

Volunteer Opportunities at St. Mary's Catholic School

We know how busy families are. We want you to know we value your time, talent and treasures. Please prayerfully consider how you can best help our school. Help is especially needed at school and during our major fund raising events. Your help allows us to keep our costs down and make a Catholic Education available to all students/families desiring it. Volunteering is a gift we give our children and ourselves. It sets an example for them to follow and it is our legacy. There is nothing more satisfying than giving of yourself to help others.

FUND RAISING

Annual Drive Help promote the Annual Drive with design and marketing ideas.

Auction Many committees needing varying hours and types of volunteering.

- **Aquisitions:** Contact past donors & help acquire donated items for both auctions.
- **Ads :** Preview incoming ads, prepare copy for catalog, contact past/present advertisers.
- **Baskets:** Help in the creation of beautiful baskets with ideas, crafts, wrapping or writing up descriptions
- **Cashiers:** Attend both auctions and accept payment from guests as they "check out".
- **Catalog Layout:** Computer input of catalog items and actual layout of the catalogs.
- **Computers:** Data input of items prior to auction at home. Work at "check out" printing up guest bills.
- **Decorations:** Attend work parties, set up & clean up decorations at both auctions.
- **Family Fun Night Carnival:** Assist with acquiring food items, calling families to sign up for working booths, set up, clean up.
- **Family Night Silent:** Organize, display and categorize items. Man and close silent tables at designated times.
- **Graphic Support:** Set up projection equipment, key in live items and add imagery for both auctions. Prepare slide show of school/students and Live auction items Set up and monitor equipment for show at auction
- **Live Auction:** Set up displays of live auction items and present them during the live portion of auction.
- **Publicity:** Contact media and aid with school and church bulletin announcements.
- **Reservations:** Computer input, mail catalogs, guest packet compilation, table assignment.
- **Runners/Clerks:** Clerks record bids at the Live auction . Runners take the completed bid sheets to the bidders for signature and to computers for input.
- **Saturday Night Silent:** Organize, display and categorize items prior to auction. Monitor and close silent tables at designated times.
- **Spotters:** Help auctioneers identify bidders during live auction.
- **Transportation:** Load, transport & unload items to and from storage and auction events.

Fun Run Many committees needing varying hours and types of volunteering.

- **Bookkeeper:** Come into the Development Office daily for the month of September and track deposits.
- **Chair:** Organize volunteers and students to perform various functions before, during and after the Fun Run. Assist in procuring prizes and with assemblies.
- **Co-Chair:** Help the chair wherever needed.
- **Class Cheerleader:** On Fun Run Day, cheer on the class of your choice while the students run laps. Microphone provided!

- **Computer Input:** Take home the information needed and input at your convenience and return data to school.
- **Gym Set up:** Help the chair decorate and set up the gym(about 2 hours the night before Fun Run).
- **Mail Prep:** Take home the checked sponsor letters and prepare for mailing with stamps/envelopes.
- **Sponsor Counter:** Come to the school in the mornings for 1-3 hours to check the students sponsor letters and tally the results. Sponsor Counter Distribute Fun Run shirts This job lasts four to five weeks from start of school until Fun Run.
- **Lap Counter:** Count laps on Fun Run Day.
- **T-shirt Design:** Take the ideas from the present 7th grade and work out a design ready for the printer of the t-shirt, to be done by July 31st.
- **T-shirt Sponsor:** Sponsors support the cost of Fun Run shirts with their ad logo on the shirt. Current price is \$300 per sponsor.

\$crip

- **\$crip Office Help** Bookkeeping Skills needed to fill orders and distribute \$crip.
- **\$crip Marketing** Promote \$crip to parish and school.
- **\$crip Mass Sales** Help with selling \$crip after Masses one Sunday a month.

Wine Tasting

Help sell tickets, cashier, provide corporate sponsorship or support by attending!

CURRICULUM

Art Curriculum Assist teachers in the classroom, offer an art project or lesson.

Community Resources Find resources in the community that will help enrich the curriculum.

Contests (Curriculum related) Help with curriculum/art related contests (such as spelling or geography bees).

Community Service Driver

Community Service Chaperone

8:30 – 11:30AM one day a month to accompany the upper grade students to a variety of local sites
Or help from 11- 12:30pm on one or more afternoons a month for weekly **Meals on Wheels Program**

Curriculum Fair Assist with actual event.

Foreign Language Teach a language.

Library Aide Help mend books, dust, monitor the check out process, re-shelve books, and assist with book inventory.

Mentoring Program Coordinate program leadership for highly motivated students with emphasis on career education, role modeling, and special interest areas of individual students.

P.E. Enrichment Conduct classes such as aerobics, dance, karate, golf, tennis, etc.

Presentation on Conduct a presentation on a topic in which you can bring extra information to the students (careers, science, geography, hobbies, ect.).

8th Grade Fundraising (OPI) Work to coordinate the financial needs of the 8th grade trip with the 8th grade students and families under the direction of the teacher.

Tutor Students Give students extra help on a regular basis.

Math Is Cool Coach and/or help with practice sessions.

FIELD TRIPS

Ride or drive Help transport students for field trips.

SCHOOL ACTIVITIES

Auction Parent Gr _____ Plan and organize a class project.

Baby-sitting Aide Watch the children of volunteers helping in the school or help babysit at special school events.

Baking for Events Provide baked goods or food items for special occasions.

Scholastic Book Fair Work with the library staff and Scholastic to organize the book fair and/or staff the book fair.

Boxtops for Education Collect, trim, count, and mail boxtop coupons.

Buddy Family Help a new family become oriented to the school. You are assigned a specific family for the school year to answer basic questions the family may have.

Bulk Mailing Prepare school mailings by stuffing envelopes, applying labels, and zip code sorting.

