

## 2010-2011 MIS Volunteer Opportunities

The MIS Parents/Teachers Club encourages you to contribute your time and effort to continue the success of MIS activities and build community spirit. All of these areas have main coordinators who will be able to provide instructions and be available to answer questions on your function/event. Please check the areas that interest you (general timeframe needed is in parenthesis) and return to the school office. If you have any questions, please call Catherine Bitterman (972)393-4708 or Julie Donnelly (972)492-0913. Thank you for showing your terrific Mustang Spirit!

**Please return this form to the school office by April 15, 2010 (Attn: PTC Volunteer Services)**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Coordinators	Function/Event	Fill in if willing to HELP	Fill in if willing to CHAIR
Admin Assistance	Athletic Director (AD) <b>Gym Supervisors:</b> Assist the AD by monitoring hallways and concession area during volleyball/basketball weekends. The length of shifts would depend on number of games.	Helper	N/A
	Athletic Director (AD) <b>Play Like a Champion:</b> Assist the AD by getting information to coaches about the workshops and follow up to make sure all coaches attend or have attended a PLC workshop before their season begins	Helper	N/A
	Athletic Director (AD) <b>Team Pictures:</b> Assist the AD in scheduling and dispersing information and flyers to the parents/and helping to organize on picture day.	Helper	N/A
	PTC Volunteer Services <b>Back-to-School Preparation Day:</b> Assist the School Sec. with organization of groups that present their information.	Helper	N/A
	PTC Volunteer Services <b>Field Day:</b> (Mar-May) Assist the school athletic staff in the coordination of Field Day activities.	Helper	Chairman
	PTC Volunteer Services <b>Front Desk Greeter:</b> (Yearlong) The greeter desk at the front entry of the school signs in visitors prior to entering the school building during school hours. Very flexible...you can sign up for specific days/hours.	Helper	Chairman
	School Librarian <b>Library Aide:</b> Assist with reading to classes, shelving, and class checkout. Day/Time Preferences: Day _____ AM__ PM__	Helper	N/A
	School Nurse <b>Nurse's Aide:</b> Assist school nurse when needed Are you an RN? ____ Yes ____ No Help with Paperwork Only _____	Helper	N/A
Teacher Tech. Assistance <b>Technology Assistant:</b> Provide assistance to teachers on various computer and technology issues.	Helper	N/A	
School Secretary <b>Office Aide:</b> Check preferred duties: ____ Typing/Data Entry ____ Copying ____ Mail outs	Helper	N/A	
Communicating	Dir. of Communications <b>Grant and Newsletter Assistance:</b> ____ Write grants ____ Contribute articles to various newsletters ____ Layout various newsletters	Helper	N/A
	PTC VP <b>Directory:</b> (Apr-Sept) Solicit advertisements, proof/data entry, layout and help with distribution.	Helper	N/A
	PTC VP <b>Yearbook:</b> (Yearlong) Solicit photos and information on staff & students throughout the year for placement in the yearbook. We'd love to have as many volunteers as possible for each grade!	Helper	Chairman
PTC Secretary <b>Mustang Express</b> (Apr-Sept) Write/submit articles/photos. Also need person to do newsletter layout.	Helper	N/A	
Community	Mary Immaculate Parish <b>Parish Fall Festival:</b> (June-Oct) Fun all-day family event that generates income which directly benefits the school and parish. Chairmen needed for various areas.	Helper	N/A
	PTC Community Enrichment <b>Back to School Picnic:</b> (Aug-Sept) Organize this great family evening to start off the school year!	Helper	Chairman
	PTC President <b>Bulletin Board:</b> (Yearlong) Promote community spirit by monthly decoration of the bulletin boards in the entryway of the school and ensuring the board's calendar lists all of the pertinent school dates and activities for that month.	Helper	Chairman
	PTC Community Enrichment <b>Chili Cook Off-Bunco/Texas Hold'em:</b> (Dec-Jan) Organize this adults-only event featuring a chili cook-off in the afternoon followed by a Bunco and Texas Hold'em tournament.	Helper	Chairman
	PTC Community Enrichment <b>End of Year Picnic:</b> (Apr-May) Organize this great family evening to wrap up the school year!	Helper	Chairman
	PTC Community Enrichment <b>Festival of Tables:</b> Ladies luncheon, fashion show, and raffle that provides for an enjoyable afternoon. Host or hostesses will decorate table with a specific theme.	Helper	Chairman

