

# Normandale French Immersion

## Intern Committee

Structure and Volunteer Opportunities

# What does the Intern Committee Look Like?

There are a minimum of eight (yes, 8!)  
different volunteer roles we need to  
fill in order to support the Intern  
program

# Intern Committee Lead

Member of the Normandale Leadership Team

Host Family Coordinator

Partner Family Coordinator

Communication Coordinator

Social Coordinator

Extended French Booster  
Coordinator (VV and EHS)

Technology Coordinator

Treasurer

Let's take a quick look at  
what each role involves

# Host Family Coordinator

- . Works closely with Lisa Bekemeyer (Intern Liaison)
- . on two key tasks:
  - . Host family and intern matching process
  - . Host family home visits/training
- . Participates in Orientation Week in August
- . Works with Rally Month team to follow up on new host family questions and schedules
- . Manages process for host background checks

# Partner Family Coordinator

- . Manages the Partner family/Intern matching process
- . Conducts Partner family training
- . Participates in Orientation Week in August
- . Works with Rally Month team to follow up on new partner family questions and schedules

# Communication Coordinator

- . Takes the lead in Rally Month (January) to promote the Intern program and recruit host families for the following school year
- . Creates Intern Bios to distribute to the school community
- . Manages the overall promotion of the Interns throughout the school year
- . Makes any updates to Intern training/orientation content

# Social Coordinator

- . Coordinates social events for the Interns throughout the year, which traditionally have been:
  - . Welcome BBQ
  - . Intern Overnight (September)
  - . Intern Thanksgiving dinner
  - . EHS Pops concert
  - . Farewell BBQ



# Technology Coordinator

- . Manages the tech process to collect data from host families, partner families and interns to assist in the matching process
- . Create a new and improved Neighborhood Network (ride sharing) program

# Extended French Booster Coordinator

- . Acts as the key link between VV and EHS staff/families/Normandale Intern Committee
- . Collects Valley View intern dues
- . Supports rally month, orientation week and special events as needed

# Treasurer

- Supports both Normandale Intern Committee and Valley View/EHS Booster team

How can you help?

# Start Small

- Many coordinator roles here can be shared with a few others. Team up with a friend!

# Nervous About Not Having Enough Time to Help?

Some roles are more time consuming at certain points in the year.

Check out the Committee's yearly timeline to see where your schedule might fit best.

## January/February

- Rally Month
- Recruit/follow up with host/partner families
- Social: EHS Pops Concert

## May/June

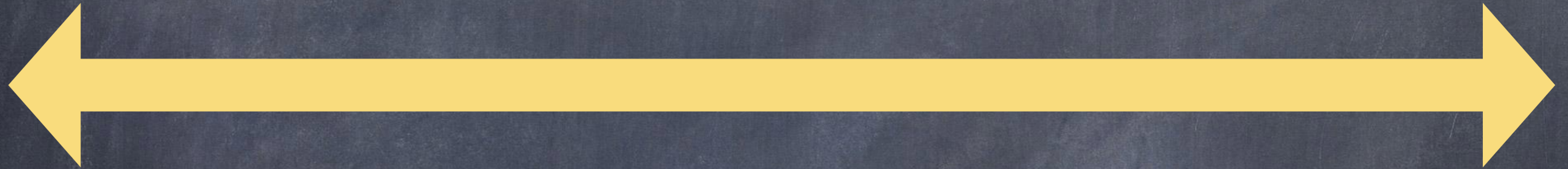
- Carnival: All interns required to work
- Social: Farewell BBQ
- Complete Fall host family matching

## March/April

- Home visits for Fall host families
- Host/Partner family training
- Distribute matching surveys

## July

- Match letters sent to Fall host families
- Partner family matching



## August

- Intern Orientation/Welcome/Training
  - Includes teacher coffee
  - classroom training
  - city tour
- Social: Welcome BBQ

## October/November

- Home visits for Spring host families
- Spring Host family orientation
- Distribute matching surveys
- Social: Intern Thanksgiving

## September

- Social: Intern Overnight
- Rolland Talan classes begin (Wed)
- Success Center assignments

## December

- Complete Spring host matching
- Match letters sent to Spring host families
- Interns move MLK weekend

# Questions about getting involved?

Contact:

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Look for the PTO Volunteer Sign  
Up for all other volunteer  
opportunities, coming soon!