Cheerleader Moderator Work with 7th and 8th grade cheerleaders.

Classroom Helper Assist the teacher in the classroom through tutoring and preparing materials.

Classroom Helper SUBSTITUTE

Available to be called in for times when the regularly scheduled classroom helper cannot make it.

Costume Help Assist Ms. Thomas with the details of costumes in your area of interest for the needs of the drama productions.

Coach Boys' Baseball Help with coaching baseball 5th – 8th grades.

Coach Boys' Basketball Help with coaching boys' basketball 5th – 8th grades.

Coach Boys' Football Help with coaching boys' football 5th – 8th grades.

Coach Girls' Basketball Help with coaching girls' basketball 5th – 8th grades.

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Coach Girls' Volleyball Help with coaching girls' volleyball 5th – 8th grades.

Coach Girls' Softball Help with coaching girls' softball 5th – 8th grades.

Copy Aide Run and collate copies for the teachers/office on a day of the week at your convenience.

Development Office Help Assist in the Development Office with various clerical activities.

Graduation Reception Coordinate the planning, decorating, and hosting of the 8th grade graduation.

Grandparents' Day Assist Development Office with planning Grandparents' Day event.

Grant Writing With Development Coordinator, write grants to obtain funds for special programs or events.

Grant Writing Internet Research Research grant opportunities on the internet.

Health Aides Nurses needed to work with the school to conduct sight, hearing, and scoliosis exams.

Hospitality (receptions) Help with school events and meetings. You may choose from the following areas: baking, set up, serving, or planning.

Daily Lunch Helper Help serve food to students and staff on a daily basis around the noon hour.

Office Aide Provide staff with support by substituting for the secretary, running errands, typing, helping with bulletins.

Phone Tree Make phone calls to school families in an emergency.

Playground Substitute Be available to occasionally monitor students during lunch recess.

Room Parent Organize parties for holidays and help the teacher with various events. **Not responsible for auction project**

Rosary Maker Make rosaries either with a group at school or individually at home for the missions or where needed at the school.

School Bulletin (Fridays) Weekly, on Friday mornings collate and distribute the school bulletin. Or collect materials and collate at home Thursday evening and return to school for Friday distribution.

School Handbook Aid secretary in updating, typing, and assembling the handbook.

Sewing Projects Assist whenever a sewing talent is needed.

Uniform Exchange Organize and maintain donated uniforms and make them available free of charge to the school parents throughout the year

Transportation Help transport students for field trips.

Volunteer Caller Assist Volunteer Committee by communicating volunteer needs to parents.

Volunteer Chair Publicize & facilitate volunteer needs with committee coordinators and maintain records of volunteers.

Volunteer Committee Work with Volunteer Chair in managing volunteer needs.

MAJOR BOARDS

Development Council Generate new ideas and monitor the school's fund raising and marketing activities..

Foundation Trustees to manage the school endowment fund. This board requires a background in investments and money management.

Parents' Club Plan and implement various family events, staff appreciation luncheons and parent education programs. Meets monthly.

School Advisory Council (SAC) Responsible to proclaim the teachings of Jesus through the actions and activities of the school. Obligations are to develop and define the policies that govern the school, to oversee fiduciary responsibilities, long range planning, and to generate and approve new programs.

SAC Sub-committees Focused groups to advise the School Advisory Council.

PARISH ACTIVITIES

Moms in Touch Pray one morning a week for needs of school

MISC. ACTIVITIES

Alumni Development Help update current news and addresses of alumni.

Alumni Website Help with the communication of Alumni on the St. Mary's Website.

Missoula Children's Theater Assist Development Coordinator with Missoula Childrens Theatre event to share ideas and aid in marketing.

Scouts (Tiger/Cub/Boy/Girl) After school activity to assist with leadership and activities.

Valleyfest Participate in the parade planning or help at the St. Mary's table at Valleyfest.

PHYSICAL PLANT

Carpentry Help in various areas and projects as needed.

Lawn Mowing Mow lawn April through October (rider mower).

Painting Help paint various areas around the school as needed.

Snow Removal Plow blacktop area after heavy snowfall.

Welding Help with special welding needs.

Wood Refinishing Strip, refinish baseboards, moldings, and doors as needed.

Yard and Grounds Cleanup General cleanup of grounds and plant, such as leaf raking, and hauling.

MARKETING

Advertising Create ads for publication in Inland Register and other publications used to market the school.

Birthday Cards to Parish Mail birthday cards to children from parish.

(National) Catholic Schools Week (NCSW) Help with various events during NCSW late January.

Media/News Release Contact media with news releases of school events for local and diocesan newspapers, monthly parish VOICE articles, and the St. Mary's parish bulletin.

Newsletter Assemble information, write articles, or take pictures.

Picture Taking Take school pictures of various events.

Video Recording Take videos of various school events.

TECHNOLOGY

Computer Education Conduct workshops as needed for staff, parents, and students.

Computer Input Help with data entry either at home or at school.

Network Administration Maintain LAN; troubleshooting, upgrades.

Technology Committee Long Range Technology planning software installation and hardware configuration.

Web Page Work with staff members to maintain/update web page.

PARENTS' CLUB EVENTS

Fall Adult Social (Oct.) Organize, plan and decorate prior to event.

Parents' Club Community Events Help with food preparation, food service, and set-up as needed.

Staff Appreciation Assist Parents' Club with monthly staff lunch. Each class will be asked to have parent volunteers bake or cook or bring in items for a staff lunch. Parent Club will plan and call volunteers.

Playday Volunteers Help with the activities of Playday (the last week of school).

**THANK YOU FOR
YOUR TIME & TALENTS!**

If you have any questions regarding any of these opportunities, please contact the Development Office

