

Get involved...

All of the Friends' events rely entirely on volunteers to help organise them and to help keep them running smoothly. Volunteers come from both the parent and teacher bodies. Most volunteers thoroughly enjoy helping out at events and are more than happy to volunteer again the following year. Some volunteers, such as the members of the Bonfire and Fireworks teams, return year after year, sometimes even after their boys have left the prep! Most volunteering roles require only a few hours of your time each year. If you prefer to be more involved you could head up one of our events... coordinating the Bonfire Night, organising the Summer Social, or running the Summer Ball. Please see below a full list of volunteer roles.

To register your interest in any of the following roles, please contact the Friends via the [contact form](#) on our webpage, stating which event and roles you're interested in and giving your contact details.

Harvest Festival

Join the team delivering Harvest food boxes to local senior citizens. Both the boxes and a bit of a chat are very much appreciated!

Time required: A couple of hours one morning.
When: Mid October
Requirements: You will need a car.

Fireworks & Bonfire Night

We always need lots of volunteers for the Bonfire and Fireworks night, particularly marshals on the night. There are many jobs to be done in order for the event to run smoothly and time commitments vary depending on which role you choose. In many cases you can stay for as short or long a time as you wish.

Event co-ordinators:

Involves overseeing the entire event and liaising with all the other teams. Specific jobs include:

- Booking emergency services (fire, police, St John's ambulance)
- Informing neighbours and other users of the Early Years field (ie: football club) of upcoming event
- Ordering portaloos, pa system and lighting.
- Liaising with the school, the bursar and groundsmen.
- Organising risk assessments for each team (to be carried out by each team leader).
- Overseeing set up of the grounds on the day.

- Arranging brunch for the volunteers on the day.
- Time commitment required: An ongoing commitment of around 2/3 hours a week from the start of the school year until the event, plus most of the day and evening of the event.

Food vendor co-ordinator:

- Booking and liaising with the food vendors
- Arranging terms and contracts
- Making sure risk assessments are in place
- Meeting and greeting them on the day of event
- Collection of monies owed to us after the event

Time commitment: several hours in the weeks/months before the event.

Fireworks Team:

Participation is required in at least some of the following activities:

- Liaising with the Fireworks supplier to set date and choose fireworks according to budget
- Planning the display.
- Setting up the display.
- Marshalling the perimeter of the display for safety and security purposes.
- Setting fireworks off.
- Clearing away the debris afterwards.

Time commitment required: A couple of evening meetings before the event plus the whole day of the event.

Bonfire Team:

Participation in one or more of the following activities:

- Collecting palettes and wood in the weeks running up to the bonfire. This may involve hiring a van and driving round the local area on the lookout for palettes and dropping off at the Early Years field.
- Hiring nail guns.
- On the day arriving at the Early years field at 8am to help build the bonfire. This involves carrying wood/palettes and using nail gun or hammer and nails to construct the bonfire structure.
- Collecting and scrunching newspaper to stuff into the bonfire structure.
- Marshalling the bonfire site for safety and security purposes.
- Clearing up the area the next morning.

Time commitment required: As much or as little as you are able to give. From simply scrunching up old newspapers at home and bringing them along to the school collection points or helping to collect and deliver palettes for a few hours one day, to coming along for just an hour or so to help build the bonfire on the day, up to being on site to supervise all day.

Marketing/posters and ticketing:

Participation in one or more of the following:

- Designing and arranging for the printing of posters (time commitment: 4/5 hours in the month or two before the event)
- Selling tickets at the school in the run up to the event (time commitment: rota basis for 30 mins or so at drop off and pick up time the week before the event)
- Managing the online ticket web-site (time commitment: several hours for about a month in the run up to the event)
- Checking and selling tickets on the ticket desk on the night (time commitment: rota basis for about 30 mins on the night)

Marshalling Team:

Participation may include all of the following:

- Patrolling the perimeter of the grounds before the event to make sure no-one enters the fireworks or bonfire area.
- Making sure the public stay out of the no go zones around the bonfire and fireworks area during the event.
- Giving directions/helping with queries
- Looking out for lost children
- Depending on numbers of volunteers, a rota system may be possible, otherwise for a couple of hours before the event.

Time commitment: An hour or two on the night of the event.

Mulled Wine & Soft drinks stall:

Participation in one or more of the following:

- Helping to set up the stall beforehand, and dismantle it again after the event.
- Purchasing the wine and other refreshments.
- Preparing the mulled wine in urns before the event starts.
- Serving customers during the event.
- Collection and delivery of urns to the hire company.

Time commitment: 1-4 hours on the afternoon/night of the event.

Omniglow Stall:

Participation in one or more of the following:

- Helping to set up the stall beforehand, and dismantle it again after the event.
- Sourcing and purchasing the merchandise.
- Selling the merchandise during the event.

