

**Avondale House  
2009-10 Volunteer Opportunities**

<b>Event Name</b>	<b>Description</b>	<b>Date(s)</b>	<b>Location</b>	<b>Time</b>
Landscaping, Gardening & General cleaning	Flower beds	Quarterly	Corporate office and group homes	TBD
Window Cleaning	Clean windows at main office facility	TBD	Avondale House	TBD
Story Time	Read a 30-minute story to Avondale House students	Monthly, 1 <sup>st</sup> Friday	Avondale House	TBD
Receptionist	Answer phones and direct visitors	Monday-Friday	Avondale House	12-1:00p.m. daily
Administrative Support	Phone calls, mailings, data input, putting together packets for teacher trainings, etc	Weekly	Avondale House	1-2 hrs. per week
Newsletter	Write and edit articles for the quarterly newsletter	Quarterly	Avondale House	TBD
Music Class for Students	Host a music class for Avondale students of varying ages	Weekly or monthly		
Tours/Speaker's Bureau/Fairs	Represent AH at various community events	As needed	TBD	2-4 hours as needed
Host/Hostess	Invite friends and family members over for a 1hr. informal presentation about AH	TBD	Your Home	2 hours
Cooking Club	Cook a meal for one of our residential group homes (6 residents, 2 staff)	Once a month	Food can be delivered to Avondale, or to the group home.	TBD
Annual Luncheon	Assist with set up and guest registration	March 29, 2010	Junior League of Houston	10 a.m. – 11:30 a.m.