

Volunteering in the College & Career Center (C&CC): [UPDATED]

Paly's College and Career Center relies on parent volunteers to support our college and career advisors. The C&CC will continue to have opportunities for 10-12th grade parents to volunteer this school year: either as college-rep visit hosts (on campus **masks and proof of vaccination are required**) or to work on special projects (several of which will be performed virtually). We thank all previous reception desk volunteers but, starting this year, the C&CC reception desk will be staffed by Paly's Karla Larson.

Parents of 10th, 11th and 12th graders who would like to become new volunteers, substitutes, or work on special projects ***must*** come to a **New Volunteer Training Meeting on Fri., Aug. 13th at 9 AM via Zoom: <https://pausd.zoom.us/j/99869776713?from=addon>**

College-rep visit hosts facilitate meetings between college representatives and Paly students by taking and reporting attendance as well as taking notes during the visit to be shared with the broader Paly community via Naviance. Each college-rep visit host will have a partner and together they will share a 1 hour 40 minute regularly weekly shift from Aug. 24 - Dec.

3. We currently also have the following special project positions available; you'll be able to sign up to volunteer in either capacity on August 13:

Scholarship Data Entry & Publicity (1-2 volunteers needed) - year-long; virtual

Team of 1-2. Enter scholarship opportunities into Naviance database to make available for Paly families and send summary to the PalyLink to publicize them. Sandra will forward emails and scan flyers to send to you via email and work from home.

Enrichment Opportunity Data Entry (2-3 volunteers needed) - year-long; virtual

Team of 2-3. Read brochures/emails to enter basic program and application information, as well as URL, in Naviance database. Several opportunities are received each week throughout the school year but more in Nov. – Feb. Sandra will forward emails and scan brochures to send to you via email and work from home.

College Visit Data Entry & Publicity (1 more volunteer needed) - year-long; virtual

Team of 2. Verify the college rep visits scheduled in Naviance; synch with the palycollegecenter Google calendar published on [//paly.net/college](http://paly.net/college); enter any off-campus local college visits/fairs/info sessions in Naviance; send announcements to the PalyLink & InFocus. This work can be done from home.

College Visit Bulletin Board & Rep Prep (1 volunteer needed) - Aug - Dec.; on campus and virtual

Update the rep visit bulletin-board calendar; mail parking permits & maps to visiting reps.

College-Rep Visit Form Prep for Virtual Visits (1 volunteer needed) - Aug. - Dec.; virtual

Copy template to create a specific college-rep interview form for virtual visits that contains Zoom URL and student attendance. Up to 7 forms must be completed the night before each school day with visits. Will take ½ hour daily late Aug – late Nov.; can be done from home.

Please be aware that there is typically more interest in volunteering than spots available. We rely on the experience of returning volunteers; any open spots not filled by them will be filled on a lottery basis giving priority to 12th, then 11th, and finally 10th-grade parents.

All returning parent volunteers are ***required*** to come to the **Returning Volunteer Meeting on Thurs., Aug. 12th at 9 am via Zoom: <https://pausd.zoom.us/j/93381721477?from=addon>**

Attendance at the training is required in order to be eligible to volunteer in C&CC. **New/resuming special project volunteers begin the week of Aug. 16; college visit hosts begin the week of August 24.** For more information, contact C&CC Volunteer Coordinators: Michelle Baldonado (mqwb@yahoo.com) or Sonya Hanna (swhanna@gmail.com)