

Volunteer Opportunities 2026

Secretary (*Must be available to attend monthly board meetings in person*)

The Secretary will assist the Board of Trustees in the following ways:

- Prepare and distribute the agenda, via email, for the monthly meetings, with input from the President and Treasurer.
- Attend monthly Board meetings and take minutes. Distribute minutes, via email, with the agenda for the next meeting. Ensure that copies of the agenda, prior month's minutes, calendar and other pertinent documents for the meeting are printed for use at the meeting.
- Set up a laptop with camera and microphone at monthly meetings to allow people to attend virtually through the Microsoft Teams app.
- Maintain and update the following: listing of Trustees and Officers, annual calendar, Honorary Diploma recipient listing, Homer Days Booth signup sheet, email list of Trustees and SHSAA supporters (for meeting notifications)
- Assist with other tasks as needed, including working with the Honorary Diploma Program Coordinator and the Homer Davenport Days Booth Coordinator.

Honorary Diploma Program Coordinator (*Virtual*)

Each year the Board of Trustees, with input from the SHS Principal, selects one or two people who are not graduates of SHS to receive an honorary diploma during the annual graduation ceremony. These people may be community members or SHS staff. The coordinator will:

- Work with the Board of Trustees and SHS Principal, beginning at the September meeting, to select nominees before mid-December.
- Notify the nominees of their selection and work with them to obtain preferred name for diploma, appropriate size for graduation gown, and biography to be published in the graduation program flyer.
- Submit honorees' preferred name for diploma to SHS staff.
- Submit biographies to SHS staff preparing the graduation program flyer; also submit to SHSAA newsletter editor for publication in the December newsletter.
- Order caps and gowns to be delivered to designated SHSAA location. Coordinate handoff to honorees.
- Update Graduation Instruction Letter, have reviewed by SHS staff and send final approved letter to honorees.

Alumni and Friends Reunion Party Facility Setup/Cleanup Coordinator (*Must be available in person*)

The annual Alumni and Friends Reunion Party is held at the Mt. Angel Festhalle. We have had access to the building the night prior to the event in order to set up the tables and chairs. After the event (same evening), the facility must be cleaned up. The SHS FBLA has assisted with the setup/cleanup. The coordinator will:

- Contact the SHS FBLA coordinator during the spring semester to ask for assistance.
- Work with the Festhalle manager to determine date and time for setting up the facility and if the tables and chairs will need to be returned to storage at the end of our event.
- Meet the Manager to obtain the key to the facility.
- Meet the FBLA members at the designated date and time; oversee the setup of tables and chairs; lock the building.
- Oversee the FBLA members, at the end of the event, to put away tables and chairs and dust mop the floor. SHSAA trustees and volunteers will clean up the decorations.
- Turn off lights and fans, lock doors and leave the key in the designated location.

Alumni and Friends Reunion Party Volunteer Coordinator (*virtually and in person*)

Coordinate volunteers to help with ticket sales at the door, greeters, membership table, Master of Ceremony, Caterer, advertising and venue coordination.

Homer Davenport Days SHSAA Booth in Park Coordinator (*Can be performed virtually if you delegate someone for booth set up and take down*)

During the Homer Davenport Days festival, SHSAA hosts a booth in the Coolidge McLain Park. The booth is staffed by volunteers who work in shifts on all three days of the festival. Volunteers visit with people who stop by to provide information about SHSAA and our scholarship programs and encourage people to become members of SHSAA. The coordinator will:

- Contact previous volunteers to ask if they are willing to do so for the current year's festival.
- Update and maintain a volunteer schedule; distribute the schedule as appropriate to Trustees and volunteers.
- Set up the canopy, table and chairs in the park on Thursday before the start of the festival. Pick up the supply box from the SHSAA office at Silverton Realty. Make sure the first shift of volunteers has the box.
- Be present during the last volunteer shift to collect the remaining supplies. Return the supply box to the SHSAA office.
- Take down the canopy and table/chairs and return to storage.

Scholarship Application Pre-Screeners (*Virtual*)

Scholarship applications are pre-screened for completeness prior to the applications being available to the evaluators. All applications are submitted by the student online in a PDF format and are available for screening at the time they are submitted beginning January 1 until the due date of March 15th. All screening must be completed by March 31st to allow time for the evaluators to score the applications. A checklist is available for determining if an application is complete.

Finance Committee Members (*Virtual*)

The SHSAA Finance Committee meets periodically via email to review the investment portfolio statements and to recommend an annual amount to award for scholarships. The scholarship allocation is determined in January based on the previous year end balance of the scholarship fund portfolio. The Treasurer will take the recommendation to the SHSAA Board of Trustees to vote on the amount at the February meeting. Committee members must have a basic knowledge and interest in how to read an investment statement and be available to respond to a quarterly email from the SHSAA Treasurer.

Class Representatives (*Virtual*)

A Class Representative is a contact person for their graduating class. There may be one or more people designated as class representative for any given class. Contact information for the class representative is printed in the SHSAA newsletter. The class representative will:

- Help SHSAA maintain current contact information (mailing address, phone number, and email address) for their classmates.
- Help organize class reunions. You may enlist other classmates to help with this.
- Respond to classmates inquiring about their class events.
- Encourage classmates to become members of SHSAA.
- Encourage classmates to participate in the annual Class Challenge donation program to raise funds for scholarships.