



*"Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Jesus Christ that you are serving."  
Colossians 3:23-24*

## **Service Opportunity Guide**

**Revised April 2017**

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**Welcome to the Saint Bonaventure Catholic School Service Opportunity Guide for 2017-2018. This guide will help you make an informed decision in choosing a service commitment that fits your time and talent in the upcoming school year.**

**This guide includes a description of each of our school programs as well as the volunteer job descriptions within each program.**

**Some “at home” jobs are highlighted in Red print for those families that prefer to perform their service hours at home/off campus.**

**If you have any specific questions, please contact the appropriate Chairperson listed, OR email [service@stbonaventureschool.org](mailto:service@stbonaventureschool.org).**

**Thank you for your time and talent!**

***Please note that the service opportunities listed are those that were defined at the time of printing. During the upcoming school year there will be requests for more volunteers published on line and in the family envelope on a regular basis.***

**\* In this document, the term “working parent” is defined as any parent who is unable to volunteer on campus during regular school hours. This includes those of you with childcare or other care giving responsibilities that prevent you from being on campus during school hours.**

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## School Programs Supported by Parent Volunteers (Includes detailed job descriptions)

**Academic Decathlon** – The Junior High Academic Decathlon is sponsored each year by the Diocese of Orange. This is a competition for students in grades six to eight and is comprised of ten academic events. Two are collaborative team efforts; a Logic Quiz with twenty rigorous logic problems and a Super Quiz with fifty multiple choice questions on five broad academic themes. The remaining events test individual knowledge of Current Events, English, Fine Art, Literature, Mathematics, Religion, Science and Social Studies. Preparation for the event starts early in the school year and the event typically takes place on a Saturday in early March

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Chairperson	Vice Principal		NA	No	
Coach	1 per subject area	Responsible for preparing a team member for their individual event.(25/30 hours of one-on-one support, research and practice) after school or at lunch	No	Yes	25-30+
Mock Decathlon Coordinator	1	Responsible for coordinating the event; notifying parents of the event and arranging carpools	Maybe	No	5
Decathlon Event Coordinator	1-2	Responsible for coordinating the refreshments, including a continental breakfast and lunch.	Yes	No	20
Event Proctor	1	Responsible for helping to administer the tests at the competition and calculating or displaying scores during the Logic Quiz, the individual events and the Super Quiz	Yes	No	10
Team Parent	1	Responsible for calling or contacting other team parents to notify them of events or to coordinate volunteer coverage of events	Yes	Yes	10



**Accelerated Reader** - Accelerated Reader is an online reading comprehension program. Students in the 1<sup>st</sup> through 8<sup>th</sup> grades read books that have been designated with specific point values, once they have finished the books; they take a computerized quiz which tests their comprehension of the story. Students are able to earn prizes based on the number of points they earn throughout the year. At the school level, the volunteer opportunities include the Accelerated Reader Chairperson, the Ice Cream Party Coordinator and Ice Cream Party Helpers; you may sign up for these jobs at registration. At the classroom level, parents are needed daily in the first grade to assist the students.

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<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Chairperson	1	Calculates and tallies points to determine students who qualify for Accelerated Reading Ice Cream Parties. Creates, prints, and distributes A.R. Ice Cream Party stickers for qualifying students. Purchases all prizes and awards for the Accelerated Reading Program. Assists with school bulletin board decorations and information.	Yes	No	50+
Ice Cream Party Co-coordinator	1	Coordinates and schedules Accelerated Reader Ice Cream Parties for the school year in addition to contacting volunteers prior to the party. The parties are held 3 times per year during the lunch period. This could be a job for a working parent if you could arrange for time off ahead of time.	Maybe, see description	Yes	25+
Ice Cream Party Helpers	9 per party	Assist with set up, distribution and clean up the day of the Accelerated Reader Ice Cream Party. The parties are held 3 times per year during the lunch period.	Maybe, see description	Yes	2 hours each party



**After School Sports** - The Saint Bonaventure School after-school athletic program provides quality and competitive sports in a Christian environment for intermediate and junior high age children. Saint Bonaventure School sport teams compete in the Parochial Athletic League (PAL) and other sanctioned tournaments. These teams are self-supporting. Parents of the athletes are involved in transportation, snacks, and set-up and clean up.

**Chairpersons: Coach V and Coach G**

<b>A/B Teams Coaches</b>	2	You are responsible for holding after school practices for your sport as well as attending and coaching games. In addition you need to encourage parent participation in the details of running the team. Travel to other parish schools for games will be required. Games are typically scheduled for 1 or 2 days per week during the season.	Maybe, see description	Yes	25-40+
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**Alumni Committee** - St. Bonaventure would like to develop a strong Alumni program. You will work with the Advancement office to help with the process.

**Contact: Kathleen Moore and Vanessa Frei in the Advancement Office**

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
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Coordinator	1-2	Oversee and expand alumni database. Recruit alumni for fundraiser efforts. Organize social events such as “coffee socials” and/or restaurant “meet and greets:	Yes (maybe require some time on campus)	Yes/No	40+
Committee Member	2-4	You will work with the Advancement Office to start the planning process for an Alumni Organization. You may be requested to recruit additional volunteers as the plans advance. Attend monthly Advancement Meetings.	Yes	No	20+



**Annual Giving Fund Class Captain** - Class Captains are needed to help with this fundraising effort. Provide communications to parents through emails and phone call. Be the liaison/advisor about the Annual Giving Fund. Work toward the school-wide goal of each family participating to the level of their ability.

**Contact: Kathleen Moore and Vanessa Frei in the Advancement Office**

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Class Captain	1 per class room	Educate fellow parents about the importance of the Annual Giving Campaign. Class captains work with the Advancement Office staff, and Principal.	Yes	Sometimes	25+



**Annual Golf Tournament** - The St. Bonaventure Catholic School Annual Golf Tournament is held every June and is one of the three major fundraisers for the school. The event falls under the responsibility of the Advancement Office, but is successful because of the many generous volunteers who donate their time, talent, and treasure to the event.

