

**ST. NORBERT SCHOOL VOLUNTEER SIGNUP  
2005 - 2006 SCHOOL YEAR**

**NAME (PLEASE PRINT)** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_

**CHILD/CHILDREN'S GRADE(S):** \_\_\_\_\_

Please check the areas in which you can best commit yourself for your service hours. Hours must be completed at the minimum of 11 hours a trimester, for a total of 33 hours per school year.

Signing up for a particular activity does not guarantee that you will be called to work. It is **YOUR** responsibility to contact the chairperson if you have not heard from the activity chairperson approximately two (2) weeks after school has started.

**Fundraisers (Gina Crocker – Chair)**

- \_\_\_\_\_ Fall Fundraiser
- \_\_\_\_\_ Auction Chair, Co-Chair
- \_\_\_\_\_ Auction Gift Gathering
- \_\_\_\_\_ Auction Advertising
- \_\_\_\_\_ Class Fundraisers

**General Volunteers (Cindy Barnett – Chair)**

- |                                    |              |
|------------------------------------|--------------|
| _____ Carpool Line                 | _____ Day(s) |
| _____ Monday Envelope Stuffers     |              |
| _____ Hot Lunch Helper             | _____ Day(s) |
| _____ Ice Cream Sales              | _____ Day(s) |
| _____ Learning Center Assistant    | _____ Day(s) |
| _____ Library Assistant            | _____ Day(s) |
| _____ Physical Education Assistant | _____ Day(s) |
| _____ Lunch Playground Helper      | _____ Day(s) |
| _____ Uniform Exchange             |              |

**Communications (Laurie Stigliz – Chair)**

- \_\_\_\_\_ School Website
- \_\_\_\_\_ Newspaper Articles
- \_\_\_\_\_ Bulletin Announcements
- \_\_\_\_\_ Enrollment Advertisements
- \_\_\_\_\_ Yearbook

**Hospitality (Carolyn Krahl – Chair)**

- \_\_\_\_\_ Baked Goods
- \_\_\_\_\_ Back to School Social

- \_\_\_\_\_ Coffee and Donuts
- \_\_\_\_\_ Back to School Night
- \_\_\_\_\_ Open House
- \_\_\_\_\_ Spring Parent Guild Meeting
- \_\_\_\_\_ New Family Welcome
- \_\_\_\_\_ Teacher Appreciation Day

**Room Parents (Judi Murray – Chair)**

- |                                      |             |
|--------------------------------------|-------------|
| _____ Room Parent                    | _____ Grade |
| _____ In-Class Projects & Activities | _____ Grade |
| _____ Room Parties                   | _____ Grade |
| _____ Class Auction Project          | _____ Grade |
| _____ Field Trip Driver/Chaperone    | _____ Grade |
| _____ Teacher Luncheons              | _____ Grade |
| _____ Emergency Phone Tree           | _____ Grade |

**Safety/Construction & Improvements (Dwayne Phillips – Chair)**

- \_\_\_\_\_ Safety Review
- \_\_\_\_\_ Construction Manager for individual projects
- \_\_\_\_\_ Construction Bid Coordinator
- \_\_\_\_\_ Project Manager – Candidate to track all current and future projects
- \_\_\_\_\_ Earthquake Preparedness

**Faith and Mission (Ray Weaver – Chair)**

- |   |             |
|---|-------------|
| _____ Class Retreat Coordinator                                       | _____ Grade |
| _____ Community Service Projects Coordinator (Event or Project Based) |             |
| _____ Parent/Family Life Faith Development Volunteer                  |             |
| _____ Parent Prayer Group Facilitator/Co-Facilitator                  |             |

# SAINT NORBERT SCHOOL PARENTS' SERVICE PROGRAM

## DESCRIPTIONS OF SERVICE ACTIVITIES (2005/2006)

### FUNDRAISERS:

**FALL FUNDRAISER** – Assemble packets from QSP in August for distribution to students 1<sup>st</sup> week of school. QSP sells products through catalog sales ranging from wrapping paper to greeting cards and boxed candy. Organize volunteers to tally sales and distribute products and prizes at the end of fundraiser.

**AUCTION CHAIR, Co-CHAIR** - Coordinate and facilitate all school auction activities.

**AUCTION GIFT GATHERING** – Coordinate and oversee all auction gift gathering activities.

**AUCTION ADVERTISING** - Coordinate and oversee all auction advertising activities.

**CLASS FUNDRAISERS** - **Coordinate** and oversee all class-specific fundraisers.

### GENERAL VOLUNTEERS:

**CARPOOL LINE:** Help direct traffic and supervise children 7:40 – 8:10 A.M. - Monday through Friday.

**MONDAY ENVELOPE STUFFER** - Help the office prepare weekly envelopes Monday morning from 8:00 to 9:30 am.

**HOT LUNCH HELPER** – Assemble and distribute lunches provided by Great American Lunch Box. Tuesday, Wednesday and Friday are available.

**ICE CREAM SALES** – Sell ice cream to the school children during lunch time from 12:15 to 12:45 P.M. Monday, Tuesday, Wednesday and Friday are available.

**LEARNING CENTER HELPER** – Work with small groups of children once a week. No teaching experience necessary. Monday through Friday available.

