

The International School of Texas - Trailblazer Parent Association (TPA)
Volunteer Opportunities & Committee Guide
2026-27 School Year

Why Volunteer at IST?

- Build meaningful relationships with other IST families
- Support your child's educational experience
- Share your talents and expertise
- Strengthen the Trailblazer community

Volunteer Opportunities at IST

This guide provides an overview of volunteer opportunities at The International School of Texas (IST) for the upcoming school year through our Trailblazer Parent Association. The Trailblazer Parent Association (TPA) serves as the umbrella organization for all volunteer opportunities at IST, providing a unified structure that ensures continuity, clear leadership, and guidance for volunteers throughout the school year. This guide outlines volunteer opportunities, leadership roles, and the support available to help create meaningful programs and successful community events.

Volunteers are at the heart of the IST community. Whether supporting a classroom, leading a committee, or volunteering for a single event, your time and talents strengthen our community, enrich the student experience, and help make IST a welcoming place for every family.

Committee Leadership

Most committee leadership positions (Chair) are two-year commitments. During the first year, the Vice Chair works alongside the Chair, learning the responsibilities and supporting committee leadership. In the second year, the Vice Chair transitions into the Chair role while mentoring a new Vice Chair. This leadership model promotes continuity, preserves institutional knowledge, and ensures the long-term success of our programs and events.

Class Parent Leads & Assistant Class Parent Leads

Class Parent Lead and Assistant Class Parent Lead positions are one-year commitments. These opportunities are reposted annually to provide interested families the opportunity to serve while ensuring each classroom has engaged parent support.

Committee Members

In addition to leadership positions, each committee offers a variety of volunteer roles that require different levels of commitment. These volunteers provide invaluable support to committee leadership and help ensure events and programs run smoothly. Whether you have a few hours to give or are looking for a more active role, there is a meaningful way to get involved.

Event Volunteers

Many of IST's signature events depend on short-term volunteers who sign up for a specific shift or project. Any time these opportunities exist, a SignUpGenius post will be shared in our weekly IST at a Glance newsletter. These opportunities are ideal for families with limited availability and may include:

- Concession stand support during athletic events
- Event setup and cleanup
- Book Fair volunteers
- Festival and community event support
- Other event-specific volunteer shifts throughout the year

Every contribution, whether it's an hour or an entire year of service, helps make the IST experience possible for our students, families, and faculty and staff.

If you have questions about any volunteer opportunity, please contact **Corey Gayheart**, Director of Communications & Marketing, at c.gayheart@istexas.org or **512-351-3403**.

Committee & Role Guidance: All events, initiatives, and efforts must be coordinated with and approved by Corey Gayheart to ensure internal communications goals, logistical considerations, and school calendar alignment are met. Corey is a resource for each committee and will provide support with communications, graphic design, and Q&A. All events, programs, and initiatives should enhance and complement the existing school calendar. This ensures sustainability with future programming while also encouraging a balanced approach to community engagement and staff bandwidth. Additionally, fundraising for these initiatives is strictly prohibited unless special approval is granted. School-provided budgets for certain

events exist, and committees and roles will be communicated with regarding their pre-approved budget. Volunteers are expected to uphold IST's Core Values and Code of Conduct while serving in their role. The school reserves the right to remove volunteers whose actions are inconsistent with these expectations. **Committee chairs work in partnership with the appropriate faculty or staff liaison. Staff contacts will be provided upon volunteer selection.**

You Are Appreciated

Thank you for sharing your time and talents with our school community. We look forward to partnering with you to make the 2026–27 school year an incredible one for our students, families, and faculty.

Open Committees & Positions: For more specific information related to each committee, including the role descriptions and estimated time commitments, please scroll further down to the table and find your specific committee of interest.

- ❖ Cultures Committee
- ❖ Class Parent Lead & Assistant Class Parent Lead
- ❖ Primary Division Parent Lead
- ❖ Secondary Division Parent Lead
- ❖ International Harvest Festival Committee
- ❖ Library Committee
- ❖ Primary Division Visual Arts Committee
- ❖ Secondary Division Visual Arts Committee
- ❖ Trailblazers Athletics Boosters
- ❖ Seasonal Decorating Committee
- ❖ Advancement & Fundraising Events (Spring It Forward, 2027 15th Anniversary Gala)
- ❖ Sports Day Committee
- ❖ House Spirit Captains
- ❖ Uniform Swap Committee
- ❖ Teacher Appreciation Week Committee
- ❖ Campus Grounds Committee
- ❖ Trailblazer Alumni Advisory Committee
- ❖ AI & Technology Advisory Committee

