



VOLUNTEER INFORMATION!

August 2014

St. Patrick School Families:

Please help make this upcoming school year great! There are a lot of activities going on at St. Patrick School, but they cannot happen without volunteers. We need your help! We need everyone's help! It is the great parents, and their dedication to our school and kids, that makes St. Patrick School unique.

Please look over the following pages for the numerous opportunities to volunteer your time and talent. We have something for everyone! Some of them will only take minutes, while others may take hours. Some can be done at home, while others may include planning meetings. We ask that every family volunteer for at least one event, if not more. Every person makes a difference!

Thanks for taking the time to consider the many opportunities available this coming school year!

The description of each opportunity is listed on the following pages. Please return the sign-up sheet as soon as possible to help us plan ahead.

If you have any questions about the opportunities available, feel free to contact Lisa Roussell, our Volunteer Chair at lisaroussell@yahoo.com or myself.

Thank you in advance for any help you can offer!!

Michelle Heine

President, CPTO

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VOLUNTEER DESCRIPTIONS

Homeroom Parent: As homeroom parent, you will help the teacher with special dates throughout the year (holidays, ITBS testing, etc). You will want to contact the teacher at the beginning of the year to get a student list along with a list of dates and/or areas the teacher would like help with through the year. Then ask the parents to help with donating items needed (snack/drink). These items will vary between each Unit.

Cafeteria Help: Hours are 10:45-12:45. Volunteers are needed to help serve lunch and wipe down tables during lunch hours. Great way to have lunch with your child and meet their friends! You will be scheduled for 1 month at a time and 1 day per week during that month. *Free daycare is available for preschool age children at Clover Patch during your work shift.*

Picture Day/Health Screening: Assist with the younger students on picture day (PS-4) and assist with health screening days by walking students to/from classrooms.

Donations to Education Programs: Great way for the school to receive donations from Box Tops and Hy-Vee. Collect Box Tops and Hy-Vee receipts from students throughout the school year. Organize each item for submission. This can be done at home and good for students who need service hours.

Catholic Schools Week: This is a fun-filled week celebrating Catholic Schools. There are various events going on throughout the week. Teachers enjoy the lunches and morning treats. Students have a lot of fun at the school dance.

Book Fair: We have two book fairs during the school year. Assistance is needed at setting up, working a shift running the cash register and tear down. Some hours are after school/evening.

Conference Dinners: Provide a food item or items needed for the teachers' dinner during conference week in the Fall and Spring.

Bulletin Board: Help come up with creative ideas to post fun pictures and information for events at school throughout the year.

Back to School Pizza Party: Help welcome new families and returning families with pizza during orientation.

Scrip Program: Program provides benefits to the school through gift cards at various businesses- local and national. A percentage of each gift card sold is split between the parents and the school. Volunteers help on Tuesdays to pick up LOCAL ONLY gift cards. May only take 1 hour or may take 2 hours depending on how many stops are needed. Help is also needed to assist our Scrip Coordinator.

Art Show: Once a year, the school (pre-school - 8th grade) hosts an Art Show displaying one art item from each student to show off to their family. Typically the show is at the end of April. Volunteer help is needed the week prior and/or the week of the show.

Booster Club/CPTO Golf Outing: The golf outing is an annual Fall event that raises money for all extracurricular activities.

Special Interest/Enrichment (SIE): Parent volunteers teach small groups of students their special interest/hobby. Meet once a week for 4-6 weeks. Class length varies with topic and age of student. In the past, we have had science, quilting, art, cooking, knitting and photography. There is also an opportunity to work with classrooms as a Junior Achievement (JA) parent. The JA Program runs once a week for 5 weeks in the late winter/early spring.

CPTO Fundraising: The Shamrock Shuffle 5K Fun Run/Walk is held in April and the Adult Trivia Night is typically held in February/March. Both of these events are a lot of fun and a great fundraiser for St. Patrick School.

Social Committee: This committee helps plan fun events for the students throughout the year. It is a great way for kids to socialize outside of school. In the past, we have had bowling night, movie night, a Halloween Party for younger kids, swim parties, junior trivia night for Unit C & D, and an end of the year party. We are always looking for new ideas.

Marketing/Recruiting: Helps promote St. Patrick School to ensure continued success and growth.

VOLUNTEER SIGN-UP SHEET- 2014/2015 SCHOOL YEAR

Please return this form to the office as soon as possible to help us plan ahead

Name: _____ Phone: _____ Email: _____

Homeroom Parent (Coordinator: Jenny Conder)

_____ Yes, I would like to be a Homeroom Parent for my child's classroom.

_____ Yes, I can help the Homeroom Parent by donating snacks/supplies for special events/parties in the classroom.

Please list the name(s) and grade(s) of children:

Cafeteria Help (Coordinator: De Radke)

_____ Yes, I would like to assist with the lunch program.

_____ I cannot commit to a full month, but I am available some days that month (please list).

_____ Please put me on the substitute schedule. List days you are able to work.

Month(s) you prefer: _____

Day(s) you prefer: _____

Picture Day/Health Screening (Coordinator: Laura Lockert)

_____ Yes, I can help with the Vision Screenings

_____ Yes, I can help on School Picture Day

Donations to Education Programs (Coordinator: Laura Coffee)

