

## **HFAPO VOLUNTEER DESCRIPTIONS**

**OPEN HOUSE VOLUNTEER** assists with signing parents up for PO email list and explaining various ongoing fundraisers during Open House. Open House takes place in mid-September.

**PICTURE DAY VOLUNTEERS** duties include keeping the students waiting in line quiet and making sure they are lined up and ready when their name is called to have their picture taken. Picture day is in early October

**DANCE CHAPERONE** responsibilities include making sure students behave appropriately. There are two dances each academic year, one in late September and another in February. The dances are held on The Henry Ford grounds.

**DANCE PARKING LOT ATTENDANT** supervises the parking lots during school dances. There are two dances each academic year, one in late September and another in February. The dances are held on The Henry Ford grounds

**DANCE FOOD/DRINK DONATIONS** volunteers provide snacks and drinks for the students during the dances. There are two dances each academic year, one in late September and another in February. The dances are held on The Henry Ford grounds.

**SAT BREAKFAST VOLUNTEER** responsibilities include set up, serving breakfast and clean up for the 3 days of MME testing. Test dates vary; however, the MME is typically administered in early March.

**TEACHER APPRECIATION LUNCHEON VOLUNTEER** is responsible for set up, serving and clean up for the Teacher Appreciation luncheon. As teacher's lunch breaks are short, the luncheon should be served in both the Museum and Village campuses. The luncheon is held during Teacher Appreciation week, usually the first week in May.

**SCRIPT COORDINATOR** is responsible for distributing and collecting script order forms, collecting and turning in money to the PO Treasurer and ordering and distributing SCRIPT to the Academy students.

**COMMUNITY SERVICE CHAPERONE** will accompany HFA students on community service outings as needed.

**JUNIOR MOCK INTERVIEW** volunteers are needed to 'interview' students. As a Junior Mock Interviewer, you would simply sit on a panel that asks realistic interview questions to HFA students. No preparation is required - time is built in to review resumes and generate questions. Mock Interviews give students their first taste of a high-pressure interview situation, as they prepare to enter their Practicum internships their Senior year. This process usually takes place in January and June.

**SENIOR MASTERY PROCESS (SMP) ADULT PARTNER** volunteers are needed to supervise seniors during their practicum, a supervised work-based learning experience in which students are placed with an Adult Partner who holds a position in a career path the student is interested in following. In order to fulfill the Senior Practicum requirements, students must complete 75 hours of fieldwork over a 10-week period including, a minimum of 30 hours of direct contact with their Adult Partner. Work schedules are determined by the Adult Partner and student.

**CLASSROOM SPEAKERS** are periodically called to come into the classroom and show students the correlation of subjects taught in school and careers in adult life.

**COMMENCEMENT DAY VOLUNTEER** assists with collecting tickets, distributing commencement programs and serving refreshments after commencement. Commencement is held in Dearborn at the Ford Community and Performing Arts Center in early June.

**CLASS OF 20?? VOLUNTEERS** will assist with class fundraising, fieldtrips, and other projects as needed for the Freshmen, Sophomore, Junior and Senior classes. The volunteers will also be a liaison for the Parent Organization by reporting at meetings what is happening within specific graduating classes.