

# A MEANINGFUL VOLUNTEER OPPORTUNITY FOR PARENTS

**The Partnership Fund needs volunteers – from experienced fundraisers to enthusiastic beginners. There are opportunities to help that fit all types of availability: weekly, bi-weekly, occasional, or work from home.**

**Please join the team!**

## **Areas that I am interested in (check all that apply):**

**WRITING AND COMMUNICATIONS:** Are you a good writer? Experienced with Public Affairs? Please help our Communications Committee: we write brochures and newsletters about TJ.

**ADMINISTRATIVE SUPPORT:** We welcome help in the Partnership Fund Office to record donations, help with mailings, send thank-you notes, and other basic administrative duties.

**EVENT PLANNING/HOSPITALITY:** We host a variety of events at TJ and other places and can use your help coordinating, planning and staffing these events.

**INTERNET RESEARCH:** Do you love to surf the internet? Help us compile a new database of TJHHST alumni or research corporations who might be interested in partnering with TJ.

**FUND-RAISING SUPPORT:** Use your people skills to help raise needed funds. Opportunities are available for those experienced in non-profit fund raising (using Raisers Edge) and those who would like to learn.

**SPRING PHONATHON:** Spend part of a Sunday manning the phones to take donations. It is a great way to meet other TJ parents and benefit the school at the same time.

**PARTNERSHIP FUND BOARDS:** Would you like to help one of the Partnership Fund's three Advisory Boards (Corporate, Alumni, Parent) develop plans for fundraising? Do you have corporate contacts? We could use your connections on the Corporate Advisory Board.

**PROPOSAL WRITING:** Ever written a grant proposal? We could use your help!

## **I would like to help the Partnership Fund help our School:**

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Questions? Contact the Volunteer Chair at: [pamcooper3@verizon.net](mailto:pamcooper3@verizon.net)  
(703-450-0321)**