

**2011-2012 SCHOOL YEAR VOLUNTEER SIGNUP**

**Please use the detachable sign up form at the end of this document.**

**2010-2011 CHAIR PERSONS –**

If you are willing to continue in your positions, please indicate on the sign-up sheet.

**ALL PARENTS –**

Please return this form listing any positions you wish to volunteer for as well as any you are planning to continue helping with. We need an updated list of all volunteers.

**What opportunities interest you? Find a friend and volunteer together!**

**Fundraising**

**1. GOLF OUTING ORGANIZING COMMITTEE - August!**

This is the first fundraising event of the school year for parents and guests! The organizing committee makes arrangement with a local golf course, a venue for the dinner, solicits prizes and auction items, coordinates a meal, and advertises the event. Golfers play during the afternoon and then both golfers and non-golfers meet at dinner for laughs and the ability to win prizes! Aside from scrip, this is the biggest fundraiser of the year.

**2. SCRIP**

SCRIP is the easiest way to raise money for the school AND is a key part of our fundraising activities! You purchase gift certificates to buy things you need to get anyway! The cost is the same as if you spent cash, but the school gets a percentage of the money back. Volunteers are needed to sell SCRIP after all Masses, and to help with regular orders. Get all school families and encourage parish members to use the program. Promote outside of the St. Anthony community.

**3. MARKET DAY**

This committee coordinates the Market Day program where families place their orders for various food products. Volunteers are needed once a month to help when families come to pick up their orders or to serve as callers to remind users of pickup. This is a vital fundraising activity that needs our support and volunteer time - only once a month.

**4. CULVERS/MOE'S SOUTHWEST GRILL**

On certain days of several months in the year, Culvers Grandview and Moe's - Pewaukee will donate back to our school a percentage of the sales from 5:00 – 8:00. Get the school families as well as others to dine here on designated nights and track the profits.

**5. UNIFORM SALE**

At least twice a year, conduct a uniform exchange (at registration, open house and/or whenever else deemed appropriate). Take in, price, set up & take down, staff the sales and track income. This service gives school families an avenue to pass on slightly worn uniforms and an opportunity to purchase uniforms in the sizes they need. The families can sell their clothes and receive 90% of the proceeds, School Committee receives 10%. Or families can allocate all proceeds back to the school.

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### 6. BOX TOPS

Organize contests, advertise and promote submission of box tops for education. This is an annual, on-going fund-raiser that involves both school families and parish members in collecting "Box Tops for Education" logos from General Mills products. The coordinator is responsible for sending in Box Tops submissions to General Mills generally a few times per year and setting up an ice cream or pizza party for the winning classes who collect the most during 2 time periods (usually a one week contest twice a year). General Mills provides the coordinator with instructions and a handbook each year.

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## Other Very Important Volunteer Committees

### ATHLETIC DIRECTOR

This person or persons: leads Athletic Committee Meetings, oversees sub committees, attends conference or league meetings, provides dates for parish calendar, secures alternative gym space as needed, communicates with school and CF, submits annual budget, and ensures that athletic policies and procedures are maintained.

### COMMUNICATIONS COMMITTEE

The Communications committee is vital in informing families of all events at St. Anthony's. This year the committee will be bigger and handle more communication functions.

1. **NEWSLETTER** (bright pink!) -- published every month with articles about school fundraisers and activities. The **newsletter editor** gathers information (via e-mail generally) from the committees, board, and staff.
2. **GREEN FOLDER** -- the key news vehicle between school and parents. The Green Folder is sent out twice a month with important information, deadlines for school activities, updates on upcoming events, assorted summer class materials. Volunteers stuff the green folders twice a month. This committee generally has a chairman and co-chair and many volunteers.
3. **LAKE COUNTRY REPORTER LIAISONS** -- 2-3 parents to submit school news to the paper and occasionally arrange for photographers to come record school events for the paper. Most of the write ups of the news events will come from the Home & School Newsletter, Church bulletin paragraphs, the committee chairs (for fundraisers or event planners), the principal or scout leaders or athletics. We need to have a unified voice to the paper to help publicize our events. Coordinates with parish on news articles.

