

ST. MARY'S PARISH SCHOOL

2009/2010 VOLUNTEER FORM

Fundraising (continued)

- General Mills Box Tops – Coordinator
- General Mills Box Tops – trim labels
- St. Mary's Sweatshirts Coordinator
- Cookie Walk – Coordinator
- Cookie Walk – Set up in church basement
- Cookie Walk – Set up hot chocolate and cider
- Cookie Walk – Cashiers
- Cookie Walk – Clean up
- Book Fair Coordinator
- Book Fair Set Up
- Book Fair Cashier (best time for me to help _____)
- Book Fair Helper (best time for me to help _____)
- Book Fair - Family Reading Night reader
- Fun Fair Coordinator
- Auction – Coordinator
- Auction – Planning Committee
- Auction – Decorations
- Auction – Mailings
- Auction – Procure Sponsors and/or donations
- Auction – Coordinate or assist with class projects
- Auction – Pick up donations from local businesses
- Auction – Gift Basket Assembly
- Auction – Auction Items – Move from storage to event
- Auction – Set-up
- Auction – Raffle Ticket Sales at event
- Auction – Live auction record keeper
- Auction – Silent auction table closer
- Auction – File winning bid sheets
- Auction – Silent auction table runner
- Auction – Cashier
- Auction – Database entry
- Auction – Clean-up
- School Supply Kit Coordinator
- School Supply Kits – help distribute to classroom

Three for Me Promise: *By signing below, I am promising to volunteer three hours this school year at St. Mary's Parish School for my child/children:*

Volunteer's Name (parent, grandparent, any adult involved in your children's lives)

NEW FEATURE THIS YEAR: *Sign up online (after July 1) at <http://stmaryswc.ptomanager.com> or fill out this form.*
One form to be completed by each parent please!

PARENT INFORMATION:

Name	
Home Phone	
Work Phone (if OK to call you at work)	
Cell Phone	
Occupation	
E-Mail	
Best Way to Reach You (phone, email, work)	
Additional Languages (read, write, translate)	
Hobbies & Talents (carpentry, sewing, theatre, gardening, etc. - please list)	

AVAILABILITY

FREQUENCY: WEEKLY MONTHLY OCCASIONALLY

PREFERRED DAYS/TIME:

MONDAY TUESDAY WEDNESDAY THURSDAY

FRIDAY SATURDAY SUNDAY

MORNING AFTERNOON EVENING

**ALL VOLUNTEERS MUST ATTEND A
"PROTECTING GOD'S CHILDREN" WORKSHOP**

School Support

- PTO Room Representative (Grade: _____)
- PTO Room Helper (Grade: _____)
- PTO Officer (position: _____)
- Volunteer data – enter in database
- School Board Member
- School Board - note taker at school board meetings
- Make Copies in school office (best time to help: _____)
- Building & Maintenance (painting, carpentry, etc.)
- Gardening (planters around buildings or new spiritual garden)
- Refreshments
- Crossing Guard (day(s) of week _____; a.m or p.m ____)
- Thursday Hot Lunch Coordinator
- Thursday Hot Lunch – data entry person
- Thursday Hot Lunch Helper
- Coach (sport & grades: _____)
- Girl Scout Leader (Grade: _____)
- Teacher's Tea - Coordinator
- Teacher's Tea - Helper
- School Directory – update names, addresses, info
- School Directory – copy and assemble
- Fat Tuesday Coordinator
- Fat Tuesday Helper
- Sports Banquet Coordinator
- Yearbook – supply photos to use in yearbook
- Yearbook Set-Up
- Pancake Breakfast Coordinator
- Pancake Breakfast Set up
- Pancake Breakfast Server
- Pancake Breakfast Clean up
- Live Nativity – Coordinator
- Live Nativity – Costume Rental and Fittings
- Live Nativity – Set up garland, bows, luminary and lights
- Live Nativity – Set up stable
- Live Nativity – set up lights and sound equipment
- Live Nativity – clean up luminary, garland, bows, lights
- Live Nativity – take down lights and sound equipment
- Librarian Assistant
- Library Helper
- Art-in-Classroom Coordinator
- Art-in-Classroom Teacher (Grade: _____)
- Lunch Parent Coordinator
- Lunch Parent (Tues. or Fri.? _____; class _____)

St. Mary's School Marketing

- Marketing Chairperson
- Marketing Committee Member
- Develop and submit ads for newspapers
- Distribute flyers to local pre-schools & businesses
- Put up yard signs throughout community
- Parish liaison (Parish: _____)
- Greeter at parish visits (Parish: _____)
- Develop school news articles for St. Mary's Parish bulletin
- Marketing folders – make copies & assemble
- Press person – contact newspapers with St. Mary's news
- Open House coordinator
- Open House greeter/tour guide
- Open House – develop poster/flyer for marketing event
- New Family Mentor Coordinator
- New Family Mentor
- School Website – maintain school calendar
- School Website – provide updated info to webmaster
- Religious Education Outreach – provide info about school
- Alumni database coordinator
- Heritage Days Parade – Coordinator (July, 2010)
- Heritage Days – Assist with building/take down of float

Fundraising

- Market Day Coordinator (Monthly: September-June)
- Market Day Helper (Monthly: September-June)
- 8th Grade Trip Fundraising Coordinator
- Fun Fair Set Up
- Fun Fair Clean Up
- Fun Fair – classroom helper (Grade: _____)
- Fundability Coordinator
- Fundability – handle Cash & Carry orders (Fridays)
- Golf Outing - Coordinator
- Golf Outing – Planning Committee
- Golf Outing – Procure Sponsors
- Golf Outing – Mailings
- Golf Outing – Raffle Ticket Sales at event
- Golf Outing – Greeter
- Golf Outing – Hole –in- One Witnesses
- Golf Outing – Photographer
- Campbell's Labels/Tyson's labels – Coordinator
- Campbell's Labels/Tyson's labels – cut and sort