet (hosted by BSU and PA)
- Game Night
- Black History Month Assembly
- Year End Gathering.

All of these events are geared towards fostering community building amongst our AFY families and staff, cultural appreciation and awareness. We also bring in support from outside the AFY community.

All are welcome to attend meetings and support the events.

AFY CARNIVAL COMMITTEE

Chairperson: Hillary Luu

Games Coordinator: Alice Kong

Food Coordinator: Wendy Dere

Contact: AFYCarnival22@gmail.com

CHAIRPERSON

- Make sure the carnival runs smoothly, oversee all aspects of the event as listed below. Works with the PA on Carnival Date

GAME COORDINATOR

- Responsible for all the games
- Go through all of the games located in the storage area
- Ensure games are intact and all pieces are available
- Create posters with names of games
- Rules posted for each booth
- Shop for prizes
- Decide on ticket award amount



- Reservations for games and dunk tank rentals
- Set up game booths with volunteers on the day of event, monitor throughout the day.

FOOD COORDINATOR

- Responsible for all the food/drinks
- Create menu of food items
- Ask parents that may be able to donate food from family restaurants, or make large quantities of noodles, spam musubi, sushi, boba, etc...
- Recruit volunteers to help with shopping, and to work shifts throughout the event
- If having BBQ, then set-up and arrange team to prep and purchase supplies
- Shop for food, paper goods, drinks.
- Place orders from restaurants, and arrange delivery or pick-up.
- Prep food the night before, feed volunteers, and teachers.
- Coordinate food concessions, i.e. cotton candy, popcorn, shaved ice, etc...
- Work with Bake Sale Coordinator

VOLUNTEER COORDINATOR

- Responsible for recruiting volunteers during First Day of School, Back to School Night etc, (coordinate with middle school counselor), monitor volunteers on day of the event
- Help with marketing the Carnival
- Work with Middle School Counselor for Middle School Volunteers
- Help with assigning volunteers at booth (food, game, and prize booths)
- Help with check-in and check-out volunteers Day of Carnival
- Help with giving Middle School kids instructions prior to Carnival Day
- Help with recruiting Bake Sale Coordinator
- Work closely with Game Coordinator to align # of games with # of Volunteers needed
- Set-Up Sign Up Genius for volunteer sign up
- Help with coordinator set-up and clean-up crews

VOLUNTEER CO-CHAIR

- Support the Volunteer Chair

TEACHER LIAISON

- Liaison with Principal Szeto and responsible for finding dunk tank victims

BRAIN MAN

- Help with map and layout and also brainstorm ideas

GAME CO-CHAIR/PRODUCER

- Responsible for creating inventing new games, support Game Coordinator

ACTIVITIES COORDINATOR

- "other booths" - photo booth, sand art, balloon, shrinky dinks
- Purchase supplies and replenish as needed

PRIZE COORDINATOR

- Advertise for donations prior to event, run the prize area during event, categorize donated prizes, decide how redemption amount and process will go during event

RAFFLE COORDINATOR

- Solicit donation for raffle prizes, package prizes, market and sell raffle tickets, run the raffle on day of event

ADVERTISING COORDINATOR

- Help with distribution and posting of posters and flyers, social media, school announcements in bulletin, weekly folder, etc.

TICKET COLLECTIONS

- Will help with collections of tickets and distribution

BAKE SALE CHAIR

- Solicit bake sale donations, recruit for volunteers to run bake sale during event, decide on prices for baked goods

AFY WALK THE GREAT WALL COMMITTEE

Chairperson: Jennifer Pon

email: jenniferkingpon@gmail.com

The AFY Walk the Great Wall event is a school wide walking and community building event.

CHAIRPERSONS:

- 2 Co-Chairs to oversee the event as a whole
 - Gathers volunteers for the event day as well as recruiting and overseeing sub- committee leads and volunteers. Helps as a liaison with other volunteers and any outside vendors (usually t-shirts)

