



Volunteers Needed

Here's a way to give your time and talents to the Foundation. We have a **volunteer request** for the LWSF annual luncheon and are seeking volunteers to help with this fundraising event, which takes place on **April 28th, 2010 at Juanita High School**.

Our only fundraiser--the luncheon-- allows the Foundation to provide grants and support to our Lake Washington School District students. **Help us help our students!**

Please look over the following needs to see if any fit your interest, time and expertise. We would be happy to hear from you if you have questions or suggestions. Email Volunteer@lwsf.org or Carolyn Vache', the **Legacy for Learning Luncheon** Chair dvache@verizon.net with questions or your interest. Thank you very much! Your help would be very appreciated.

(Scheduled meetings for Luncheon committee are Feb. 5th, March 1st, March 25th and April 12th at the LWSD Resource Center in the Curriculum Library from 10am-12pm. Attendance not necessary but welcome!.)

NEEDS

Work that Begins Now:

Display Coordinator—Contact schools/teachers involving performance band, live student demonstrations and Classroom & Enrichment Grant (CSEGs) display material. Work closely with Luncheon Chair and Display Designer.

Display Designer—Design and coordinate CSEG and other LWSF Program displays. Work with the Luncheon chair and Display Coordinator.

Publicity and PR—Committee writes and distributes articles to newspapers and news stations about the event. Work done at home. Work with Foundation Marketing group.

Work that Begins in Early March:

Printed Program Coordinator--Coordinate the information for the program that is provided to each luncheon attendee. Set up times with LWSD print center for printing, deliver to Juanita and place on tables. Past program layout is available to use as template. Work can be done at home.

Packet Coordinator-- Coordinate information going into the packets. Stuff the packets that are placed on each table for the Table Captains. This is done a few days before the actual Luncheon, though coordination with other chairs begins a few weeks prior to luncheon.

Recognition Gifts-- Coordinate gifts for speakers and food service management team. Work with Carolyn Vache'. If desired, can work with a school to solicit well-done student-made gifts.

Work That Begins on April 27th or 28th

Set Up/Tear Down—Event set up is Tuesday, April 27th, the day before the luncheon. It usually begins the last class period with JHS PE students rolling out the floor mats, then followed by volunteers setting up the stage and table placements, table settings, decorations, displays, registration table, etc.

Tear down is immediately following the luncheon at approximately 1:00pm on Wednesday, April 28th with removal of aforementioned items.

Registration Table-- Help at registration table on day of Luncheon to check attendees in as they arrive. Hand out name tags, etc. Time: 10:15am on April 28th.

Let us know what appeals to you! Thank you. Email volunteer@lwsf.org