_____ Yes, I can help with Hy-Vee receipts

_____ Yes, I can help with Box Tops

Catholic Schools Weeks (Coordinator: Cari Matern)

_____ Yes, I can help provide an item for the teacher lunch and/or morning treat

_____ Yes, I can help with setting up teacher lunch and/or morning treat

_____ Yes, I can help set up for the school dance

_____ Yes, I can help at the admission table at school dance (split into shifts)

_____ Yes, I can help at concession stand at school dance (split into shifts)

_____ Yes, I can help clean-up after the dance at school dance

Book Fair (Coordinator: Still looking for a volunteer)

_____ Yes, I can help at the Fall Book Fair (split into shifts): _____ Fall _____ Spring

Conference Dinners (Coordinator: Clara Nehmer)

_____ Yes, I can help provide a food item for the conference dinners

Bulletin Board (Coordinator: Diane Kremer)

_____ Yes, I can help with the school bulletin board

Back to School Pizza Party (Coordinator: Michelle Purdy)

_____ Yes, I can provide cookies

_____ Yes, I can help: _____ set-up _____ tear down

_____ Yes, I can help serve (split into shifts)

Scrip Program (Coordinator: Office Staff)

- Yes, I'm interested in learning more about assisting our Scrip Coordinator
- Yes, I can help pick-up gifts cards at LOCAL providers on Tuesday afternoons
Preference Month(s): _____
- Yes, I can help make copies of order forms, staple info sheets, sort for each classroom. (Flexible timeframe)
- Yes, I can help sell scrip after Mass
Preference Month (s): _____
Preference Mass time: _____

Art Show (Coordinator: Traci Ludwig)

- Yes, I can help with the Art Show by:
 - Help staple art to display boards (takes 1 1/2- 2 hours /done in 2014 after Monday morning prayer)
 - Help drive display boards to show site (done day before or morning of show)
 - Help with minimal clean-up after art show

Booster Club/CPTO Golf Outing (Coordinator: Still looking for volunteers)

- Yes, I can help with the Golf Outing by:
 - Sit on Planning Committee
 - Help get sponsors and/or auction items
 - Help prepare item for dinner
 - Help with set-up
 - Help with clean-up

Special Interest & Enrichment (SIE)

- Yes, I would like to be a SIE parent/teacher
Topic of Interest: _____
- Yes, I would like to be a Junior Achievement parent/teacher

Adult Trivia Night (Coordinator: Conrady Family)

- Yes, I would like to help plan trivia night
- Yes, I can help the night of trivia night

Social Committee (Coordinator: Still looking for two volunteers)

- Yes, I can help with the Social Committee by:
 - Helping plan the fun events
 - Volunteering at the events. Just contact me as the events get closer.

Marketing/Recruiting (Coordinator: Laura Dobson)- This is not a committee. Just need help with various tasks.

- Yes, I can be a tour guide and/or help at Open House
- Yes, I can help write and/or proof articles and flyers
- Yes, I would like to write a testimonial about St. Patrick School
- Yes, I would like to write a testimonial about Clover Patch Preschool
- Yes, I can help stuff envelopes to be delivered to area preschools or folders for open house.

Photography (Coordinator: Laura Dobson)

- Yes, I can help occasionally with photos of social, music or sporting events I am already attending (for the yearbook, bulletin board, and/or marketing materials).

Shamrock Shuffle (Coordinator: Michelle Heine) PLEASE SEE SEPARATE VOLUNTEER FORM BELOW

SHAMROCK SHUFFLE VOLUNTEER SHEET 2015

The Shamrock Shuffle is one of St. Patrick School's annual fundraisers. It not only generates important funds for the school, but it is also a great community event, raising awareness of our school. It takes A LOT of volunteers to pull off this event every year. We are asking that if you are interested in helping with this event, please indicate the area/task below. Most likely, the 2014 Shamrock Shuffle will be Saturday, April 11th or 18th. I realize committing to a date so far out is impossible. This is not a commitment, nearly a chance for the planning committee to have an idea on who to ask next year when it comes to planning time.



- _____ Planning Committee (Meets once or twice- tasks divided up- opportunity to share ideas)
- _____ Race Route- This is where are biggest need is. Willing to stand out on the route to direct runners and to cheer them on.
- _____ Finish Line- 8:30-10:00
- _____ Registration/Package pickup- 7:15-8:45 morning of race in MPR (still can run the race)
- _____ Playground Daycare- Willing to stay on playground to help watch children while their parents run the race
- _____ Breakfast- Preparation of breakfast- Early morning start (7:45-9:15). Opportunity to leave if needed (may be possible to run the race)
- _____ Breakfast- Help with serving/clearing tables (9:15-10:45)
- _____ Breakfast- Clean-up only (10:15-11:15) (still can run the race)
- _____ Open to working wherever the need is.....would like to run the race
- _____ Open to working wherever the need is.....am not planning on running the race

Name: _____ Preferred route of contact: Email Phone

Phone: _____ Email: _____

Do you have a child or teen that may be interested in helping? They can get service hours!

If so, please list names of any children/teens you may have than can help. We have found that the Breakfast and the playground are the best places to utilize them. We prefer to put adults on the route.
