

# ST. MARY'S PARISH SCHOOL

## Description of Volunteer Opportunities for 2009/2010

***\* All school volunteers must attend a Protecting God's Children Workshop \****

**PTO (Parent Teacher Organization) usually meets the first Tuesday of each month at 6:30 pm**

- PTO Room Representative – participate in monthly PTO meetings; act as classroom contact person for emergency closings; and plan three holiday parties with the teacher and other parents from the class. It is preferred that this person serve a 2-year term. Room representatives are needed for the 4-year old pre-school, first, third, sixth and eighth grade classes for the 2009/2010 school year.
- Room Helper – assist the room representative with holiday parties and other events.
- PTO Officers – there are three officer positions for the PTO – President, Vice President and Secretary. The President works with the principal to develop agendas for the monthly meetings and is the main contact for the room representatives and activity coordinators; the Vice President assists the President with these duties; and the secretary takes notes at the meetings and distributes them to room representatives and meeting attendees. Volunteer data – enter information from volunteer sheets in PTO database (for those who do not sign up online.)

**School Board – meets third Tuesday of each month at 7:00 p.m.**

- School Board Member – attend monthly meetings
- Note Taker - attend all meetings and take notes during the meetings to distribute to members

**Make copies in school office (as needed)**

**Building & Maintenance** – assist with painting, carpentry, and other miscellaneous maintenance issues at the school on an occasional basis

**Gardening** – maintain the planters in front of the schools. We would also like to create a spiritual garden on the school property.

**Refreshments** – Provide refreshments for various school events (open house, teacher conf., etc.)

**Crossing Guard** – assist children while crossing Garden Street in morning (8:05-8:20 am) or afternoon (2:50-3:00 pm.) This would be an ongoing commitment.

**Thursday Hot Lunch** - a chance for the kids to enjoy a hot meal instead of their usual packed lunch. A coordinator is needed to contact restaurants to set up weekly meal, develop flyer to send home, collect returned flyers and put together final order. A data entry person is needed to input orders in Excel. Helpers are also needed to assist with set up, sorting, and distributing hot lunch – if we have many volunteers, we can rotate so that you would not have to be there every week.

**Coach** – provide guidance at practice and games for one of the St. Mary's sports teams: co-ed soccer, girls volleyball, boys or girls basketball, and co-ed track.

**Girl Scout Leader** – provide guidance and activities for monthly meetings

**Teacher's Tea** – this event, held in September, is a chance for room representatives to meet with the teachers and discuss the room rep role. Snacks, desserts and iced tea are usually served. A coordinator is needed to oversee setup, food preparation, clean up. Helpers are also needed to assist with these tasks.

**School Directory** – our school directory provides contact information for all school families as well as other helpful information about our school and events. Help is needed with updating names, addresses and other information. Also need help to copy and assemble using spiral binding machine in the office

**Fat Tuesday** – Tuesday before Ash Wednesday – small celebration for the kids where we serve them pizza. Every child also brings in desserts to share with group. A coordinator and helpers are needed for this event.

**Sports Banquet Coordinator** - this event, held in late spring, is when we honor those who have participated in one of the sports teams. The coordinator sees to ordering food/drinks as needed, setting up tables, and taking down tables.

**Yearbook** – the St. Mary's School yearbook comes out at the end of the school year. We need volunteers to take pictures throughout the year and submit them for the yearbook. We also need individuals to setup and coordinate the printing.

**Pancake Breakfast** – held during Catholic Schools Week at the end of January, volunteers are needed to set up, serve and clean up. Pancakes are cooked by the Knights of Columbus. Juice, milk, sausage, bacon and other supplies are donated by the school families. A coordinator is also needed for this event.

**Live Nativity (December)** – the school puts on a special presentation of a Live Nativity. In addition, all of the classes sing Christmas carols outside in front of the church. A coordinator is needed for this event as well as assistance with costume rental and fittings; set up and take down garland, bows, luminary and lights; set up and take down stable; and set up and take down light and sound equipment.

**Library** – there are a couple of opportunities to help. Library is offered to the school one day each week. Volunteer opportunities are acting as library assistant on "Library Day"; sorting and labeling new books; and reading to the children.

**Art-in-Classroom Teachers** – these individuals attend workshops and present programs to the classroom four times per year. They also assist with preparation of artwork for the annual art show in the spring. Kathleen Santoro is the coordinator for this activity.

**Lunch Parent** - supervise the classroom and playground during the lunch hour so the teachers can participate in their team meeting on Tuesday's and have a small break on Friday's. Hours are 11:30-12:30 for Pre-School & Kindergarten and 12:10-12:50 for Grades 1-8. A coordinator is needed as well as one or two lunch parents for each classroom. This is a weekly commitment, but could be bi-weekly if two parents alternate weeks.

**Marketing Chairperson** – this is an extremely important position for our school. This person coordinates all of the marketing activities of the school.

**Marketing Committee Member** - attend periodic marketing and strategic planning meetings and assist with coordination of various marketing functions

**Develop and submit ads for newspapers** - Develop and submit ads to local newspapers at various times during the year.

**Distribute flyers** to local pre-schools & businesses prior to open house.

**Put up yard signs throughout community** – periodically throughout the year

**Parish visit liaison** - the parish visit involves setting up a table that contains our school's marketing materials and then greeting the parishioners before and after mass and handing out our literature. We visit the following parishes: St. Mary's Parish, St. John Neumann, Resurrection, and Corpus Christi. We would like to have a parish liaison for each of the parishes that we work with to coordinate visits with the church, request bulletin articles and coordinate school volunteers.

**Develop school news articles for St. Mary's Parish bulletin** – communicate with school office and teachers in order to develop articles informing parishioners about school activities.

