



May 2009

Dear Parents,

The 2009-2010 school year at St. Paul Catholic School begins on August 17, 2009. This year, as always, the time and talents of dedicated volunteers are needed to make St. Paul Catholic School the very best.

The **Volunteer Application** is being made available for you to complete and bring to “**Sneak a Peek**” Orientation Day on Thursday, August 13, 2009. The Volunteer Application includes the descriptions of the volunteer positions as well as the room-mother responsibilities for the upcoming year. This should clarify the expectations and responsibilities for all volunteer positions. **It is important that you return the Volunteer Application no later than by August 17, 2009 to expedite the delegation of volunteer assignments.** You will be notified of your volunteer placement(s) by the middle of September.

It is the hope of the Volunteer Committee that you carefully reflect on the many volunteer positions available to you at St. Paul Catholic School. Please fill out a separate **Volunteer Application** for each volunteer in your family. In order to volunteer (in the classroom and on field trips), you must be Fingerprinted and attend an Abuse Workshop. Background checks must be done every 5 years. You will be notified when the Abuse Workshop and Fingerprinting dates are. If you are driving for field trips you must fill out a new drivers form every year.

Thank you very much in advance for the time and talents you will generously donate to St. Paul Catholic School this year. If you have any questions, do not hesitate to call me.

Sincerely,

Peggy Gibson  
Chairperson, Volunteer Committee  
479-0844

# St. Paul Catholic School

## Volunteer Information

Volunteer's Name \_\_\_\_\_ Phone (W) \_\_\_\_\_ (H) \_\_\_\_\_  
Last First (C) \_\_\_\_\_

E-mail address \_\_\_\_\_

Child's Name/Grade \_\_\_\_\_ / \_\_\_\_\_ Child's Name/Grade \_\_\_\_\_ / \_\_\_\_\_

Child's Name/Grade \_\_\_\_\_ / \_\_\_\_\_ Child's Name/Grade \_\_\_\_\_ / \_\_\_\_\_

Would you be willing to assist the school as a volunteer in areas that are not directly associated with your child(ren)'s classes or activities, or would you prefer to work mainly with your child's classroom / activities?

\_\_\_\_\_ Prefer working with my child's activities only

\_\_\_\_\_ Would be willing to assist the school as a whole

\_\_\_\_\_ Either

Indicate below which times you are available for volunteering.

\_\_\_\_\_ a.m. \_\_\_\_\_ Monday \_\_\_\_\_ Wednesday \_\_\_\_\_ Friday

\_\_\_\_\_ p.m. \_\_\_\_\_ Tuesday \_\_\_\_\_ Thursday

### Volunteer Needs

On the next two pages you will find a listing of the volunteer needs of St. Paul Catholic School. **Please take a few minutes** to consider how you might be able to assist in the various areas indicated. You will be contacted concerning your volunteer placement(s) during the first week of September. **Your willingness to service is greatly appreciated.** Thank You.

# St. Paul Catholic School

## Volunteer Needs and Job Descriptions

Volunteer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please check below to indicate the area(s) in which you would be willing to volunteer your time/service when the need arises.

### Educational Assistance

\_\_\_\_\_ **Substitute Teacher (SUB)** – Fill-in for an absent teacher; previous teaching experience is required.

\_\_\_\_\_ **Tutor (T)** – Work with individuals or small groups, providing extra drill, under the direct supervision of the classroom teacher for 1 to 2 hours each week, during or after school hours.

\_\_\_\_\_ **Kindergarten Computer Assistant (KCA)** – Assist with classroom computer activities in the Kindergarten classroom approximately 1 ½ hours per week.

\_\_\_\_\_ **Kindergarten** – At home help with cutting, sorting, etc.

\_\_\_\_\_ **Art Assistant (AA)** - Assist the art teacher with grades K through 8 for 1-2 hours each week, during each class's scheduled time, no experience necessary. **Specify Grade** \_\_\_\_\_

### Classroom Assistance

\_\_\_\_\_ **Head Homeroom Mother (HRM)** – **Specify Grade** \_\_\_\_\_ Coordinate classroom events and field trips with the homeroom teacher, attend Roommother Meetings and be responsible for coordinating those school events for which your class is responsible.

\_\_\_\_\_ **Assistant Head Homeroom Mother (AHRM)** – **Specify Grade** \_\_\_\_\_ Assist the roommother chairman with the duties stated above.

