

# 2009-2010 Volunteer Opportunities

## St. Peter's Catholic School

PARENT NAME(S): \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CHILD(REN) NAME & GRADE: \_\_\_\_\_

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*Please check all areas in which you are interested in helping. Thank you!*

### Enrichment (academic & cultural)

- Art Show (Winter 2010) – Contact: John Bell, Art Teacher
- Beta Club – Contact: Denise Owens, School Counselor
- Fellowship of Christian Athletes (FCA) – Contact: Joe Farris, Middle School Religion Teacher
- Math SuperStars – Contact: Jill McGlohon, Program Coordinator
- Music Programs – Contact: Katherine Burke, Music Teacher

### Fundraising

- Candy Man Fundraiser (August 25<sup>th</sup> kick-off) – Contact: Kelly Hudson, Development Director
- Halloween Carnival (late October) – Contact: Kelly Hudson, Development Director
- Scholastic Book Fair (Fall & Spring) – Contact: Kim Jordan, Librarian
- Spring Auction – Contact: Kelly Hudson, Development Director
- Special Fundraisers (BoxTops, Campbell's Soup Labels, etc.) – Contact: Kelly Hudson, Development Director

### Social/Environment

- Athletic Booster Club: Contact: Megan Getz, Athletic Director
- Grandparents/Special Friends Day (November) – Contact: Kelly Hudson, Development Director
- Hospitality – Contact: Kelly Hudson, Development Director
- New Parent Social – Contact: Kelly Hudson, Development Director
- Teacher Appreciation – Contact: Mary Alligood & Wendy Murphy

### Volunteers

- All Saints Day Program (November) – Contact: Joe Farris, Middle School Religion Teacher  
Art – **Contact your child's teacher and/or room parent for dates and times**
- Athletics – Contact: Wes Bostic, Athletic Director
- Cafeteria Volunteer – Contact: Jill McGlohon (**see separate sign up sheet for additional details**)
- Catholic Schools Week (late January): Doreen Flock, Administrative Assistant
- Eucharistic Ministers – Contact: Doreen Flock, Administrative Assistant
- Faculty/Student Basketball Game – Contact: Megan Getz & Wes Bostic, PE Teachers
- Field Day (May) – Contact: Megan Getz, PE Teacher
- Library – Contact: Kim Jordan, Librarian
- Lost & Found – Contact: Doreen Flock, Administrative Assistant
- Morning Drop-off – Contact: Beth Hinson, Coordinator
- Playground Monitors: - **Contact your child's teacher for specific times**
- Room/Grade Parents – **Contact your child's teacher for a list of specific duties**
- Speakers Bureau– Contact: Doreen Flock, Administrative Assistant or specific teacher  
area of expertise: \_\_\_\_\_
- Substitute Teachers – Contact: Doreen Flock, Administrative Assistant  
grade and/or subject: \_\_\_\_\_

**Please return by August 24<sup>th</sup> to Doreen Flock in the School Office.**

Welcome Parents! Our children need you!!

## 2009-2010 Volunteer Opportunities

Parental involvement is vital to a child's education. When families take an active role in their children's education research shows that children benefit academically, as well as socially. Your involvement in the environment where they spend most of their time allows you to know what is happening at school & facilitates conversation with your child about school.

St. Peter's Catholic School provides many opportunities for you to get involved on a regular or occasional basis. Please take a look at the list below and decide how you can get involved. Contact the person listed for each event if you would like more details. Please note the highlighted events require a large number of volunteers to be successful. On the attached form, please check all areas for which you are willing to volunteer or would like more information. Your time and talents are greatly appreciated.

In compliance with the Diocese of Raleigh's Child & Youth Protection Program, **all** volunteers are required to attend a Child Abuse & Neglect Workshop. Please check the school website for workshop dates. ([www.stpeterscatholicsschool.com](http://www.stpeterscatholicsschool.com))

We look forward to seeing you at school and thanks for being our partner in your child's education.

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### Classrooms

During Open Houses at the beginning of the school year some teachers will let you know of their need for classroom volunteers and will have sign-up sheets posted (i.e. parties, field trips, fund-raisers, library, art). Please be sure to look at those classroom opportunities and see if you are able to volunteer for any of those specific activities

### Enrichment (academic & cultural)

#### **Art Show (Winter 2010) – Contact: John Bell, Art Teacher**

SPS student art work is exhibited at the Greenville Museum of Art (GMA) in January. This exhibit is kicked off with a beautiful reception. Volunteers are needed to help label student artwork, transport art, shelving and display boards to GMA, assemble shelving units, coordinate food & entertainment for the reception and to break down the show at its conclusion.

