

**St. Mary's Visitation School  
Home and School  
Volunteer Opportunities  
2007-2008**

**AMBASSADOR FAMILY**

Assist in the recruitment of new families by providing tours during open house and to follow up with prospective families to invite them to various programs, to make them feel welcomed, and to respond to any questions they might have.

**AUCTION FOR EDUCATION**

This is an annual adult social function and fundraiser held in the school cafeteria. Volunteers are needed to assist with the silent auction. This involves help with solicitation, follow-up, packaging and set-up of donated items. Time Commitment: varies.

**BOOK FAIR**

Volunteers needed to assist students and parents with selection and sales. Time Commitment: Various day and evening shifts available throughout the week.

**COMMUNITY CORRESPONDENT**

Help promote various programs and events sponsored by St. Mary's Visitation Home and School to the community.

**EVENT PHOTOGRAPHER**

Volunteers needed to take photographs at the various Home and School events throughout the year. Anyone who owns a camera will qualify. Time Commitment: varies.

**FIELD DAY**

This year-end event is held at the SMV or the Elm Grove Park. Volunteers are needed to help run the various competitions and serve lunch. This event runs all day. Time Commitment: varies

**GENERAL OFFICE ASSISTANT** Assist the school secretary, the receptionist and office assistance, with office tasks or first health response needs. May help with laminating. Time Commitment: varies

**GRADUTION EVENTS**

**8<sup>TH</sup> GRADE GRADUATION DANCE**

Parents of the 7<sup>th</sup> grade students run this event. Volunteers are needed to help with set-up, decorations, and chaperoning the evening of the dance. Time Commitment: 1 to 3hours.

**8<sup>TH</sup> GRADE GRADUATION BRUNCH**

Parents of the 7<sup>th</sup> grade students run this event. Volunteers are needed to help with set-up, food preparation, and serving and clean up. The brunch is held in the morning after Mass. Time Commitment: 2 hours.

**8<sup>th</sup> GRADE TRIP**

Parents of an 8<sup>th</sup> grader coordinate the class trip with the 8<sup>th</sup> grade students and their parents. This also includes completing a flyer for the event and completing the Field Trip request. Time Commitment: 15 hours

### **8<sup>th</sup> GRADE PARENT/STUDENT BASKETBALL GAME**

Parents of an 8<sup>th</sup> grader coordinates this event is full of spirit. Scheduling and coordinating the event in conjunction with the school calendar. Time Commitment: 5 – 8 hours

### **HOSPITALITY**

Volunteers needed for preparing and/or serving food for luncheons, meetings, special events, etc. throughout the year. We also occasionally need help with correspondence/thank you's. Time Commitment: two hours per event.

### **LIBRARY AIDES**

Assist students during scheduled library time and/or categorize and shelve books as directed by the Librarian. Times are flexible. In-service required. Time Commitment: varies.

### **MARKET DAY**

Volunteers needed to work one Wednesday afternoon per month unloading truck and sorting food. Additional help needed with reminder telephone calls and someone who is willing to prepare a promotion flyer to be attached to order forms each month. A worthwhile fundraiser that runs throughout the school year. Time Commitment: 2-3 hours per month sorting and packing food order for pick-up.

### **MEMORIAL DAY PARADE**

The fourth grade classes are responsible for coordinating the SMV activities for the Elm Grove Memorial Day Parade. You will be representing the school during the parade. Time Commitment: varies

### **PARISH PICNIC & WELCOME:**

This social event is sponsored by our Parish together with the Home and School Association and is hosted by the parents. Parents are encouraged to sign up for volunteer opportunities available. Time Commitment: varies.

### **ROOM PARENT**

The teacher's main contact for organizing Classroom Aides to assist with special projects, field trips, and other classroom needs. Commitment will vary depending upon grade level and classroom. Time Commitment: varies.

### **SCRIP PROGRAM**

This program raises funds for our school through the use of gift certificates purchased from a variety of retailers. When St. Mary's school families and parishioners make purchases using these gift certificates, the retailers give a percentage back to the school. Help is needed with advertising and promoting this program. Also, weekly help needed with sales and inventory, tabulations and filling orders. Time Commitment: 2 hours per week.

### **SPOOKS AND SPOOFS**

This is a community event held in the school and gymnasium. Volunteers needed to help with set-up, takedown, decorations, food & drink service, run games, prizes, etc. Time commitments will vary with level volunteerism. Time Commitment: varies.

### **WEDNESDAY PACKETS**

Filling the Wednesday packets. This is our weekly method of communication with school families. Volunteers needed on a regular basis every Wednesday morning. Time Commitment: 1 ½ hour per week.