

VOLUNTEERING OPPORTUNITIES

There are many opportunities to volunteer throughout the school year, as well as, on a weekly basis. Below are a few examples along with a description.

CLASSROOM REPRESENTATIVES: A group of parents/guardians who represent individual classes and whose goal is to strengthen the partnership between parents and school. They would meet on a monthly basis, as a sub-committee of the Home School Association, to share ideas, plan additional fundraisers, and develop a plan of activities throughout the school year that will further involve parents/guardians in the life of the school.

ADVANCEMENT COMMITTEE: The Advancement Committee's purpose is threefold: to build awareness and acceptance for St. Stephen School, to seek and retain students for the school and to obtain financial support in order to provide the additional resources necessary to remain on the cutting edge of quality Catholic Education. The Four fundamental areas of the Advancement Program and specific tasks/duties you can volunteer for are:

Public Relations: To market St. Stephen School and promote Catholic Education. Publish quarterly newsletters and distribute press releases through local media resources.

Annual Fund: Inform parents, parishioners, alumni, friends, and businesses about the school and appeal for broad based financial support. Volunteers assist in direct mail appeal campaign, phonathon, and major donor solicitation.

Alumni Relations: Communicate with alumni to renew interest and generate support for St. Stephen School. Volunteers can assist as class agents, update alumni address database, and plan alumni special events.

Student Recruitment and Retention: To recruit and retain students served by the school. Volunteers produce and distribute school brochures, send letters/greeting cards to prospective new students, host parent information nights, call new students and families to welcome them to the school, sponsor school "open house".

September

- Magazine Drive – processing order (evenings)
- Cambells Soup Labels – process and mail (done at home, a few times a year)

October

- Walk a Thon – processing pledge orders (during school hours)
- Halloween Party – set up and clean up
- Used Uniform Sale – set up and help with sales (during school hours)

November

- Ice Cream Social – set up and serving during school hours
- Market Place – set up, clean up and preparing raffle baskets

December

- HSA Pizza Party – set up and serve (during school hours)

January

- Candy Sale – process candy orders
- Book Fair – set up, help children select books and collect money

February

- Count money and/or label and distribute candy
- Cookie Dough- process orders and/or label and distribute (during school hours)

March

- Phonaton – make phone calls (evening)

April

- Summer Used Uniform Sale
- Pancake Breakfast – set up, serving and cleanup (morning)
- Tag Sale – set up and sales

May

- Mother's Day Plant Sale- planting weekend before and selling (school hours)
- Ziti Dinner – set up, serving, cleaning and basket raffle set up
- Book Fair – set up (8:30 a.m. during school- 1 day)

June

- Used Uniform Sale- set up and sales
- Family Fun Day – processing orders, set up, cooking and clean up

The chairperson running the monthly fundraisers will be contacting you prior to the event.

HOT LUNCH PROGRAM: 4-6 volunteers are needed once a month, usually on Thursday mornings to process orders and count money. Also 6-8 volunteers are needed each week, usually on Thursday at lunchtime from 12 pm to 1 pm, to deliver and serve the food to each classroom.

ROOM PARENT RESOURCES: Assist teachers with communication and class activities, and to assist the school office in getting important information out to parents. Room Parents also assist the Home School Association in the Christmas and year-end monetary collection for teachers. There are 2 parents needed per grade.

SPORTS PROGRAM: Boys and Girls Varsity Basketball, Boys and Girls Jr. Varsity Basketball, Baseball, Softball, Coed Soccer and Cheerleading are offered to students in grades 5, 6, 7 & 8.

Volunteers are needed for fundraising as well as help with coaching etc. The Sports Program sponsors several fundraisers throughout the school year for funds for sports equipment and uniforms. Help is needed for all of these activities.

YARD DUTY HELPERS: Recess is an important time for our children and an important break for our teachers. During the recess time (12:00 - 1:15 p.m.), there needs to be 4-5 parents/volunteers and one teacher. At one break there are 75 to 80 children outside. They play in the front lot, and when the weather is better they go on the playground. When there is inclement weather they do something in their classrooms. Inside or outside your time is needed to provide the recess breaks the students and teachers need during each day. Your volunteering time enables the teachers some time to relax, take a break and refresh themselves for the completion of the day's activities and also enables you to enjoy some time with the children. Parents and Grandparents are most welcome. This time can be divided if a parent is working and wishes to come during their lunchtime.

Monthly Fun/Fundraising Events (see attached)

Volunteer Sign Up Sheet

Your time and talents are vital to the students, faculty, and staff. Please take a moment and review the opportunities available for you, or a family member, to participate in our school. Please fill out below and check the boxes of the committee(s)/opportunity(s) you are able to volunteer and participate in. Please **return** these forms to School by **September 3, 2010 attn: HSA Form. (If possible, make a copy for your records)**

Volunteer Name _____

Phone # _____

Email address _____

Student(s)

Name/grade _____

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CLASSROOM REPRESENTATIVE

ADVANCEMENT COMMITTEE

Public Relations

Annual Fund

Alumni Relations

Student Recruitment and Retention

HOT LUNCH PROGRAM

Process Orders

Serve

ROOM PARENT RESOURCES

SPORTS PROGRAM

Coach -- sport _____ girls boys Var JV

Assistant Coach -- sport _____ girls boys Var JV

YARD DUTY HELPERS _____

Please list day(s) _____