



May 17, 2017

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 next year. 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!

I see a lot of grandparents at school mass and picking up students. If you have grandparents in the area, please see if they would be interested in volunteering. There is a large need for volunteers in the cafeteria. That may be a great opportunity for grandparents! They can work one day a month or once a week. Whatever works best for them.

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

We would like to have the completed forms returned to the office by the last day of school to help us plan ahead. The description of each opportunity is listed on the pages following the sign-up sheet.

If you are like me, and you find these pages in a pile on your kitchen counter this summer, toss them in the mail or bring them with you on business day.

If you have any questions about the opportunities available, feel free to contact next year's Volunteer Chair at suziebuss@hotmail.com

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

Laura Schaefer
2016/2017 President, CPTO

VOLUNTEER FORM- 2017/2018 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)

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

_____ 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: Michelle Purdy)

_____ volunteer in the cafeteria at lunch and am available any day of the week.

_____ volunteer in the cafeteria at lunch, but am available only certain days.

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

Month(s)/day(s)/frequency you

prefer: _____

_____ I have a grandparent(s) that would like to help in the cafeteria.

Name(s): _____ Phone: _____

Email (if preferred): _____

Picture Day/Health Screening (Coordinator: Laura Lockert)

_____ help with the Vision Screenings

_____ help on School Picture Day

Donations to Education Programs (Coordinator: Laura Coffee)

_____ help with Hy-Vee receipts

_____ help with Box Tops

Catholic Schools Weeks (Coordinator: Cari Matern)

_____ provide an item for the teacher lunch and/or morning treat

_____ help with setting up teacher lunch and/or morning treat

_____ help set up for the school dance

_____ help at the admission table at school dance (split into shifts)

_____ help at concession stand at school dance (split into shifts)

_____ help clean-up after the dance at school dance

Book Fair (Coordinator: School Staff)

_____ help at the Book Fair checkout table: _____ Fall _____ Spring _____ Both _____ Either

_____ help set up the book fair: _____ Fall _____ Spring _____ Both _____ Either

_____ help pack up the book fair: _____ Fall _____ Spring _____ Both _____ Either

_____ Put me wherever you need me.

Conference Dinners (Coordinator: Jill Le & Chell Gruis)

_____ provide a food item for the conference dinners

_____ Help serve dinner

Back to School Pizza Party (Coordinator: Michelle Buchan)

_____ Help current coordinator in all planning with intentions of taking over as coordinator the next school year

_____ provide a dessert

_____ help: _____ set-up _____ tear down

_____ help serve (split into shifts)

Scrip Program (Coordinator: Julie Deery)

_____ help pick-up gifts cards at LOCAL providers on Tuesday afternoons

Preference Month(s): _____

_____ make copies of order forms, staple info sheets, sort for each classroom. (Flexible timeframe)

_____ help with ordering and promoting Scrip (**HUGE NEED HERE!!**)

_____ help sell scrip after Mass

Preference Month (s): _____

Preference Mass time: _____

Art Show (Coordinator: _____)

_____ I can coordinate the Art show

_____ I can help with the Art Show by:

_____ Help staple art to display boards

_____ Help set-up for Art Show

_____ Help with minimal clean-up after Art Show

_____ Provide treats for the Art Show

Booster Club/CPTO Golf Outing (Coordinators: Reps from CPTO and Booster Club)

_____ I can help with the Golf Outing by:

_____ Sitting on Planning Committee - Meets once or twice in summer. Most planning is done through email.

_____ Helping get sponsors and/or auction items

_____ Helping plan dinner

_____ Helping with set-up

_____ Helping with clean-up

Special Interest & Enrichment (SIE)

_____ I would like to be an SIE parent/teacher

Topic of Interest: _____

_____ Yes, I would like to be a Junior Achievement classroom presenter

Adult Trivia Night (Coordinators: CPTO Social Committee)

_____ I would like to help plan trivia night

_____ I can help the night of trivia night with: _____ Registration table _____ Set-up _____ Clean-up

Social Committee (Coordinators: Katie Lyons and Melissa Engdahl)

I can help with the Social Committee by:

_____ Helping plan the fun events for students

_____ Volunteering at the events. Contact me as the events get closer.

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

_____ be a tour guide and/or help at Open House

_____ write a testimonial about St. Patrick School

_____ write a testimonial about Clover Patch Preschool

_____ stuff envelopes to be delivered to area preschools or folders for open house.

Photography (Coordinator: Laura Dobson)

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

Summer Peach Sale (Coordinator: Michelle Purdy)

_____ help with unloading the truck

_____ help with Peach pick-up

School Bulletin Board (Coordinator: _____)

Decorate small bulleting board by the office with photos, borders, and other items that will be supplies.

_____ I could help all year

_____ I could help one or two months

Teacher Appreciation Week (Coordinator: _____)

_____ I will help coordinate activities for Teacher Appreciation Week (May)

Grant Writer

_____ I have experience with grant writing and would help with specific projects if needed.

Shamrock Shuffle (Coordinator: Chris Weidman)

_____ Help along the race route to direct runners

_____ Help at the Finish line

_____ Registration packet pickup

_____ Breakfast ___serving/clearing tables _____cleanup

_____ Willing to help wherever needed (would like to run the race)

_____ Willing to help wherever needed (not planning on running the race)

Scratch Cupcake Fundraiser (Coordinator: _____)

_____ Help coordinator input cupcake orders into Scratch spreadsheet

_____ Help unload truck and distribute cupcakes after school on delivery day

School Uniforms (Coordinator: _____)

_____ Help organize and sort gently used uniforms when they are donated

_____ Help coordinator display uniforms out on tables a few times a year for parents to take

St. Patrick Office Help (if one is out or sick)

_____ Help during lunch hours (10:50-12:30) by answering phones, opening door, and other small miscellaneous tasks

Main CPTO Fundraising Event, previously the 125th Anniversary Celebration (Coordinators: Sarah Burke & Ann Hartman)

_____ Food and beverage coordinator

_____ Facilities coordinator

_____ Facilities set up

_____ Auction set up

_____ Auction item cashier the night of the event

_____ Non fundraising pre-event volunteer

_____ Help where needed

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! We typically schedule for 1 month at a time and 1 day per week during that month. However, we are open to scheduling around your availability.

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 purchasing (for credit toward tuition) 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 with ordering and promoting Scrip.

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.

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.

Teacher Appreciation Week: This is typically in May. Just looking for ideas on how to honor the teachers during this week and someone to coordinate those efforts.

Shamrock Shuffle: A 5k fun run that takes place in April. This is a great community event which raises awareness of our school. There are opportunities to help even if you are interested in running the race. Many volunteers are needed for this event.

Scratch Cupcake Fundraiser: St. Patrick partners with Scratch Cupcakes to raise money for our school. This takes place in early March. Scratch provides order forms that will need to be put into a spreadsheet. Scratch delivers the cupcakes (frozen) to the school where they need to be unloaded, sorted, and distributed after school.

School Uniform Help: Used uniforms are dropped off in the office often. Help is needed in sorting and organizing these once they come in. The uniforms are then displayed on a table in the MPR a few times a year for parents to take.

CPTO Fundraising: This event was previously called the 125th Anniversary Celebration. The coordinators are in the process of re-naming this event, but it is our **main fundraising event** of the year and requires A LOT of volunteers. It was a very successful and fun event this past year!! The main event will take place in early February.