**Contact: Kathleen Moore and Vanessa Frei in the Advancement Office**

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
<b><u>The jobs required for the Golf Tournament are similar to, but separate from the Auction/Dinner Dance, please see those pages for detailed job descriptions.</u></b>					



**Auction/Dinner Dance** -The Auction and Dinner Dance held every March is the fundraiser for St. Bonaventure Catholic School. The event falls under the responsibility of the PFA and supported by the Advancement Office, but is successful because of the many generous volunteers who donate their time, talent, and treasure.

**Contact: Kathleen Moore and Vanessa Frei in the Advancement Office**

**Auction/Dinner Dance Volunteer Positions**

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Chairperson	2-3	Recruits auction committee members and volunteers, tracks progress of the event and reports to the PFA Board, manages venue details and organizes setup day, oversees the smooth operation of the event while coordinating with the advancement office.	Maybe	Sometimes	40+
Advertising/ Sponsorship Chair	2	Call past advertisers & sponsors for 2012 program; sell sponsorships and advertisements for program.	Yes	No	25+
Auction Mailings Chair	2-3	Coordinate mailings with Advancement staff and volunteers.	Yes	No	25+
Basket Wrapping Chair	2	Basket wrapping chair & committee use their creative talents to wrap silent auction items for event.	Yes	No	25+
Basket Wrappers	5-7	Basket wrapping chair & committee use their creative talents to wrap silent auction items for event.	Yes	No	25+
Children Chair	2	Procure children's items for silent and online auction, attend committee meetings, help set up children's section of the silent auction.	Yes	No	25+
Class Basket Chair	2	Coordinates with room moms class basket description for program, basket parade & set up	Yes	No	25+
Data Entry	3 per trimester	You will work with the advancement office and do data entry as needed. This job must be done on campus in the Advancement Office.	No	Yes	10+
Decorating Committee	2	Use your creative ability to decorate and design the auction décor.	Yes	No	25+
Dining Chair	2	Procure dining items for silent and online auction, attend committee meetings, help set up dining's section of the silent auction.	Yes	No	25+
Entertainment Chair	2	Procure entertainment items for silent and online auction, attend committee meetings, help set up the entertainment section of the silent auction.	Yes	No	25+
Home and Garden Chair	2	Procure home & garden items for silent and online auction, attend committee meetings, help set up the Home & Garden section of the silent auction.	Yes	No	25+
Opportunity Drawing Chair	2	Coordinate with Pastor, organize Mass schedule for selling of opportunity tickets, help with opportunity mailing, can also organize volunteers to sell opportunity tickets before and after school and at the event	Yes	No	25+
Personal Chair	2	Procure personal items for silent and online auction, attend committee meetings, help set up the personal section of the silent auction.	Yes	No	25+
Program editor	1	Oversees all the necessary tasks to ensure the event program is accomplished. This includes	Yes	No	25+

		working with the program layout and marketing design teams, and other related tasks, ensuring program is complete prior to printing.			
Proofreading chair	2-3	Proofread the program and fliers for the auction	Yes	No	25+
Saints Giving Chair	2	Organize "Saints Giving" drive which encourages families to provide donations of items for the auction with 90% of families participating as the goal. Classes that reach this goal are provided with a movie and popcorn party.	Yes	No	25+
Sports Chair	2	Procure sports items for silent and online auction, attend committee meetings, help set up the sports section of the silent auction.	Yes	No	25+
Table Captain Chair	2	Organizes Captains for tables for the 2012 auction.	Yes	No	25+
Travel Chair	2	Procure travel items for silent and online auction, attend committee meetings, help set up the travel Section of the silent auction.	Yes	No	25+
Event Volunteers	10-15	You need to be available on the night of the event to perform one or many of the "behind the scenes" tasks necessary to make the event a success.	Yes	No	1-10
Set up Volunteer	10-20	You will need to be available the day before the event to help with various set up tasks. The date for the auction is known early in the school year, so if you plan ahead of time, this could be a good job for a working parent.	Maybe, see description	Yes	1-10
Program layout		Works with the program editor on layout and Design of event program. The majority of your Hours will take place in the 2 weeks leading up to the event.	Yes	No	40+
Marketing Design and layout		Works with the program editor on layout and Design of advertisement section of the event program	Yes	No	40+



**Cheerleading** - Students in fifth through eighth grade may try out for the cheerleading squad. These students will cheer for the sports teams and at pep rallies throughout the year. Parents of the cheerleaders help out with the coordination and supervision of this squad.



**Classroom-Based Jobs** - There are many classroom-based jobs available during the school year. The jobs vary per grade with First, Second, and Eight grades having the most available. It is not necessary to have a student in First, Second, or Eight Grade. Anyone can help.

Opportunities to sign up for specific jobs in these and other grades will be available on Back to School Night at the beginning of the school year or throughout the year as needs arise. The room mom will make requests via e-mail and Family Envelope. Some jobs will be done in the classroom and other may be done at home.



<b>Grade</b>	<b>Number of hours give at Registration sign ups (but you can earn more during the year)</b>
<b>First</b>	<b>40</b>
<b>Second</b>	<b>40</b>
<b>Eight</b>	<b>40</b>



**Emergency Supplies** - Each facility on the school campus is equipped with emergency supplies. Parents may work with the school safety coordinator to organize restocking of supplies and checking the efficiency of all supplies. There is a set schedule for this effort so volunteers will be requested on a semi regular basis. There will be no sign up at registration for this, but look for flyers in the family envelope.

**Chairperson: The School Safety Coordinator**



**Fast Food Fridays** - Fast Food Fridays is a fundraiser for the PFA. The funds are used to support various programs such as Accelerated Reader and Grandparents day. Parents organize the ordering and the processing of money, orders and help with the events.