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	PTC Community Enrichment	<b>Green Team:</b> Leads recycling efforts at school and coordinates volunteers to carry out various recycling programs. Coordinates and organizes Earth Week activities.	Helper	Chairman
	PTC Community Enrichment	<b>Used Uniform Sale:</b> (Aug & Dec) Organize sale of used uniforms in August & mid-year	Helper	Chairman
	PTC Hospitality	<b>Newcomers Mentor Family:</b> (Yearlong) Welcome and mentor a new family to MIS through calls and Newcomers Party.	Helper	Chairman
	PTC Hospitality	<b>Newcomers Party Planning Committee:</b> (Summer) Help coordinate and plan Newcomers Party	Helper	Chairman
	PTC Hospitality	<b>Staff Appreciation:</b> (Yearlong) Help show our thanks to school staff throughout the year by providing appetizers & drinks for staff meetings, recognizing birthdays and holidays, providing holiday treats, etc. Utilizes "Little Extras" volunteers.	Helper	Chairman
	PTC Hospitality	<b>The Little Extras:</b> (Yearlong) Contribute homemade goodies and items (baked goods, appetizers, drinks, etc.) to PTC General Meetings, Staff Meetings, and Teacher In-Service Days. If you like to bake/cook, please sign up! This is a great opportunity for working parents to cook in the evening and drop it off with their kiddos in the morning!	Helper	Chairman
Development	PTC Board	<b>Auction:</b> (Aug-Feb) Participate in this tremendous event that features a live and silent auction along with dinner and entertainment. Check one: <input type="checkbox"/> Large role <input type="checkbox"/> Medium role <input type="checkbox"/> Small role	Helper	Chairman
	Dir. Of Development	<b>Magazine Drive:</b> (Aug-Sept) Promote sales of magazines through handout of packets, tracking sales by grade (need one per grade), and managing incentives	Helper	N/A
	Dir. Of Development	<b>Spirit Store</b> (Yearlong) Promote sales of spirit wear through working various shifts at the Mustang Spirit Store.	Helper	N/A
	PTC Board	<b>Wish List:</b> (Apr-Aug) Meet in Spring to prioritize and recommend spending of Wish List funds, then arrange purchases. Coordinate "Teacher's Corner" that is on school website.	Helper	Chairman
	Dir. Of Development	<b>VISION Campaign:</b> (Aug-Dec) Organization of our annual campaign including mailings, phonathon and tracking donors.	Helper	Chairman
Spirituality	PTC Spiritual Enrichment	<b>Spiritual Enrichment Committee Members:</b> (Yearlong) Provide assistance with various activities throughout the year as needed on small jobs such as: distributing religious cards, epiphany chalk, and angel cutouts - many jobs can be done from home.	Helper	N/A
	PTC Spiritual Enrichment	<b>Catholic School's Week:</b> (Nov-Jan) Check if willing to chair/help on: <input type="checkbox"/> Student Appreciation Day (ice cream at lunch & skating party) <input type="checkbox"/> Parent Appreciation Day (coffee/donuts) <input type="checkbox"/> Teacher Appreciation Day (luncheon) <input type="checkbox"/> Open House (refreshments) <input type="checkbox"/> Grandparents Day <input type="checkbox"/> Any CSW day	Helper	Chairman
	PTC Spiritual Enrichment	<b>MIS Student Community Service Projects:</b> (Yearlong) Work with the teacher(s) to coordinate monthly service projects. Create and distribute info regarding the charities, items needed and collection dates. Take photos on collection day.	Helper	Chairman
	PTC Spiritual Enrichment	<b>Rosary:</b> (Yearlong) Participate in a rotation with others to lead the rosary on Fridays after Mass and each school day in the month of October.	Helper	N/A
	PTC Spiritual Enrichment	<b>Spiritual Enrichment Bulletin Board:</b> (Yearlong) Decorate the bulletin board by the Primary hallway each month to reflect monthly virtues and Corporal Works of Mercy.	Helper	Chairman
MID	Mary Immaculate Dads	<b>MIDS (Mary Immaculate Dads):</b> Organization of Mary Immaculate dads with the purpose of promoting community spirit by providing activities that encourage father participation and support the school.	Helper	President
Classroom	PTC Volunteer Services	<b>Room Parents:</b> Organize class parties, field trips, class Auction gifts, assist in various class needs. Please do not write a second choice if you are not willing to accept it. 2010-2011 Grade Preference: First Choice _____ Second Choice _____ Are you willing to be a Head Room parent? _____ Co-Head _____	Helper	Head Room Parent