



## 2025-2026 Foundation Volunteer Positions

The Oak Grove Foundation is recruiting parent volunteers for the 2025-2026 school year!

We are looking for volunteers who can work a few hours a month and also lead special projects for us that are more time intensive in the spring. Our current volunteers have worked tirelessly to bring the foundation's operations to where it is since returning to school after the pandemic and we need your help to continue its legacy.

**Being a volunteer is a great opportunity for moms, dads and caregivers to contribute to your child's education and the success of Oak Grove Elementary!**

If you are interested in one of these positions or learning more, please email us at [admin@oakgrovefoundation.org](mailto:admin@oakgrovefoundation.org) and a board member will reach out to you to connect over Zoom or in person. We look forward to hearing from you!

<b>Position(s):</b>	<b>Assistant Treasurer (1 position)</b>
<b>Where/When:</b>	From home, on your schedule
<b>Hours:</b>	1-2 hours/week, plus meeting attendance
<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>• Issue checks to teachers and pay invoices to vendors (if you ever wanted to feel like Oprah, this is your chance!)</li><li>• Deposit donation checks via a mobile app</li><li>• The person in this position must be a board member</li></ul>

<b>Position(s):</b>	<b>Rent the Rock Liaison (1 position)</b>
<b>Where/When:</b>	From home, on your schedule
<b>Hours:</b>	1-3 hours a month
<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>• Help the front office follow-up with parents regarding scheduling &amp; payments</li></ul>

<b>Position(s):</b>	<b>Corporate Relations Chair/Co-Chairs (1-2 positions)</b>
<b>Where/When:</b>	From home, on your schedule
<b>Hours:</b>	3-10 hours a month
<b>Responsibilities:</b>	<p><b>Fall:</b></p> <ul style="list-style-type: none"> <li>• Organize information on existing corporate relationships</li> <li>• Reach out to existing business partners throughout the year to update them on Oak Grove through emails and personalized notes</li> <li>• Create lists of potential corporate partners we have never tapped</li> </ul> <p><b>Spring:</b></p> <ul style="list-style-type: none"> <li>• Assist with rewards fulfillment.</li> </ul>

<b>Position(s):</b>	<b>Funded Programs Co-Chairs (2 people)</b>
<b>Where/When:</b>	From home, occasional meeting at school
<b>Hours:</b>	3-5 hours a month
<b>Responsibilities:</b>	<p>We need two volunteers to oversee our BIG (materials) &amp; HOT (teacher training) programs. You will help teachers spend their money and secure their items.</p> <p>Since we often move money between these two programs throughout the year, it is important for these co-chairs to work together.</p>

<b>Position(s):</b>	<b>Show Your Love Committee Members (1-5 total)</b>
<b>Where/When:</b>	At home, occasional evening meetings
<b>Hours:</b>	3-5 hours per month
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>Assist Show Your Love Co-Chairs with our annual fundraising campaign in February. Planning takes place October to January.</li> </ul>

<b>Position(s):</b>	<b>Auction &amp; Trivia Night Committee Members (1-5 total)</b>
<b>Where/When:</b>	At home, occasional evening meetings
<b>Hours:</b>	3-5 hours per month
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>Assist Show Your Love Co-Chairs with our annual silent auction and Trivia Night in spring. Planning takes place October to March/April.</li> </ul>