<b><u>Job Name</u></b>	<b><u>Total number of Volunteers needed per Job</u></b>	<b><u>Job Description</u></b>	<b><u>Good fit for working parents?</u></b>	<b><u>On Campus Job</u></b>	<b><u>Potential Hours</u></b>
Chairperson	1-2	Chairperson coordinates and schedules Fast Food Friday Lunches for the school year, purchases and delivers food as needed, tabulates lunch orders, counts monies and prepares deposit to school office, and recruits volunteers.	No	Yes	25+
Envelope Prep	1-5 (i.e. 1 per event or 1 for the entire year)	Assist with putting labels on envelopes or print info directly on envelopes. Can do at home, at night or on the weekend prior to envelopes going out to the students.	Yes	No	3-4 hrs each event (4-5 events per year)
Event Assistant	5-10	Assist with the assembly & distribution of lunches on the day of FFF Fundraiser. Occurs approximately 4-5 times during the school year & the last lunch is on Field Day.	Maybe, see description	Yes	1-2 hrs each event (4-5 events per year)
Money Counter	1-2	You will assist the Fast Food Friday Chair in counting all incoming monies for deposit to the school office. You will need to be available 2-3 times during school hours in the 2 or so weeks leading up to each Fast Food Friday Event	No	Yes	1-2 hours for 2-3 times per event (4-5 events per year)

Shopper	1-5 (i.e. 1 per event or 1 for the entire year)	Purchase items needed for FFF Fundraiser lunches, after purchasing you will turn in receipts for reimbursement	Yes	No	Flexible see description
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**Father/Daughter Event** – The Father/Daughter Dance takes place on a Friday evening in early December. The planning and preparation begins shortly after school starts in September.

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Chairperson	1	In charge of planning the theme of event, coordinating the committee and orchestrating the entire event. Chairperson will oversee the committee meetings and planning process; including but not limited to: invitations, donations for Bundles of Fun, food, entertainment, decor, design of room & event, marketing the event within school and much more. Also responsible for keeping the event on track of timeline and budget.	Maybe if you have a flexible schedule		25+
Refreshments Contact	1	This volunteer is the "Social Bake Contact". In charge of coordinating w/ Social Bake to plan for refreshments. As well as, working with other team members or volunteers to food and beverages. Set up of buffet table and take down. Oversees food and drink tasks during the event	yes		10+
Event Planning Committee Members	5-10	Committee members are responsible for assisting w/ the planning process, securing donations for our opportunity drawings (Bundles of Fun), assist with invitation assembly, making any crafts needed for event, purchasing/shopping for decorations, helping w/ set-up and breakdown and will work the Event	Maybe if you have a flexible schedule		10+
Event Photographer & Runner	2	This volunteer is a professional photographer who can volunteer their time and equipment to take professional photos the evening of the event. They will need to also have an assistant who can be the "photographer runner" the night of event. To get pictures developed and bring back for assembly and distribution by the end of evening.	yes		10
Event Set-Up/Breakdown	10	Event set up usually starts right after drop off and continues throughout the day. You will be setting up and decorating the hall. You may be asked to climb a ladder, tie a bow or any other tasks that may be needed to transform the Parish Hall into a magical setting for our special guests and their dance partners	Maybe if you have a flexible schedule		10

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**Field Day** - Field day is a fun way to close out the school year for the 1<sup>st</sup> thru 6<sup>th</sup> graders. Games, crafts, treats and other activities are all part of this day. There are volunteer opportunities in the planning, set up/clean up, and running of this day.

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Chairperson	2	Chairperson coordinates with Administration and Faculty all aspects of Field Day, recruits volunteers to set up, work booths and tear down field day.	Yes	Yes	40+
Event Assistant	15-25	Volunteers' duties include: set up and clean up of tables and canopies, supervise activities, facilitate and oversee lunch for participants and all other duties as requested by Chairperson.	Yes if you have a flexible schedule	Yes	1-10



**Grandparents' Day** - Grandparents' Day is held on the Friday of Catholic Schools Week, usually around last week of January. Grandparents are invited to attend a special breakfast to honor them. The Grandparents' Day committee decorates the parish hall, prepares and serves breakfast prior to the Student Body Mass, and cleans up after the event.

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Chairperson/co-chair person	1-3	Plan and organize Grandparent's Day. You are responsible for deciding on the color scheme, decorations, entertainment and give aways for this event. You may need to work with school and parish personnel regarding other events during that may be scheduled during or around Catholic School Week such as Lip Synch or First Reconciliation	Yes	Sometimes	40+
Centerpiece Coordinator	1	Coordinate with chairpersons regarding style, cost, assembly and delivery of centerpieces for Grandparent's Day.	Yes	Sometimes	10
At Home Jobs	4	Various take home jobs will be scheduled between November and January to prepare for the day. These may include tying ribbons, stuffing envelopes and miscellaneous projects.	Yes	Sometimes	5
Fruit Prep Volunteer	10	Prep, cut, and deliver fruit for the breakfast. Fruit may be donated or purchased by volunteer. Cutting is done the evening before the event.	Yes	Sometimes	5

On Campus Prep Volunteer	20	Set up the event on Thursday and Friday of the event week. On Thursday morning you will meet after drop off to set up the Hall. On Thursday afternoon you will meet at the Parish Hall to prepare the fruit salad and finish up miscellaneous set up tasks.	Yes	Sometimes	5
Servers and Clean up Crew	10-15	Meet at the Parish Hall on Friday morning at 8:00 to serve coffee, pastries and fruit salads. Includes clean up.	Yes	Sometimes	2.5



**Honor Roll** - The Honor Roll is a program which honors those students in sixth, seventh, and eighth grade who have achieved a GPA of 3.60 or higher. They are recognized and honored for their academic achievements by receiving a certificate and prize presented by the School Principal in addition to being served lunch by the Honor Roll Committee. Funds for the prizes and lunch are provided by the PFA.