#### **Beta Club – Contact: Denise Owens, School Counselor**

Parents of Beta Club Students are needed to help with: 1) the Initiation Ceremony at the beginning of the school year, 2) special reward lunches/trips for each 9 week marking period and 3) Beta Club and School Wide Service Projects

#### **Fellowship of Christian Athletes (FCA) – Contact: Joe Farris, Middle School Religion Teacher**

This club (for middle school students) meets twice per month on a Friday morning. Volunteers are needed to coordinate speakers/program with Joe Farris and to get donuts for the meeting.

#### **Math SuperStars – Contact: Jill McGlohon, Program Coordinator**

This is a voluntary math enrichment program available to students in Kindergarten through 5<sup>th</sup> grade. One parent volunteer per class is needed to distribute and grade student worksheets. If you are interested in volunteering, please look for a separate volunteer sheet sent home during the first few weeks of school. No math experience is necessary; however, email access is required and basic Excel spreadsheet experience is helpful.

#### **Music Programs – Contact: Katherine Burke, Music Teacher**

During weekly music classes students have the opportunity to build a repertoire of songs to entertain parents and guests at grade-level-specific music programs (Primary in December, Intermediate in February and Middle School in May). Volunteers are needed to help set up, break down and store risers for each of the programs. This process includes heavy lifting and requires strong arms and a good back! Additional volunteers are needed to help with the reception following the Middle-School May Program. Middle-school vocal ensembles have a party (lunch) in December and separate breakfasts for Girls' Ensemble & Boys Ensemble in May. Parents are needed to coordinate and provide the food for these socials.

## Fundraising

### **Candy Man Fundraiser (August 25<sup>th</sup> kick-off) – Contact: Kelly Hudson, Development Director**

Families sell items from Candy Man catalog in August/September. Volunteers are needed to help verify orders and count money at the school in late September/early October.

### **Halloween Carnival (late October) – Contact: Kelly Hudson, Development Director**

Fun & festive event for the whole community is held on a Friday night in mid-late October. Class games are typically organized by grade parents, however, many volunteers are also needed to help with: planning, tickets, chaperoning game areas, decorating the school and clean-up following the festivities.

### **Spring Auction – Contact: Kelly Hudson, Development Director**

This festive event includes a silent auction, wonderful food and a live auction during an evening of fun, friendship and fundraising. This has become one of the school's largest fundraisers. Many volunteers are needed for: item solicitation & acquisition, marketing, set-up, decorations, and clean-up. Please consider joining the fun!

### **Scholastic Book Fair (Fall & Spring) – Contact: Kim Jordan, Librarian**

Students have the opportunity to purchase books during their library time. This is a large and academically oriented fundraiser for the school. We also offer a family night so families can come together to the book fair. Parent volunteers are needed to assist as cashiers, help children select books & write wish lists. The schedule is flexible.

### **Special Fundraisers – Kelly Hudson, Development Director**

The school participates in several additional fundraisers throughout the year (ex. General Mills Box Top collections, Harris Teeter milk cap collections, Campbell Soup labels, soda can pop top collections). Volunteers are needed to help cut and count. Some assistance can be provided from home.

## Social/Environment

### **Athletic Booster Club: Contact: Megan Getz, Athletic Director**

Enthusiastic volunteers are needed to help support Wildcat Athletics. Duties include but are not limited to: running the admission tables and concession stands at various sporting events. Officers will be elected for this school year to head up the Booster Club's various needs.

### **Grandparents/Special Friends Day (November) – Contact: Kelly Hudson, Development Director**

A day set aside to welcome Grandparents/Special Friends of our students to the school so that they may experience their grandchildren's learning environment. Grades K-5 joyfully entertain grandparents/special friends with a variety of songs and dance at this special program. Volunteers are needed to help set up cafeteria and provide baked goods.

### **Hospitality – Contact: Kelly Hudson, Development Director**

Volunteers are needed to help with a variety of special events throughout the year.

### **Teacher Appreciation – Contact: Mary Alligood & Wendy Murphy**

Coordinating activities through out the year centered on appreciation for Teachers and School Staff. Volunteers are needed to help throughout the year with luncheons, drawings for prizes, snacks for the teacher's lounges, etc.

