

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 _____ / _____

Talents/Training/Education

Interests / Talents / Skills / Hobbies: _____

Level of Commitment

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.

_____ **Computer Assistant (CA)** – Assist the computer teacher with grades K through 8 for 1-2 hours each week, during each class's scheduled time, no experience necessary. **Specify Grade** ____

_____ **Music Assistant (MA)** – Assist the music teacher with grades K through 8 for 1-2 hours each week, during each class's scheduled time, no experience necessary. **Specify Grade** ____

_____ **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** ____

_____ **Spanish Assistant (SA)** – Assist the teacher with grades K-2.

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.

_____ **Encore Room Mother (ERM)** – Help Encore teacher (PE, Art, Music, Computer, Science and Media Center).

Parish / School Assistance

_____ **Adoration Committee** – Assist with telephoning families regarding adoration times.

_____ **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** _____ **Softball**

_____ **Cheerleading** _____ **Running Club**

_____ **Sports Banquet** – Set up for Fall and Spring Sports Banquet. Cover tables.

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

_____ **Angel Tree Gift Shop** - Set up and/or put away items for sale. Work shifts for selling religious articles/ items.

_____ During Christmas _____ After Mass

Special Projects (Assisting)

_____ **Student Service Program (SSP)** – Supervising for a 1 to 1 ½ hour time slot once a month during service week.

Landscaping – Supervise students as they take care of the landscape needs around St. Paul’s.

In Class Projects – Supervise students in their classrooms as they make cards, letters, or Gather donations for charitable organizations.

_____ **Father/Daughter Dance (FDD)** – Assist with organizing, decorating, etc. for dance.

This is a Girl Scout sponsored event.

Chairperson _____ **Co-chairperson** _____ **Volunteer** _____

_____ **Field Day (FDA)** – Assist the P.E. teachers with field day activities for K - 5.

_____ **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 afternoon.

_____ **Early Morning Arrivals** – Parent watch children between 7:30 – 7:40.

_____ **Penny War Volunteers** – Sort pennies, nickels, dimes, quarters and dollars to help determine which class has won the Penny War.

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 _____

_____ **5 K Run (5K)** – assist members of the St. Paul Sports Association with the 5K Run in February.

_____ **School Support (SS)** – collect and count labels and/or receipts and publicize the various company-sponsored school assistance programs. Scrip, Campbell, Boxtops, Albertsons, etc.

_____ **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 _____

_____ **Halloween Carnival (HCC)** – this committee will be made up of parents from all grade levels who will assist with the planning, set-up and working during the Carnival.

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.

Development Council

SKILLS:

_____ Spreadsheet and/or database knowledge

_____ Basic computer skills, letter writing, organizational skills, and communication skills

_____ Internet research skills, writing skills, research skills creativity and good communication skills

_____ Word Processing, e-mail access and ability to send e-mail, and writing skills necessary to compose articles for publication

_____ Ability to take effective minutes at meeting, typing and/or basic word processing skills

Extra Help:

Gift Catalogue

_____ Distribution of catalogues

_____ Computer assistant – create pdf files and copy CD-ROMs

Funding

_____ Manage day to day administrative duties associated with Everyone Wins fundraiser

Public Relations

_____ Contact / activity liaisons to provide information to the PR Committee in order for articles to be written.

_____ Bulletin Board maintenance

_____ Website assistance

Development Council (cont.)

Alumni

- _____ Work Alumni display table at Parish Picnic
- _____ Work Distinguished Grad Reception during Catholic Schools Week
- _____ Help with 8th grade alumni activities in May

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