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Chairperson	1-2	Schedule and organize the Honor Roll luncheon 3 times per year. This includes obtaining Honor Roll listing from the school, purchasing food and supplies. In addition you will organize certificates and awards for the students who earned Honor Roll. Work with yearbook volunteers and staff to provide Honor Roll photos.	No	Yes	15
Event Assistant	4	Assist the chairperson as needed. Help with setup, serving and clean up at luncheon. This could be a job for a working parent if you could arrange for time off ahead of time.	Yes (see description.)	Yes	1-2 hrs per event



**Hot Lunch** - The hot lunch program is presented as an option for parents to purchase lunch for their children. St. Bonaventure uses a company called Choice Lunch to supply the hot lunches. Parent volunteers distribute the lunches to the students.

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
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Chairperson	2	Chairperson is responsible for recruiting and overseeing hot lunch volunteers as well as working one full hot lunch shift per week. Chairperson is responsible for making sure supplies are available. Each Chairperson will serve for 1/2 year and shall receive a small stipend towards their student's meals from Children's Choice.	No	Yes	25+
Daily Helpers	2 per day/10-20 total for year	Volunteers are required to work one day a week (duration depending on number of volunteers) and will receive a small stipend towards their student's meals from Children's Choice.	No	Yes	20+



**Kris Kringle** - Each year, shortly before Christmas break, the PFA operates the Kris Kringle store. During the week of Kris Kringle, students can shop for inexpensive Christmas gifts for friends and family. Like many events at St. Bonaventure Catholic School, its success relies on the hard work of volunteers. There are many at home opportunities, and a few on campus, to participate in this special holiday gift store. For the past few years, Kris Kringle has been one of the major fundraisers for the PFA which provides funds for programs such as Accelerated Reader, the Honor Roll and Grandparent's Day.

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Chairpersons	3-4	Chairpersons work with each other in budgeting, brainstorming product ideas, extensive shopping, product packaging, product inventory, running weekly evening meetings, working the week of the Kris Kringle store and other duties as needed.	Yes	Sometimes	40+
Committee Member	25+	Meet with other committee members at weekly evening meeting to work on projects and/or take projects home to complete. Project work includes packaging of products (bagging, tying ribbon, etc), painting, gluing, sewing, knitting, etc. Work available for all skill levels.	Yes	No	Flexible but up to 40+
Kris Kringle Store Helper	20	Assist school children in shopping for Christmas gifts for friends and family members. Help children choose gifts within their budget. Wrap and bag purchased items. The Kris Kringle store is usually held during the first full week of December. This could be a job for a working parent if you could arrange time off in advance.	Maybe, see description	Yes	Varies, but up to 32 hours
Store Set-Up and/or Tear-Down	15 set up/10 tear down	Help set-up the Kris Kringle store in the school library. Moving tables, cleaning, hanging wall coverings on Friday after school. Product set-up and store organization takes place on Saturday. Store tear-down involves boxing unsold products, moving boxes to storage, replacing tables and chairs in library, general cleaning. The Kris Kringle store is usually held during the first full week of December. This could be a job for a working parent if you could arrange for time off in advance.	Maybe, see description	Yes	Up to 10 hours per task



**Linen Laundering Committee** – The school owns two dozen large tablecloths that are for all of our school functions such as the Teacher Appreciation Luncheon, Grandparents Day, Soup for the Soul, Volunteer Brunch etc. (approximately 6 events per year). They are need of being cleaned and pressed after each event, ready for the next.

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Linen Coordinator	1	Keep track of the school linens - the condition (clean, dirty, in process of being cleaned), the location (at an event, being laundered, stored), and transporting them from the school to the launderer. The linens are stored on site at the school.	Yes	No	20
Laundry Committee	3-4	School linens need to be stain/spot treated (soaked or bleached), washed, dried, and ironed. The tablecloths can be washed and dried in a washing machine and dryer. We anticipate the job taking <b>2 hours per tablecloth.</b>	Yes	No	3 hours per tablecloth



**Library/Book Fair** - Students in every grade visit the library on a regular basis to check out and return books. In addition, there are two Book Fairs each school year. Parent volunteers are needed on both a weekly and special event basis.

**Chairperson: Mrs. Vogel, School Librarian**

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
A.M. Library Volunteer	5-10	Every other week you will collect library books from the classrooms on the book cart. Then you will check the books in on the computer and reshelv them. A working parent whose hours start after 10 am could do this job.	Maybe, see description	Yes	3 per shift
P.M. Library Volunteer	5-10	Every other week you will check out books to children as the classes come through in the afternoon.	No	Yes	4 hrs per month
Book Fair Weekend set up	5-10	Set up workers will help set up the library for the book fair.	Yes	Yes	1-15
Book Fair Weekday Workers	3-5 per day	You will assist children in choosing books as well as helping with other tasks as needed.	No	Yes	1-2 hours per event

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Book Fair Weekend Workers	3-5 per day	You will assist children in choosing books as well as helping with other tasks as needed	Yes	Yes	1-2 hours per event
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**Mary's Garden** - Mary's Garden is an area between the primary grade and upper grade buildings that includes a reflection area by our beautiful statue of Mary. Another part of this area is the memorial garden dedicated to teacher Mrs. Maureen Martinelli and student Joey Myers designed and installed by the late Christopher Hernandez, SBS graduate and Eagle Scout. The parish maintains the landscape. But parent volunteers are needed to help highlight the special place that Mary's Garden holds in the memories of many school families. People who are interested in landscaping, gardening, and creating outdoor environments might enjoy this service opportunity.

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Chairperson	1	You will work with School and Parish administration to explore ways to highlight the Mary's Garden area of the school. You may recruit parent volunteers to help in the implementation of plans.	Yes	Sometimes	10-25+



**Meet the Masters** - Students in first through eighth grade participate in the Meet the Masters program. The students attend a presentation about the particular artist they are studying and then on another day participate in an art activity modeling the style of the artist studied. There are approximately six different artists the students study every year. Parent volunteers go in to the classrooms to work with students on the actual art projects.