### COMMUNICATION LIAISONS

These people will be helping to communicate with the various committees and organizations throughout the school. This group will assist in all communications between the school staff, parents, students and other groups. Any issues that arise throughout the year that don't fall into one area or another will then be addressed by this group.

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### **CURRICULUM COMMITTEE**

Curriculum Committee works to enrich the academic environment by researching and implementing extracurricular activities for after school such as Spanish and Art. We support the teachers by requesting textbook samples when they are looking for a new textbook series, and coordinating the sales presentations. In addition, we communicate with the teachers about any classroom needs or large items for the school that would enhance the educational experience of our students.

### **GRANDPARENTS' DAY**

This one-day event is a traditional family event, where our children invite their grandparents into school for activities and refreshments. A committee is needed to organize the activities and food, and print the fliers. Volunteers are needed on the day to help set up, clean up, and serve. Room Moms (not part of this signup sheet) will also be involved to assist teachers with events.

### **HEALTH ROOM**

The purpose of the Health Room is to provide care for children who become sick or injured during the school day. The Health Room volunteers are needed from a minimum of 11:30 – 12:30. All volunteers are asked to sign up for several openings during each month. All volunteers will be required to become Health Room Certified by attending a Red Cross course.

### **HISTORIAN (1-2)**

The school Historian organizes a photo and newspaper clipping record of school events throughout the year. They also put up current items on the bulletin board in the front lobby, and make sure there are pictures of school activities for the annual "Memory Book". We need several volunteers for this continuing activity.

### **HOSPITALITY COMMITTEE (Many)**

This GREAT committee provides food for a monthly teacher luncheon as well as for the teacher work day luncheons that are scheduled on days off of school. They also coordinate refreshments for the teachers during conferences as well as for new students and families during Kindergarten Screening. This committee will also work to plan and run the Teacher Appreciation Lunch that is held during Catholic Schools Week. They will also send cards to staff or families for major special events in their lives, and send greetings to new families entering school at mid-year; and goodbye cards to families who may leave us.

### **HOT LUNCH (Many, Many, Many)**

This group assists the Hot Lunch Vendor in setting out and serving the daily Hot Lunch offered to students. They could assist in serving food, and cleaning up; or in other duties as directed by the Hot Lunch Vendor. Hours are generally from 11:00 am to 1:00 pm. Training is provided as needed to volunteers. There is a need to cover each day of the week as well as substitute servers.

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### **MARKETING**

This role is to promote and enhance the school image within the school, parish and community. This is done in a variety of ways including: the planning and executing of our annual open house, coordinating efforts with local newspapers and publications to promote school events, and representing the school at collaborative meetings in the community. **No marketing experience is necessary. We welcome anyone with a desire to help promote our wonderful school.**

### **MENTORING COMMITTEE**

This committee was formed to facilitate a more welcoming, informed, and inclusive feeling for those families that are new to our school. Mentors are assigned to a new family based on locations of homes and grades of children, when possible. Mentors contact their families to answer questions about our school. Another duty of this committee is to staff the School Open House by giving tours to prospective families.

### **MUSIC ASSISTANT**

Many volunteers are needed to assist the Music Director in coordinating costumes (helping students determine what to wear from the Costume Closet), sewing (scarves, sashes, ad-on items), props (organizing, phone/email follow-up), after-school rehearsals, videotaping, sound & staging, and concert rehearsal supervision.

### **PLAYGROUND SUPERVISORS (Many, Many, Many)**

The playground supervisors assist the staff with supervision of the lunchroom and playground during the noon hour. Supervisors are scheduled in advance under an agreed-upon schedule. Supervisors are needed each day of the week. There is also a need for substitutes.

### **LAST DAY OF SCHOOL PICNIC**

Grilling Team needed! If you are interested in helping to grill hamburgers and hotdogs for the last day of school picnic, we would love to have you join us as we close out another school year and help the kids kick off their summer vacation.