\_\_\_\_\_ **Classroom Volunteer (CV)** – **Specify Grade** \_\_\_\_\_ Perform duties required for each particular homeroom, under the direction of the head and assistant head homeroom mothers.

## Parish / School Assistance

\_\_\_\_\_ **CYSL Coach** – Coach or assist a St. Paul’s team. Indicate which sport you would be interested in

\_\_\_\_\_ **Girls Team**                      \_\_\_\_\_ **Boys Team**

\_\_\_\_\_ **Football**                      \_\_\_\_\_ **Tennis**                      \_\_\_\_\_ **Volleyball**

\_\_\_\_\_ **Basketball**                      \_\_\_\_\_ **Track**

\_\_\_\_\_ **Cheerleading**                      \_\_\_\_\_ **Running Club**

\_\_\_\_\_ **Lunch room Aide** Assistant one day a week in distribution of lunch 11 a.m. to noon (Day) \_\_\_\_\_

\_\_\_\_\_ **Sports Banquet** – Set up/Clean up/Serve/Take Tickets for Sports Banquet.

\_\_\_\_\_ **Wednesday Night Family Dinners (WND)** - Once a month only. Variety of opportunities in many different sizes and areas.

\_\_\_\_\_ **Angel Gift Shop** - Set up and/or put away items for sale. Work shifts for selling religious articles/ items in the church gift shop.

\_\_\_\_\_ During Christmas                      \_\_\_\_\_ After Mass

## Special Projects (Assisting)

\_\_\_\_\_ **Spaghetti Dinner** First Day of School August 17 5to 7 p.m. Help with set up, serving and clean up.

\_\_\_\_\_ **Father/Daughter Dance (FDD)** – Assist with organizing, decorating, etc. for dance. This is a Girl Scout sponsored event.

**Chairperson** \_\_\_\_\_                      **Co-chairperson** \_\_\_\_\_                      **Volunteer** \_\_\_\_\_

\_\_\_\_\_ **Breakfast with Santa (BWS)** – Assist with the planning, setting-up, and/or working during the event

**Chairperson** \_\_\_\_\_                      **Co-chairperson** \_\_\_\_\_                      **Volunteer** \_\_\_\_\_

\_\_\_\_\_ **Parent Crossing Guard** – Assist in the carline in the morning or help walkers in the afternoon.

\_\_\_\_\_ **Penny War Volunteers** – Sort pennies, nickels, dimes, quarters and dollars to help determine which class has won the Penny War during Catholic Schools Week.

## Fundraising (Assisting)

\_\_\_\_\_ **Sally Foster Giftwrap Sale (SFGS)** – assist with this gift wrap sale from the beginning of September to the delivery of the gift wrap in November.

**Chairperson** \_\_\_\_\_

**Co-chairperson** \_\_\_\_\_

**Volunteer** \_\_\_\_\_

\_\_\_\_\_ **Night at the Races** assist with the planning, set-up and/or working during this event which will take place during an evening in October.

\_\_\_\_\_ **Chef's Challenge** assist with the planning, set-up and/or working during this event which will take place during an evening in February.

\_\_\_\_\_ **Fish Fry Committee (FISH)** – assist with the planning, set-up and/or working during this event which will take place during an evening in March or April.

**Chairperson** \_\_\_\_\_

**Co-chairperson** \_\_\_\_\_

**Volunteer** \_\_\_\_\_

\_\_\_\_\_ **Spartan Scramble (SPARTAN)** – assist with the planning and/or working during this annual Golf Tournament at the end of May.

\_\_\_\_\_ **Provide Assistance with New Projects (NEW)** – help with new fundraising projects as they become available.

## Plant and Equipment Skills

\_\_\_\_\_ **Plumbing (PLB)** – provide plumbing assistance for the school on an “as needed” basis

\_\_\_\_\_ **Carpentry (CAR)** – provide carpentry assistance for the school on an “as needed” basis

\_\_\_\_\_ **Electrical Work (ELW)** – perform electrical work at the school on an “as needed” basis

\_\_\_\_\_ **Painting (PNT)** – help with painting at the school on an “as needed” basis

\_\_\_\_\_ **Gardening (GAR)**- help with weeding and maintaining landscape on the school grounds.