



Volunteer Opportunities at Deep Run High School

Where Wildcat Pride Runs Deep

Volunteers are an instrumental part of Deep Run High School. Please take the opportunity to become a bigger part of your child's school. We use NList to fill our volunteer needs. Please see the brief description of opportunities and sign in to the committee of interest to you via the given passwords on the back of the page.

Before working in the school, **all volunteers must complete a Henrico County Public Schools Application for Volunteer Service and a Deep Run High School Confidentiality Agreement.** These forms are included in your back-to-school folder.

Long-Term Volunteer Opportunities

Long-term volunteer positions will be assigned during the month of September, so be sure you sign up via NList right away in order to request one of these spots. In some instances, there are more volunteers than positions open, and the assignments must be filled using a lottery. All long-term volunteers are required to attend a brief volunteer orientation session that covers safety and other issues.

Bookstore – Shifts available before and after school, during lunch

Clinic Assistants - Assist RN with various tasks, working twice monthly

Main Office Assistants - General office support, photocopying, working twice monthly

School Counseling Office - Answer phones, perform light clerical work and greet guests, twice monthly

Short-Term Volunteer Opportunities

This is a partial list. Stay informed with new opportunities as posted in the newsletter and email notices thru the year.

Back-to-school Forms Processing – Sorting paper returned by parents – thru September

Hospitality - Send in Food/Drink Items for Deep Run events throughout the year

Hospitality for the Senior Class - Provide food and assistance for special events related to senior class, such as senior picnic, Baccalaureate, and senior dessert night – *Parents of juniors* assist with these events.

Marathon Dance March 19, 20 - Volunteers help organize, chaperone, donate food, provide business sponsorship, and more.

Party All Night Committee (PAN) – Assist with after-prom party, May 15. *Parents of juniors and seniors* help plan, decorate, donate food, chaperone this fun night.

Baccalaureate Assistance, Junior parents.

For additional Information go to: www.deeprunptsa.com

DRHS PTSA Volunteer Coordinators

Anne Carson – 364-3430 dcarsonva@comcast.net

Lyn Clark – 360-0848

SEE BACK SIDE OF PAGE FOR HOW TO SIGN IN TO HELP WITH ANY OF THESE COMMITTEES

Instructions for Volunteering Via the “NList Help” Web Site

The volunteer positions at Deep Run High School will be coordinated using the web-based NList Help site. It is easy to use and convenient!

Each project or volunteer position requires you to sign in to that committee via the site password. This will allow you access to that committee information and needs. Each committee has it's own site so information that you will receive will pertain to your area of interest.

You may notice several volunteer opportunities will NOT be “live” until later in the year. For example, we won't be posting the March Marathon Dance needs until later in the year, closer to the event. You will be notified via email when new events are added and help is needed. Be sure you're in the database to receive school emails by going to www.deeprunptsa.com and add your email to “Join Our Mailing List”, if you haven't already!

To Register on NList as a 2009-2010 Volunteer:

1. Go to www.nlisthelp.com
2. On the right side of the page, about halfway down, within Claim Ticket Signup, click the highlighted **Join now!** Link.
3. You will see a screen asking for “Site Owner’s E-Mail”, “Sign-Up Password” and “Your E-Mail.” Use the following information to join the site(s) of interest to you. Each committee has a different password. Repeat steps 1,2,3 for each committee you wish to join using that committee password.

Site Owner’s E-mail:	nlist@deeprunptsa.com	
Password:	62955a	-- for main office volunteers
	d68efe	-- for clinic volunteers
	55abc6	-- for school counseling office
	f56a66	-- for book store
	44463e	-- for “short term” volunteer spots
	bb252a	-- for hospitality

4. Enter, and then confirm, your e-mail address. You will see a notice that “Your Invitation Has Been Sent.”
5. Go to your e-mail, open the mail with the heading “nlisthelp (Do Not Reply)”. Within the notice, click on the link that says **Validate and Begin Using Nlist Help!**
6. If this is your **first time** signing up with the e-mail used, you'll see a page with the heading “Welcome to Nlist Help!” You will be asked to complete profile information and create your login password. **Please include a phone number if you wish to be a long-term volunteer so that you can be reached for scheduling times!** Now, click “Accept Membership” to join the site.
7. If you have previously completed profile information for Nlist, you will see a page with the heading “You’ve Been Invited to Join Another Site!” Just scroll down to the bottom of the screen, and click the button that says “Accept Membership” to join the new site.