### **FAMILY FUN FEST**

Families are needed to help the school and parish with their summertime event (picnic, fun fest, etc.) These volunteers will help plan and run the school portion of this great parish event.

### **SCHOOL SPIRIT COMMITTEE**

This key committee coordinates special school-wide events such as the Family Bowling/Country Springs Family Day, Talent Show, or High Interest Day. (NOTE: Not all of these events occur annually!) The committee also provides a resource for help with other all school events, etc. Ideally different people would coordinate each event.

### **SPECIAL TALENTS**

This is an avenue to identify special talents that you might be willing to share with the school. Possible talents would include: Calligraphy, poster making, photography, video taping school events, speaking at Home & School meetings, etc.

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### **SUMMER READING PROGRAM**

This group of volunteers will work together with the curriculum committee to plan and carry out the summer reading program. This will involve all activities relative to the "theme" including, stuffing folders, obtaining prizes, planning the kick off and the celebration event wrapping things up in the fall. This group will also help to tally and record the minutes read by each student.

### **SCHOOL HELPERS**

Assistance is needed in several areas of the school during the school day. Please consider volunteering for these areas in addition to other committees as School Helpers are needed each week and more volunteers make for easier staffing! Sign up next to each activity in which you would like to be involved.

**Art Assistant** – Assist the art teacher at the end of the day – cleaning tables & returning supplies to the closet. Thursdays from 1:30-2:30pm

**Field Trips** - Field Trip coordinators ensure that permission slips have been obtained from each child participating in various trips during the year. (Work in office area).

**Library** - Library helpers check books out, return books to the shelves, and help students who come to the library. They also help get new books ready to be shelved and assist in the closing inventory at year end.

**Office** - Assist with phone answering and simple office tasks when the secretary or principal is unavailable.

**Resource Room** - Assist with individual instruction of students in need of extra help, enrichment, or needing to make up work due to absence.

**Copy Person** - This takes a great load off teachers and eases congestion in the copy room. This person will take advance copy orders from teachers, and get the copies back by the requested date and time. One person will cover 1-2 hours on a given day – need 5 people, one for each day.

### **WELLNESS COMMITTEE**

Schools play a critical role in promoting student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity. The objective of the wellness committee is to set goals for nutrition education, physical activity, school-wide food provision, and other activities designed to promote student wellness in a fun, creative manner. The committee meets 2-3 times each semester.

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**Tear off this sheet; fill in your name and events for which you can volunteer to help. Submit to school office before the end of the school year to get your first choices. Please be generous with your time!**

Name \_\_\_\_\_ (please print)

Phone \_\_\_\_\_ (day) \_\_\_\_\_ (night)

Email \_\_\_\_\_

**FUNDRAISERS (Volunteer for at least one - please consider helping at several as we need your help!) Check off each event**

**Summer Golf Outing**

I can chair this event \_\_\_\_\_ or I can help with this event \_\_\_\_\_

**SCRIP**

I can chair this event \_\_\_\_\_ or I can help with this event \_\_\_\_\_

**Market Day**

I can chair this event \_\_\_\_\_ or I can help with this event \_\_\_\_\_

**Culvers/Moe's**

I can chair this event \_\_\_\_\_ or I can help with this event \_\_\_\_\_

**Uniform Exchange**

I can chair this event \_\_\_\_\_ or I can help with this event \_\_\_\_\_

**Box Tops**

I can chair this event \_\_\_\_\_ or I can help with this event \_\_\_\_\_

**COMMITTEES I CAN HELP WITH:**

**(Fill in the name of each committee on which you are willing to help and check off if you are willing to chair or co-chair the committee)**

1 \_\_\_\_\_ willing to chair \_\_\_\_\_

2 \_\_\_\_\_ willing to chair \_\_\_\_\_

3 \_\_\_\_\_ willing to chair \_\_\_\_\_

4 \_\_\_\_\_ willing to chair \_\_\_\_\_

5 \_\_\_\_\_ willing to chair \_\_\_\_\_