

October 19, 2011

RE: Volunteer Coordinator Introduction and Survey Reminder

Hello DaVinci Academy Families! I would like to take this time to introduce myself to those of you who don't already know me. My name is Lee Swearingen and I am the new Volunteer Coordinator/Administrative Assistant at DaVinci Academy. It is my job to centralize and coordinate all of the many volunteer opportunities we have and match them up to the people who have the time and talent to assist with them. In light of this, I would like to remind everyone about the recent *Time and Talent Survey* that was sent out by Mr. Klabunde on October 4. I want to thank the many who have already responded and encourage those of you who have yet to do so to take the time to complete it. It should take no more than five to ten minutes and a link to the survey is here www.surveymonkey.com/s/Time_and_Talent for your convenience. Our tireless PTO members and I will be following up with you after November 4 if we don't hear from you.

While I have your attention, I will give you just a *sampling* of our immediate needs. If you are interested in any of these areas, feel free to contact me or the staff member listed below. We will be happy to get you started!

- New computers need to be etched with the school name – etching tool provided, just bring a steady hand!
- Join a committee – the Policies and Procedures Committee is currently seeking an attorney to assist us and several other committees need you too
- Want to work directly with students? Teachers in almost every grade need volunteers to read regularly with individuals or small groups
- Our librarian is in need of several volunteers to regularly re-shelve, organize and bar code our amazing supply of books (Sseverson@davincicharterschool.org)

See something you are interested in or have ideas of your own? Contact me at lswearingen@davincicharterschool.org. I am available Wednesday through Friday each week. Please stop by and introduce yourself the next time you are at school. You can find me sharing Mr. Klabunde's office. I look forward to working with all of you in the near future.

Sincerely,

Lee Swearingen
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