Time commitment: 1-4 hours on the afternoon/night of the event.

Set-up team:

Participation in one or more of the following:

- Arrive during the day to help prepare the Early Years field for the event.
- Helping the school groundsman to put out barriers/stakes.
- Helping with stall set up.
- Moving and setting up trestle tables
- Putting up signs around the site.
- Helping to move furniture and lay down tarpaulin in the staff room.
- Set up the brunch for all the volunteers who are there on the day.

Time commitment: A few hours on the day of the event.

Clean-up team:

Participation in one or more of the following:

- Turn up the day after the event to pick up litter and nails from the Early Years field.
- Put the Early Years staff room back in order (taking up tarpaulin/moving furniture/ wiping down tables)
- Taking down barriers and fencing.
- Generally making sure the field and staff room are ready for normal school use on Monday.

Time commitment: depending on numbers, 1-4 hours the morning after the event.

Senior Citizens Christmas Party:

Participation in one or more of the following:

- Donating gifts. (look out of the mailings and just drop off at the collection points)
- Helping to wrap the gifts (time commitment: a couple of hours one evening in December)
- Picking up the guests from their homes and bringing them to the school/ returning them home afterwards (time commitment: A couple of hours on the day of the party)
- Helping to set up the dining hall - laying the tables/putting out christmas decorations (time commitment: 2-3 hours the morning of the party)
- Welcoming the guests, serving them lunch, pouring teas and coffees. (time commitment: 2-3 hours for the duration of the party)
- Helping to tidy up afterwards (time commitment: 1-2 hours following the party)

NB: The Senior Citizens Christmas party takes place the day after the school breaks up for Christmas holidays. Unfortunately it's not a suitable venue to bring your young children along to, so you may need childcare if you would like to help out.

Quiz Night:

The Quiz Night team is usually made up of a small group of 2 or 3 people who organise the event from start to finish, and who have discretion over how the quiz is run. Jobs would typically include:

- liaising with school staff to book the hall;
- book the quiz master;
- hire tables;
- buy table cloths and balloons;
- organise marketing/ pricing and ticket sales;
- allocate team tables;
- make team name cards;
- communicating with quiz teams in the run up to the event;
- liaising with school staff for delivery and collection of tables;
- buying supplies (eg.water and plastic glasses) for the tables;
- setting up and decorating the tables;
- welcoming teams and managing the order of events on the night;
- clearing up afterwards.

Time commitment: Several hours in the weeks running up to the event, plus around 2 hours set up time in the afternoon (extra helpers would reduce this) plus the evening of the quiz itself.

Summer Social:

Requires a small team of around 3 or 4 to do the overall organisation plus extra helpers on the Pimms stall during the event itself.

Overall organisation includes:

- Liaising with the Old Boys Association to plan the date and discuss their requirements;
- booking and liaising with, meeting and greeting the food vendors;
- hiring pa system and arranging playlist;
- recruiting volunteers to help on the Pimms stall;
- marketing the event/poster design and printing;
- Risk assessment
- buying ice and plastic glasses;
- decorating the cricket Pavilion with bunting;
- making sure all supplies have been bought and transported to the Pavilion ready for the day; clearing away afterwards.

Pimms stall includes:

- Setting up the stall and clearing it way afterwards;
- help to make jugs of Pimms;
- man the stall during the event;

- filling up the ice-buckets and keep topping up supplies;
- clearing away at the end of the event.

Time commitment: Overall organisation requires several hours in the weeks before the event plus approximately 6 hours on the day of the event itself.

Stall helpers: Approximately 6 hours on the day of the event.

Summer Ball:

The triennial summer ball requires a lot of organisation, and planning starts about a year in advance when the date is set. A committee is formed and one or two ball co-ordinators are appointed, often those volunteers with events management experience. We work with an event management company which organises marquee hire, catering and staff, dressing the marquee and many other aspects of the organisation. The main jobs for the committee are to find as many sponsors, raffle prizes, and auction lots as possible; to choose the theme of the ball; choose and liaise with the charity it will be supporting; marketing and ticketing; table allocation; and hiring entertainment, set and keep to the budget.

Time commitment: Planning the ball requires quite a large and ongoing time commitment throughout the academic year leading up to the ball, particularly for the ball co-ordinators. Tasks can be divided up amongst the committee members, so time commitment can vary depending on number of volunteers and the specific job to be done.

A Note About Expenses

- *All expenses must be managed through the Friends of DPL, especially the Treasurer, as costs will need to be approved if they are to be reimbursed.*
- *All floats will be provided by the Treasurer - you will however ultimately need to manage the money yourself.*
- *All money is to be handed to the Treasurer for banking on the night/day.*