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Chairperson	1	Work with classroom teachers at the beginning of the school year to gather names of Meet the Masters classroom volunteers. Order, prepare, and distribute all materials necessary for Meet the Masters art program. Plan calendar dates. Set up for parent in-services.	No	Yes	35-40 year
Classroom Volunteer	12-15	Attend 1 hour after school in-service for each artist (6 or 7 per year), where you will learn the art project and how to teach it to the students. Coordinate project times with classroom teacher. Teach project in classroom, or assist another teaching parent, helping students as needed.	No	Yes	15-20 year



**Mother/Son Event** - The mother son event is a chance for Moms and their boys to have some fun and special time together. Last year the event was an afternoon of bowling. The job descriptions are similar to those described in for the Father/Daughter Event. Specific sign ups will take place at registration.

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Chairperson	1	Plans, prepare, oversee committee	No	Yes	35-40 year
Committee Members	10-15	Will assist chairperson with planning, set up, and clean up. May assist with procuring donated items.	Maybe	Yes	10-20



**New Parent Welcome Committee** - Sponsor parents in this committee contact new families prior to the start of the school year. The focus of the committee is to help parents who are new to the school feel welcome and to provide answers to their questions about the St. Bonaventure Community. This committee is also responsible for planning and executing events for new parents, such as a New Parent Welcome Night prior to registration in May and a New Family Welcome picnic in August.

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Chairperson	1-2	Oversee the program which contacts new families prior to the start of the school year. Your job is to help them feel welcome and provide answers to their questions about the St. Bonaventure Community. Recruitment of Sponsor Families may also be required. In addition may oversee events such as a New Parent Welcome Night prior to registration in May and New Family.	Yes	Sometimes	20+
Sponsor	25+	You will be assigned a family that is new to the school by the Chairperson. Your job is to help new parents feel welcome by being friendly, answering questions and helping them to become familiar with the SBS community. You may also be asked to attend events for new parents.	Yes	Sometimes	10+
Event planner		You will work with the New Parent Chair to plan and execute events for new parents such as a new parent welcome night prior to registration in May and a new family picnic in August.	Yes	Sometimes	20+



**Parent Faculty Association (PFA)** - All parents and teachers of Saint Bonaventure School are members of the Parent Faculty Association. PFA oversees most service positions in the school. PFA generated funds continue to support the educational and special activities of Authors Day, Accelerated Reading, Honor Roll, Kris Kringle, Grandparent's Day and Teacher Appreciation Day. PFA Executive Board members are selected by a parent led nominating committee and approved by the principal and may continue in the position for up to 3 years, although you will be required to go



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through the nominating process each year. If you are interested in becoming active in the PFA, contact the school office.

**Co-Presidents: Dawn Marchand and Dee Muntz**

**PFA President Elect-** This is a PFA Executive Board Position and is selected by a parent led nominating committee and approved by the principal. Each year a President-Elect will be appointed. This individual will hold the Vice President position for one year then progress through the President and Parliamentarian roles for a one-year term in each position. The President-Elect candidate will ideally possess leadership qualities that have been demonstrated while serving in other school or parish positions (i.e. PFA, School Board, Parish Council, committee chairperson etc.)

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
President Elect	1	<p><b><u>During your year as VP</u></b> you will: Assume all duties of the President in his/her absence. Perform additional duties designated by the President.</p> <p><b><u>During your year as President you will:</u></b> Preside at and administer all regular, special and Executive Board meetings, call special meetings of the PFA Executive Board, serve as a member of the School Board and is the official spokesperson for the PFA, have co-approval authority with the treasurer for approval of PFA expenses; attend required meetings on the Diocesan level. Perform such duty incumbent in this office.</p> <p><b><u>During your year as Parliamentarian:</u></b> You will: Serve as an advisor, coordinate the installation of Executive Board members; perform additional duties designated by the President.</p>	Maybe, if you have a flexible work schedule	Sometimes	VP year: 25+ President year: 100+ Parliamentarian year: 15+

**PFA Officers - In addition to the President, VP and Parliamentarian there are 3 other PFA Officer positions. All PFA officers are members of the PFA Executive Board and are selected by a parent led nominating committee and approved by the principal. Please see the table below for the other PFA Officer positions:**

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Secretary	1	Records and maintains the meeting minutes	Maybe if you	Sometimes	20+

Treasurer	1	for PFA executive board meetings. Manages the correspondence of the PFA. Collect and deposit all monies received through PFA fundraising to the school bank account in accordance with current school policies, Ensures that PFA expenditures and receipts are handled in accordance with current school policies, provide a written monthly accounting of all PFA income and expenditures, have co-approval authority with the President for approval of PFA expenses, shall Work with the president and the school business manager to develop annual PFA budget. You should have strong computer skills or a financial or business background for this position.	have a flexible schedule Maybe if you have a flexible schedule	Sometimes	30+
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**PFA Service Program Chair** – This is a PFA Executive Board position and is selected by a parent led nominating committee and approved by the principal. If you are interested in becoming active in the PFA, please contact the school office. The PFA Service program chair coordinates and oversees all aspects of the parent Service Program at the school, provides assistance and regular communications to chairs of all service committees, work cooperatively with the School regarding the Service Program, report status of Service Program activities at PFA Board meetings.

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Chairperson	1 or 2	The PFA Service program chair coordinates and oversees all aspects of the parent Service Program at the school, provides assistance and regular communications to chairs of all service committees, work cooperatively with the School regarding the Service Program, report status of Service Program activities at PFA Board meetings.	Maybe, if you have a flexible work schedule	Sometimes	40+

**PFA Fundraising Chair** -This is a PFA Executive Board position and is selected by a parent led nominating committee and approved by the principal. If you are interested in becoming active in the PFA, please contact the school office. The PFA fundraising chair will provide oversight to all parent led fundraising activities; provide direction and advisement where necessary. Ensure that appropriate school, parish, diocesan and state or federal tax policies are followed in the implementation and execution of parent led fundraising activities and events, report status of fundraising activities at PFA board meetings. You will also work closely with other PFA members, especially Communications and Community to promote fundraising events.