The Trailblazer Parent Association (TPA)		
Group or Role	Description	Time Commitment
Cultures Committee <i>(Chair, Vice Chair, & Members)</i>	The Cultures Committee helps IST celebrate all of the diverse cultures represented at IST by planning multicultural events, displays, activities, and educational opportunities that foster global-mindedness and community. The committee is responsible for updating two bulletin board display areas on a monthly/as needed basis. This committee will create activities for teachers and classrooms to participate in (participation at the discretion of the teachers), especially related to engaging displays. This committee will also partner with Division leads to assess representation for assemblies related to cultural diversity and celebrations, including Holi. This group will meet monthly to plan the next month's display and/or programming.	Chair: 1-Year Leadership Term Vice Chair: 2-Year Leadership Term (transitions to Chair) Members: Full School Year <i>Meets monthly; additional time during major celebrations</i>
Class Parent Lead <i>(One Position per Grade Level)</i>	Class Parent Leads serve as the primary liaison between grade-level families and the school, coordinating class communication, volunteer opportunities, and classroom celebrations (winter and end of year parties, 2 only) throughout the year, in partnership with the grade-level teachers. CPLs encourage and maintain a positive class culture in group chats and other communications, and partner with the Director of Communications when questions or concerns arise. Teachers may request specific support from the Class Parent Leads for projects or opportunities for parent involvement. All celebrations, parent involvement, and plans must be approved by the grade-level teachers. Class Parent Leads work closely with the Assistant Class Parent Lead and grade-level teachers to foster a positive classroom community.	Full School Year <i>Ongoing communication and event support as needed.</i>
Assistant Class Parent Lead <i>(One Position per Grade Level)</i>	Assistant Class Parent Leads support the Class Parent Lead with communication, event coordination, and volunteer organization while serving as a backup when needed. This role is an excellent opportunity for parents interested in becoming a future Class Parent Lead.	Full School Year <i>Ongoing communication and event support as needed.</i>
Primary Division Parent Lead <i>(One Position)</i>	Coordinates initiatives and communication among Primary Division Class Parent Leads while partnering with the Head of Primary Division to support division-wide initiatives and family engagement. The Primary Division Parent Lead is expected to attend most school events, engage with parents, and preferably has served as a Class Parent Lead previously. They serve as a leader and resource for Class Parent Leads and Assistant Class Parent Leads, providing expertise, feedback, and support when needed.	Full School Year <i>Ongoing leadership and support as needed; present at school events.</i>
Secondary Division Parent Lead <i>(One Position)</i>	Coordinates initiatives and communication among Secondary Division Class Parent Leads while partnering with the Head of Secondary Division to support division-wide initiatives and family engagement. The Secondary Division Parent Lead is expected to attend most school events, engage with parents, and preferably has served as a Class Parent Lead previously. They serve as a leader and resource for Class Parent Leads and Assistant Class Parent Leads, providing expertise, feedback, and support when needed.	Full School Year <i>Ongoing leadership and support as needed; present at school events.</i>
International Harvest Festival Committee <i>(3-5 Volunteers)</i>	Plans and coordinates IST's annual International Harvest Festival, celebrating the school's global community through food and fellowship. This committee will help plan, coordinate, set up, manage, and tear down the event. This year's festival is on Friday, November 20, 2026 from 10:00-12:00 pm (it's a half day early release at 12:00 pm/noon, leading into Thanksgiving Break). Additional volunteers may be recruited to support setup or teardown efforts.	3-Month Commitment <i>(September - November)</i>
Library Committee	Led by IST's Librarian, the Library Committee helps keep the book inventory organized, supports classroom read-alouds, manages and maintains library	Full School Year