**Marketing folders – make copies & assemble**

**Press person** – this person would be in charge of contacting the newspapers prior to (or after) our many school events.

**Open House** - we hold one or two open houses per year where current and prospective families can come and visit the school. Our first open house will be during Catholic Schools Week at the end of January. We need volunteers who will greet people at the door and give school tours; also needed are people to set up and clean up, people to prepare refreshments, someone to develop posters/flyers for event, and a coordinator to coordinate the event.

**New Family Mentor** - these mentors contact new families prior to the beginning of the school year to introduce themselves and answer any questions. They also contact the families prior to other major school events. A coordinator is needed to make sure each new family has a mentor.

**School Website** – volunteers are needed to assist our webmaster with maintaining the school calendar. Volunteers also needed to provide updated school info to webmaster at [kathy.fitch@stmarywc.org](mailto:kathy.fitch@stmarywc.org).

**Religious Education Outreach** – develop flyers to distribute to St. Mary's Parish Religious Education students that provide information about our school

**Alumni database coordinator** – maintain the database and add new entries

**Heritage Days Parade (July, 2010)** – St. Mary's School families march in the Heritage Days Parade in West Chicago each year to help promote our school. Help is needed with building and taking down the float and a coordinator is needed to sign our school up for the parade and contact families with information on where we meet. All families are asked to join us in the marching.

**Market Day (Monthly: September-June)** – This is a monthly food co-op. Market Day offers a wide variety of convenient, high quality, fresh and frozen foods for families. At least 10% of each item purchased through Market Day goes directly towards the schools operating budget. Coordinators and volunteers to unload and distribute food are needed for this program.

**8<sup>th</sup> Grade Trip Fundraising Coordinator** - a parent of an 8<sup>th</sup> grader is needed to assist in the various fundraising activities to help raise funds for the 8th grade trip.

**Fundability** – a person is needed to handle cash & carry orders each Friday. This can be done in the morning or at the end of the day (half hour before pick-up). Fundability coordinator is Kathy Koester.

**Golf Outing – October** – this event used to be combined with our Auction, but will be separate this year. Coordinator is needed for this event as well as a planning committee. Members of the planning committee will attend periodic meetings and assist with running this event. We also need help with the following tasks: procure sponsors, help with mailings, raffle ticket sales, greeters, hole-in-one witnesses, and photographer.

**Campbell's Labels/Tyson's labels** – Campbell's Labels for Education/Tyson Chicken labels – Everyone can help out with this project by collecting and bringing in labels or UPC's from these various food items - Campbell's, Chef's Kettle, Franco-American, Goldfish, Healthy Request, Pace, Pepperidge Farm, Prego, Simply Home, Spaghetti Os, Swanson, V8 and V8 Splash. We are also saving Tyson chicken labels this year. We need volunteers to sort and cut labels to be submitted to Campbell's and Tyson for rewards and a coordinator to oversee our volunteers.

**General Mills Box Tops** — keep cutting out and sending in those box tops; we also need people to sort and trim box tops to be submitted to General Mills and a coordinator to oversee the volunteers.

**St. Mary's Sweatshirts Coordinator** - volunteer will process the orders and distribute the sweatshirts.

**Cookie Walk (December)** – Held in conjunction with the Live Nativity, we have a cookie walk where everyone can purchase Christmas cookies. All school families are asked to donate 8 dozen cookies. In addition to all of the cookie baking, it takes many volunteers for this event to happen. We need a coordinator as well as assistance with set up and take down, cashiers, and hot chocolate/cider servers.

**Book Fair** - this week long event provides students with the opportunity to purchase Scholastic books. One night during the week, there is a special family reading night. The volunteers needed for the book fair are as follows: Coordinator, set up, cashiers, readers for reading night, and helpers during the week to assist children when looking over the books. This event is usually held in February or March.

**Fun Fair (held in October)** – All school families are asked to help run the individual carnival games in their child's classroom. A coordinator is needed for this event as well as people to set up and clean up.

**Auction – This event is our school’s annual major fundraiser and will be held in March this year. We need our entire school to get involved in the volunteering for this event.** Here are the volunteer opportunities:

- Coordinator – coordinate all volunteers and activities of auction
- Auction Committee – attend periodic meetings and assist with coordination of various auction functions
- Mailings – there are three major mailings—invitations, solicitation letters and thank you letters. Help is needed with copying, addressing envelopes, etc.
- Procurement – these volunteers approach local businesses to ask them to donate an auction item or to be a sponsor for our event. Everyone could help with this one by asking for help from the businesses that you frequent—solicitation letters and packets are provided to anyone who would like to help.
- Pick up donations – can you help by stopping by a local business to pick up an auction item or gift certificate?
- Gift basket assembly – this task involves organizing auction items in a basket and wrapping them with shrink wrap.
- Auction Item Delivery – pick up the auction items and deliver them for set up at facility
- Auction Set-Up – arrange the auction items on tables; put up decorations
- Decorations – develop ideas for decorating facility
- Raffle Ticket Sales – sell raffle tickets for an hour time slot at the auction
- Greeter – check in guests for the auction and dinner
- Live Auction record keeper – keeps track of who has the winning bid for each item
- Silent auction table closer – circle winning bids and take forms to be recorded
- Filing of winning bids in folders
- Table runner – deliver auction items to the successful bidder
- Cashier to check out individuals at the end of the evening
- Database entry of donors, attendees, and recording of final bids
- Clean-Up

**School Supply Kit** - school supply kits are sold as a service to our families. Kits are sold at the end of the school year for supplies to be used during the following school year. Coordinator is needed to process orders and helpers are needed at end of summer to distribute kits to classrooms.