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
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Chairperson	1	The PFA fundraising chair will provide oversight to all parent led fundraising activities; provide direction and advisement where necessary. Ensure that appropriate school, parish, diocesan and state or federal tax policies are followed in the implementation and execution of parent led fundraising activities and events, report status of fundraising activities at PFA board meetings.	Maybe, if you have a flexible work schedule	Sometimes	40+
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**PFA Communications Chair** - This is a PFA Executive Board position and is selected by a parent led nominating committee and approved by the principal. If you are interested in becoming active in the PFA, please contact the school office. The PFA Communications Chair will work cooperatively with other PFA members especially Fundraising and Community chairs, School staff, the school board and parents to develop better communications between parents and the school, identify plans to achieve said objective, oversee implementation of such plans. Ensure that school and parish policies are followed in the implementation of such plans; provide assistance and regular communication to volunteers working on such activities and events, report status of communications activities at PFA board meetings. **There may be additional positions available at registration or during the school year in this category.**

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Chairperson	1-2	The PFA Communications Chair will work cooperatively with the PFA board, School staff, the school board and parents to develop better communications between parents and the school, identify plans to achieve said objective, oversee implementation of such plans. Ensure that school and parish policies are followed in the implementation of such plans; provide assistance and regular communication to volunteers working on such activities and events, report status of communications activities at PFA board meetings.	Maybe, if you have a flexible work schedule	Sometimes	40+

**PFA Community Chair** - The PFA Community chair will oversee planning and implementation of various community building activities and events including Grandparents Day, Father Daughter Event and the Spring Community Picnic, recruit parent and student volunteers to staff events and activities work cooperatively with faculty, staff, school board and parents to determine which activities and events are desired and appropriate, ensure that school and parish policies are followed in the planning, scheduling and execution of such activities and events, provide assistance and regular communication to volunteers working on such activities and events, provide status of such activities and events at PFA board meetings. **There may be additional opportunities in this category at registration and during the school year Major events such as Grandparents day and Father Daughter Event fall under the responsibility of this position, but the jobs for these specific events are listed elsewhere in this guide.**

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Chairperson	1 or 2	Chairpersons oversee the planning and implementation of various community building events, such as Grandparents Day and other major school events. You will work with various school and parish personnel as well as school parents. You will recruit parent and student volunteers. You will ensure that school and parish policies are followed in the planning, scheduling and execution of activities and events. You will attend a monthly PFA Board meeting	Maybe, if you have a flexible work schedule	Sometimes	20+
Event Volunteers	10-15	Should be available to assist in the various community Building events. You may be responsible for set-up, clean up, shopping for or assisting at an event. This could be appropriate for a working parent depending on your schedule and the day and time of event.	Maybe	Sometimes	Varies per event

**Box Tops for Education Coordinator** - Box Tops for Education is a product rebate program, which provides a cash rebate to schools for box tops collected. Parents who volunteer for this committee will coordinate, promote and run the Box Tops for Education program. The PFA fundraising chair will oversee this program and can be contacted for advice or other help.

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Box Tops for Education Coordinator	1	Coordinates Box Tops for Education program. This includes the following: Being informed of deadlines and submission procedures as required by the sponsoring company, and ensuring that the procedures are followed. You are also responsible for the collection of box tops from the school and church offices as well as distributing the box tops. You are responsible for preparing scheduled mailings and forms throughout the year and providing information to the school. In addition you will promote the Box tops for education program throughout the year in an effort to encourage participation.	Yes	No	30+
Committee Members	2	Assist in collecting and cutting labels	Yes	No	20

**Registration/Service Fair Committee** -This team works with the school and the PFA to plan the necessary activities to ensure a smooth and organized registration day. There are a few jobs that can be done from home, but the bulk of the hours come from the actual set up/clean up and staffing of registration day.

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Registration set	1	Oversees the various activities having to do with	Yes	No	25+

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up chair		Registration set up. This includes planning and heading up meetings, recruiting volunteers, overseeing set up for registration day and ensuring that all preparations are in place prior to registration.			
<b>Service Opportunity Guide Editor</b>	1	Planning and heading up meetings, recruiting volunteers, overseeing set up for registration day and ensuring that all preparations are in place prior to registration.	Yes	no	25+
<b>Sign Inventory and Creation</b>	1	Keeps track of existing registration signage, creates new signage if necessary and ensures availability for registration day.	Yes	no	10+
<b>Clerical Support</b>	1	There may be a need for various documents such as sign up sheets to be updated and printed for registration day.	Yes	no	5
<b>Set up helpers</b>	5-8	You will help in table set up and overall room layout the day before registration.	no	yes	2+
<b>Event helpers</b>	10+	There will be many jobs to do on the day of registration including helping parents to ensure paperwork is in order, helping parents find their way thru the different stations and general crowd control	Could be if you work the evening session	yes	Up to 10
<b>Tear down helpers</b>	5	You will help in the evening of registration is “tearing down” the parish hall after registration is complete.	yes	yes	1

**Restaurant Fundraisers** - Work with the PFA Fundraising Chair to research restaurants and other community businesses for fundraising opportunities. You will ensure that various school and diocesan procedures are followed when booking these events. These fundraisers are held to promote community building while raising funds for the PFA.