The Trailblazer Parent Association (TPA)		
<i>(Limited Positions Available)</i>	materials, rotates collections and displays, and helps plan and run the IST Scholastic Book Fair. Additional volunteers may be recruited to support Book Fair shifts.	<i>Weekly or biweekly volunteer opportunities based on availability.</i>
Primary Division Visual Arts Committee <i>(Up to 5 Volunteers)</i>	Supports Primary Division visual arts program and arts nights, in partnership with Mrs. Lemon. Responsibilities may include displaying student artwork throughout campus or matting and framing student work, and assisting with exhibition setup. Primary Division Arts Nights are scheduled for Thursday, December 3, 2026 and Thursday, May 13, 2027.	Full School Year <i>Busiest during Arts Night preparation in December and May.</i>
Secondary Division Visual Arts Committee <i>(Up to 5 Volunteers)</i>	Supports Secondary Division visual arts programs and arts nights, in partnership with Ms. Li. Responsibilities may include displaying student artwork throughout campus or matting and framing student work, and assisting with exhibition setup. Secondary Division Arts Nights are scheduled for Thursday, December 10, 2026 and Thursday, May 20, 2027.	Full School Year <i>Busiest during Arts Night preparation in December and May.</i>
Trailblazers Athletics Boosters	Promotes school spirit by supporting athletic teams, assisting with game-day operations, concessions, special athletics events, spirit nights, athlete recognition, and other athletics initiatives and long-range planning.	Full School Year <i>Volunteer as schedules and athletic seasons permit.</i>
Seasonal Decorating Committee <i>(Up to 4 Volunteers)</i>	Helps tastefully decorate campus throughout the year for holidays, cultural celebrations (in coordination with the Cultures Committee when appropriate), and school events, creating a welcoming and festive environment.	Full School Year Chair: 1-Year Leadership Term Vice Chair: 2-Year Leadership Term <i>Projects occur throughout the year before holidays and major events.</i>
Spring it Forward Fundraiser Committee	Partner with the Advancement Office to plan, coordinate, and execute this event. This fundraiser is critically important to the success of the Trailblazer Annual Fund.	September 2026 - April 2027
2027 15th Anniversary Gala Fundraising Committee	Partner with the Advancement Office to plan, coordinate, and execute this event ahead of IST's 15th anniversary. This fundraiser is critically important to the success of the Trailblazer Annual Fund.	January 2027 - November 2027
Sports Day Committee	Assists with planning and executing IST's annual Sports Day by coordinating volunteers, supporting activities, logistics, and event-day operations. Sports Day is on Wednesday, April 21, 2026 from 8:15-12:00 noon (early release at 12:00 pm/noon).	3-Month Commitment <i>(February - April)</i>
House Spirit Captains <i>(One per House: Mandela, Armstrong, Earhart, & Malala)</i>	Builds enthusiasm and House spirit by encouraging participation in both the Fall Food Drive for Central Texas Food Bank and the annual Parent Cheer Competition at Sports Day. The Food Drive will run from November 16-20, 2026; House Cheer Captains will find creative ways to build involvement, healthy competition, and increase participation within their House. The Parent Cheer Competition at Sports Day will take place on Wednesday, April 21, 2027; House Cheer Captains will plan, choreograph, and/or develop props and other spirit materials for the House Cheer. The school will assist with communication to families within each House.	Seasonal Commitment <i>(November & April)</i>

The Trailblazer Parent Association (TPA)		
Uniform Swap Committee <i>(Up to 3 Volunteers)</i>	Organizes two Uniform Swap events each year for IST families. Manages the collection, sorting, and distribution of gently used uniforms to support sustainability and help IST families. This group will also take inventory of IST's Uniform Closet and update and organize as needed. Uniform Swaps will occur at our Trailblazer Welcome Back event on Monday, August 17, 2026 at 9:00 am, and again at the end of the year on Tuesday, June 1, 2027.	Seasonal Commitment <i>(August & May)</i>
Teacher Appreciation Week Committee <i>(Up to 5 Volunteers)</i>	Plans, coordinates, and executes school-wide activities, meals, gifts, and expressions of gratitude that celebrate and recognize IST faculty and staff during Teacher Appreciation Week, which is May 3-7, 2027. A small school-provided budget exists for this week. This committee will also coordinate with Class Parent Leads to ensure school-wide consistency.	2-Month Commitment <i>(April - May)</i>
Campus Grounds Committee	Supports campus beautification projects throughout the year, including gardening, seasonal landscaping, outdoor classroom updates, cleanup efforts, and initiatives that enhance the school's outdoor spaces. This group will meet as needed and is under the direction of the Director of Operations.	Full School Year <i>Projects scheduled throughout the year as needed.</i>
Trailblazer Alumni Advisory Committee	Strengthens lifelong connections with IST alumni and their families by planning our alumni and friends event (small and coexisting with another event), advises school staff on alumni engagement, and helps maintain an alumni database on IST alumni and their families.	Ongoing <i>Meets periodically throughout the year.</i>
AI & Technology Advisory Committee <i>(Up to 5 Volunteers)</i>	Partners with school leadership to explore emerging technologies, provide parent perspectives on innovation, and help promote the thoughtful, ethical, and responsible use of artificial intelligence and educational technology at IST. This group will meet at various points throughout the year, under the direction of the Head of School, to explore opportunities, discuss emerging trends in artificial intelligence and educational technology, and provide recommendations on school-related technology initiatives.	Full School Year <i>Meets periodically throughout the year.</i>