**LIBRARY HELPER** – Help students check out and return books. Help with typing in library. General filing and shelving of books. Minor book repairs. Work time is approximately one (1) to two (2) hours.

**PHYSICAL EDUCATION HELPER** – Assist PE teacher. Tuesday, Thursday, and Friday available.

**LUNCH PLAYGROUND HELPER** - Monitor students at lunch from 12:15 to 1:15. Monday through Friday available.

**UNIFORM EXCHANGE** – Collects uniforms donated to the school and makes them available to parents.

### COMMUNICATIONS:

**SCHOOL WEBSITE:** Webmaster (administrator) for school website.

**NEWSPAPER ARTICLES:** Coordinate with principal to develop/publish school approved articles in local newspapers.

**BULLETIN ANNOUNCEMENTS:** Coordinate with principal to develop/publish school approved bulletins in weekly parish bulletin.

**ENROLLMENT ADVERTISEMENTS:** Develop school approved advertising and brochures used for school enrollment purposes.

**YEARBOOK:** Coordinate and oversee all activities relating to yearbook production.

## **HOSPITALITY:**

**BAKED GOODS** – Provide home-baked goods for special school functions listed below. Sixty (60) volunteers to be drawn at random. Two (2) hours credited for four (4) dozen home-baked cookies; three (3) dozen home-baked iced cupcakes. One (1) hour credited for two (2) pans krispie bars, one (1) home-baked iced cake, or one (1) home-baked pie.

**BACK TO SCHOOL NIGHT/SOCIAL:** Coordinate all hospitality functions for the back to school social in September.

**COFFEE AND DONUTS:** Coordinate the coffee and donuts function during Catholic schools week.

**OPEN HOUSE:** Coordinate the school open house hospitality activities during Catholic schools week.

**SPRING PARENT GUILD MEETING:** Coordinate the hospitality activities for the spring parent guild meeting.

**NEW FAMILY WELCOME:** Coordinate and oversee the New Family welcome activities

**TEACHER APPRECIATION DAY:** Coordinate and oversee the Teacher Appreciation Day activities.

## **ROOM PARENTS:**

**ROOM PARENT** – Work with the teacher and other parents to coordinate classroom school activities, field trips, baked goods for parties.

**IN CLASS PROJECTS & ACTIVITIES** – Work with the room parent and teacher to coordinate various classroom parents.

**ROOM PARTIES:** Assist room parent with in-class parties.

**CLASS AUCTION PROJECT:** Assist room parent by coordinating and/or creating the auction project for a class.

**FIELD TRIP DRIVER/CHAPERONE:** Driver/adult chaperone for class sponsored field trips.

**TEACHER LUNCHEONS:** Assist room parent with class-sponsored teacher luncheons.

**EMERGENCY PHONE TREE:** Assist room parent in developing a class emergency phone tree plan to facilitate timely notification of classroom parents in the event of an emergency.

## **SAFETY/CONSTRUCTION & IMPROVEMENTS:**

**SAFETY REVIEW:** Review school safety policies with Principal. Provide support for quarterly drills (Fire, Earthquake or Terrorist attack). Inspect premises on a weekly basis to make sure the school is secure at all times. This includes gates, doors (& latches) and rooftop access.

**CONSTRUCTION MANAGER (CM):** To oversee construction project. Work with vendors to get project completed.

**CONSTRUCTION BID COORDINATOR (CBC):** Work with CM and PM on cost involved to begin projects. And plan future projects in conjunction with the Principal.

**PROJECT MANAGER (PM):** Work closely with Safety Director and Principal to outline and scope new construction projects.

**EARTHQUAKE PREPAREDNESS:** Phased out 2 grades (7th/8th) worth of Earthquake supplies. In addition work with Principal to facilitate quarterly Earthquake Drills for the faculty & students. This candidate would ideally be a new Kindergartener or First Grade parent.

## **FAITH and MISSION:**

**CLASS RETREAT COORDINATOR** (For your child's class only): Each class will choose a "Class Retreat Event" (1 day or ½ school day in a given month). The Coordinator will organize the event/theme of the retreat (based on child's grade level) with guidance from the Teacher, Room Parents, Chair of Faith and Mission and support from St. Norbert Parish SRE.

**COMMUNITY SERVICE PROJECT COORDINATORS:** This is a great opportunity to nurture your child's experience of putting their "faith in action" serving those in need and less fortunate. Coordinators (looking for several) will organize the age-appropriate activity based on an Event Theme (Thanksgiving and/or Christmas) or Project Theme (e.g. Onsite visit to Children's Disability Hospital, St. Vincent DePaul, Homeless Shelters, or similar projects). Ideas welcome!

**PARENT/FAMILY LIFE FAITH DEVELOPMENT:** Family life is central to our role as Christian Parents. Volunteer to be part of this exciting ministry to identify/organize activities for SNS Parents that build-up our role as parents, marital couples, and the parent/child relationship in a way that strengthens the family and to also have fun together. Volunteers will work closely with Chair of Faith and Mission and St. Norbert Parish Ministry Office.

**PARENT PRAYER GROUP FACILITATOR:** Starting in March of 2005, SNS Parent Prayer Group will meet 1x/month from 8:00AM to 8:30AM to build community life and pray for the needs of our families. God promises us that... "Where two or more are gathered, there I am in your midst". Facilitator ('s) needed (no formal training required). We look forward to seeing you there.