<b><u>Job Name</u></b>	<b><u>Total number of Volunteers needed per Job</u></b>	<b><u>Job Description</u></b>	<b><u>Good fit for working parents?</u></b>	<b><u>On Campus Job</u></b>	<b><u>Potential Hours</u></b>
Chairperson	1	Researches, organizes and plans fundraising events at restaurants and businesses throughout the community. Events, which include the Barnes and Noble Library Night are determined by PFA, and may coordinate with special events on the school year calendar. Works with PFA Fundraising Chair and produces event notifications for family envelope. May be required provide periodic accounting to the PFA treasurer.	Yes	Sometimes	20+

**Room Mom Coordinators** - The Room Mom Coordinators are PFA Executive Board members. Room moms coordinate many events concerning the classes and also help the teacher with various activities. Each classroom has at least two room moms. There are different roles and responsibilities for each class at each

grade level. Room mom coordinators and individual teachers make the final decision as to which parents who signed up at registration will be asked to be Room Mom.

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Coordinators	2	This is a PFA position. Room moms in all grades are coordinated and overseen by the PFA Room Mom Coordinators. This job includes assisting the teachers in the selection and recruitment of room moms for the new school year, regular communication and meetings with the room mom community and problem solving as required. You will attend a monthly PFA board meeting.	Yes, if you have a flexible schedule	Sometimes	25-40+
Class Room Mom	2-3 per class	Volunteers are coordinated and overseen by the PFA Room Mom Coordinators. Volunteers assist the teacher with communication and coordination of their parents regarding classroom or school-wide events such as picture day, field trips, parties, etc. Volunteers may need to coordinate a classroom basket for Annual Auction and Presentation Sisters Retirement Fundraiser. Duties vary by teacher and grade level. Kindergarten, First, Second and Eighth grades require more work.	varies based on grade level	varies based on grade level	varies based on grade level



**School Board and School Board Sub-Committees:**

**School Board** - The St. Bonaventure Catholic School Board is a consultative board that assists the Pastor and the Principal with advice, service, and participation in activities to maintain and strengthen the vision of Catholic School Education in the parish.

The basic responsibilities of the Board are:

- To assist the administration to determine and develop the long-range educational mission of the school.
- To advise the administration in the area of development by becoming trained board members, establishing short and long range financial goals and objectives, recommending the use of allocated funds, and aggressively marketing the school.
- To work with legislative organizations to promote the right of parents as the primary educator of their children and determine and implement an effective communications network among all involved in the parish school.

Although School Board members are appointed by the pastor and principal, in the 2014-2015 school year there may be non-appointee volunteer positions available on specific sub-committees.

**School Board President: Luis Carrillo**

**School-wide Safety Plan Subcommittee**

The School-wide Safety Plan Subcommittee collaborates with school administration to communicate the Plan to all stakeholders, produces informational materials about the Plan as needed, and attends meetings both on and off campus to continually ensure the Plan’s effectiveness. Experience in law enforcement, emergency response, or risk management is desirable in candidates for this subcommittee.

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<b>Sub-committee member</b>	5-7	Will meet as necessary with the subcommittee to accomplish goals of subcommittee.	Yes	10
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**Faith Formation/Catholic Identity Subcommittee** - The Faith Formation/Catholic Identity Subcommittee develops and promotes a Catholic faith community of tolerance and respect, identifies and suggests opportunities for age- and grade-appropriate service opportunities for students and families, strengthens the connection and communication between the school and parish community, incorporates the school’s Mission into all areas of campus life, and partners with other St. Bonaventure Catholic School ministries to support and encourage continued faith formation opportunities. One or more School Board members will (co)chair this subcommittee.

<b>Chairperson</b>	1	The chair person for this subcommittee is a school board member. Coordinate monthly meeting of the Faith Formation/Catholic Identity Subcommittee. Make regular reports to the School Board of Subcommittee activities, plans and meetings. Work with Subcommittee members to develop, promote and assist in programs and activities which foster and grow our Faith Community.	yes	25
<b>Subcommittee Member</b>	8-10	Assist in the development and promotion of programs and activities which foster and grow our Faith Community.	yes	15+

**School Finance Subcommittee** - The School Finance Subcommittee provides advice in all areas of the school’s financial management, identifies facility and program needs and funding, evaluates and suggests sustainable revenue sources (other than tuition), and partners with other St. Bonaventure Catholic School finance areas requested by the school administration to promote financial stability and growth opportunities. A School Board member chairs this subcommittee

<b>Subcommittee member</b>		Will meet on a monthly basis to accomplish goals of subcommittee. A back ground in finance is preferred	yes	10
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**Marketing and Communications Subcommittee** - The Marketing and Communications (MarComm) Subcommittee is a dynamic and collaborative team. We are active all year long in many arenas:

- Maintaining healthy school enrollment by developing and executing 10-month marketing and PR plans that include local media and community outreach
- Encourage media coverage through ongoing distribution of press releases, photos and video to local secular and religious media
- Advertising and promoting various activities and achievements throughout the academic year
- Foster school pride among students, parents and faculty
- Internal and intra-parish communication initiatives—members stay current on any legislation that could affect the school and develops mechanisms for communication of political activism in this area.
- Enhance Saint Bonaventure School’s profile and visibility for new families who are considering religious education for their children.