## Volunteers

### **All Saints Day Program (November) – Contact: Joe Farris, Middle School Religion Teacher**

Eighth grade students research a specific saint in order to give a presentation (with costume) in the Church on All Saints Day. Volunteers are needed to help with set-up and practice sessions prior to the event.

### **Art – Contact: Your child's teacher and/or room parent**

Assistance is needed during student's weekly art classes. Volunteers are needed to help set up supplies 10-15 minutes prior to class time and to help students with questions during the creative process. Volunteers are coordinated by each classroom teacher and/or room parent.

### **Athletics – Contact: Wes Bostic, Athletic Director**

The team sports offered at St. Peter's (baseball, basketball, cheerleading, football, softball, volleyball) are looking for coaching and assistant coaching volunteers. Additionally, depending on the sport, there is a need for volunteers to: run the clock, set-up & clean-up the gym and keep the books. Time commitment varies throughout the year, depending on the sport.

**Cafeteria Volunteer - Contact: Jill McGlohon**

Volunteers are needed to work in the school cafeteria collecting money and passing out drinks to students who need only drinks at lunch. One parent per day is needed from 11 am – 1 pm. The number of people volunteering will determine how frequently volunteers are scheduled, but usually once or twice a month and you can indicate the days of the week you are able to work. The contact above schedules volunteers and volunteers report to Kristie Kottke the cafeteria manager. Students love to see your smiling face at lunch.

**Catholic Schools Week (late January) - Contact: Doreen Flock, Administrative Assistant**

During this annual salute to Catholic Schools, each day of the week celebrates a special occasion or extends gratitude to those who are an important part of Catholic education (i.e., teachers, volunteers and the principal). Volunteers are needed to help with a variety of duties.

**Eucharistic Ministers – Contact: Doreen Flock, Administrative Assistant**

Throughout the year, all students go to Mass on Fridays. Please let us know if you are a Eucharistic Minister and would like your name added to our list of volunteers.

**Faculty/Student Basketball Game – Contact: Megan Getz & Wes Bostic, PE Teachers**

This Friday afternoon event is a fun way to end Catholic School Week (second semester). Volunteers are needed to referee the game and to help watch over the classes of those faculty members who are playing in the game.

**Field Day (May) – Contact: Megan Getz, PE Teacher**

A day of fun filled games and activities for students in Junior Kindergarten through 5<sup>th</sup> grade. Volunteers will assist during the event with the games, etc. Time commitment is 2-3 hours. Look for a volunteer sign-up sheet to be sent home in the spring.

**Library – Contact: Kim Jordan, Librarian**

Join your child in class during their library time! Volunteers assist for 1 hour periods with a variety of clerical functions, such as book check-out, processing, shelving, typing, filing, etc. Please indicate if you would like to help with only your child's class or with any class.

**Lost & Found – Contact: Doreen Flock, Administrative Assistant**

Once a month 1-3 volunteers are needed to tidy-up the school's Lost & Found. Volunteers would be folding & organizing clothing and purging un-labeled lunch boxes and damaged clothing.

**Morning Drop-off – Contact: Beth Hinson, Coordinator**

From 7:45 am – 8:00 am, smiling and friendly faces assist students who are dropped off for school on Brother Patrick Drive. Typically 3-4 volunteers per day are needed.

**Playground Monitors: - Contact your child's teacher for specific times**

Volunteers are needed to help teachers & teacher assistants supervise children on the playground during recess. Times vary please contact your child's teacher regarding volunteer times.

**Room/Grade Parents – Contact your child's teacher for a list of specific duties**

Two to four parents are needed for each classroom to assist and be the primary contact for the teacher(s) and to aid in coordinating volunteers for various classroom activities. Additional parent volunteers are needed to assist the room/grade parents throughout the year.

**Speakers Bureau – Contact: Doreen Flock, Administrative Assistant or the teacher in need**

At various times throughout the year faculty/administrators look for speakers with a specific interest (i.e., occupation, hobbies, travel experiences, knowledge of foreign countries, etc). If you have experiences or talents you are willing to share with our students please indicate your willingness and subject matter when signing up or talk to your child(ren)'s teacher.

**Substitute Teachers – Contact: Doreen Flock, Administrative Assistant**

The school would like to build up its database of qualified/degreed individuals willing to work as substitute teachers. Substitutes are typically needed on demand with very little advance notice. If you would like to be added to our database, please indicate the grade level or subject you are qualified/willing to teach.