Media Relations Coordinator	1	The Media Relations Coordinator cultivates relationships with local media to publicize the faith formation, academic programs, and sports at the School. The Media Relations Coordinator meets with administration to identify events to publicize, writes press releases, and arranges for photographs at the event to be included in the press releases.	Yes	Sometimes	40+
Chair	1	Although the Chair of the MarCom committee is a school board member, there are many opportunities that you can sign up for at registration. MarComm offers both single project opportunities of 5-10 hours and deeper commitments (PR coverage and photography of events, media outreach, brand management, internal communications etc.) of 30-40 hours. <i>(No experience in PR/Marketing is necessary, but is always welcome!)</i>	yes		30-40
Volunteer	3-5	Photograph event, take notes and conduct interviews, submit write-ups for press releases if applicable.	yes		Varies
Church Liaison/Parish Bulletin Contributor	1	Responsible for generating story ideas, writing or assigning them to appropriate persona and submitting them to parish bulletin coordinator on weekly deadline.	yes		10-20
Community Outreach	1-2	Identifying and reaching out to organizations and gathering places within the community to distribute information about the school and its activities	yes		10-15
Classroom Liaisons	2	Encouraging teachers and room parents to communicate noteworthy achievements by students (academic, service, sports, etc.) that can be publicized to appropriate media, including the church bulletin.	no		20



**Social Bake** - The Social Bake committee members provide the refreshments for many school functions. Volunteers bake and/or purchase items needed for specified school events. Social Bake also requests volunteers to help serve at events, such as Kindergarten Christmas play, 1st Reconciliation Saturday event, Sports Award Night etc. These events are after school hours. The potential hours vary depending on how many events there are. To provide working parents an excellent opportunity for service, we ask that only working parents sign up for this committee.

Job Name	Total number of Volunteers needed per Job	Job Description	Good fit for working parents?	On Campus Job	Potential Hours
Chairperson	1-2	Chairperson supervises recruitment of volunteers for providing baked goods for specific school events (determined by administration and the PFA Board), assigns baking tasks to volunteers throughout the school year, monitors fulfillment of these tasks.	Yes	No	40+



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Baker	30	Volunteers bake and/or purchase items needed for specified school events. You may also be requested to serve at some events.	Yes	No	up to 3 hours per baking event
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**Student Council Bake Sale** - The Student Council is made up of students and faculty from the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades. A fundraiser for this very worthy group of students is the Student Council Bake Sale which occurs every Tuesday and most Wednesdays throughout the school year. The Student Council determines how to spend the funds. In past years, the Student Council has purchased a time clock for our PE department and die cuts for our teachers. Baked goods are prepared by parents and are sold for 25 cents by Student Council members who staff the sale with assistance from parent volunteers. **Please note: If you choose to be a baker for the bake sale, the maximum amount of hours available for this job is 2.5 hours per week for the trimester in which you are baking, for a maximum of about 40 hours.**

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Chairperson	1	Recruits, schedules and contacts volunteers to provide baked goods, ensures baked goods follow the guidelines, rules and set by the school.	Yes	No	40+
Baker	30	Committee members make, wrap and deliver homemade baked goods to the school every Tuesday. You may sign up for only one semester	Yes	No	10-30 hours per year
Parent Supervisor	2-4	As a parent supervisor, you will arrive in the school supply room at 9:30 on either Tuesday or Wednesday to prepare the area for the bake sale. In addition you will supervise Student Council members during their shift at the bake sale; you will sell items during those times that Student Council members are in class. Lastly you will make sure that the supply room is in order before you leave.	No	Yes	20-30 hours per year



**Summer Help:** Volunteers will help as necessary to assist school in preparation for new construction, cleaning out classrooms, moving furniture, assisting teachers in clean up or prep for new school year. Hours earned before June 30<sup>th</sup> count for the current school year. After July 1<sup>st</sup> they count for the new school year.

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
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<b>On Campus Summertime Help</b>	Varies with need	Help on campus as needed.	No	Yes	Varies with need
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**Uniform Swap** - Through out the year used uniforms are donated to the Uniform Swap Committee by parents no longer in need of the items or are collected from unclaimed lost and found items. The Uniform Swap Committee makes used uniforms available to families in need. In addition, a Uniform Swap event is held at the end of every school year where used uniform items can be traded or purchased at very reasonable prices. Starting in the 2013-14 school year there will also be a mid year uniform swap. Although this is not a fundraiser, any funds that are collected from this event are returned to the school and go to the general fund.

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Chairperson	1-2	Collect, store and sort used uniforms throughout the school year. Schedule and coordinate the uniform swap event. This includes publicizing the event, as well working with school staff to ensure current uniform standards are met and scheduling volunteers to work the event. On day of the event you will coordinate volunteers, donation drop, set up and clean up. In addition, you will work throughout the year to supply uniforms to families in need.	Yes	Sometimes	25-40+
Committee Member	5	On the day of the event (usually the 2nd to last day of school) you will help with the set up and clean up of the event as well as assist families during the swap. Since the date for this is scheduled in advance, it could be done by a working parent if their schedule allows. The mid-year swap is held during the school open house in January so this would work for a working parent. The year-end swap happens on Field day so it could work for a working parent who has a flexible schedule	Yes, see description	yes	5



**Yearbook Committee** - The Yearbook Chairperson and Committee and will work closely with Mr. McCann to prepare the school yearbook. Special pictures and pages will be created. Creative and photography minded volunteers are needed.

<u>Job Name</u>	<u>Total number of Volunteers needed per Job</u>	<u>Job Description</u>	<u>Good fit for working parents?</u>	<u>On Campus Job</u>	<u>Potential Hours</u>
Chairperson	1-2	Assign ID and Passwords for users, upload the yearbook ladder by deadline, assign pages and photo jobs to users, troubleshoot any problems users are having with the yearbook program, edit pages when done by users, complete any pages or photo jobs that are incomplete or not done, communicate with	no	Sometimes	25-40+

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Josten's representative regarding any problems with yearbook process, advertise yearbook sale to school through Family Envelope and other communications, obtain list of students in sports teams and other groups (i.e. honor roll, altar servers.)

Photographers	7 - 10	Take pictures for assigned events such as sporting events, Grandparent's Day, class events, etc. Edit and label photos before uploading to yearbook program by events. Coordinate with Yearbook Users regarding pictures needed for their pages.	no	Yes and off-campus (see description)	5+
Yearbook Users	12 -15	Take pictures for pages assigned or work with yearbook photographers in having pictures taken of assigned event, crop or edit pictures, create pages according to yearbook theme, edit pages for picture and text errors, insure that all students applicable to the pages (i.e. honor roll, football) are represented on the pages.	no	Yes and off-campus (see description)	5+