

## General Service Hour Opportunities

### Hospitality Positions:

**Grandparents' Day Coordinator** - (April) Works with the Principal to plan the Grandparents' Day activities and with the Hospitality Coordinator on planning, setting up and cleaning up Quinn Hall for the reception.

**Hospitality Coordinator** - Sets up and cleans up, and provides refreshments and baked goods for the PTO Social, Teacher Christmas Party, Open Houses and other special events as called on by the Principal. Supplies teacher lounge with goodies a few times per year.

**Open House Chair** - Schedules volunteers to provide school tours to potential new families and works with Hospitality Chair and Principal on set-up and clean-up for reception in Quinn Hall for 5 Open Houses throughout the year.

**Pizza Day Coordinator** - Sends out notices and collects the money for Pizza Day participants, purchases sodas each month and delivers them to the school, supervises one Pizza Day per month to make sure pizza arrives and 8th Grade distributes.

**Teacher Appreciation Day Coordinator** - (Jan.) Forms a committee to prepare, set up for and serve the teachers a special lunch in the Parish Center; schedules parent volunteers to supervise students while teachers enjoy their lunch.

### Fundraising Positions:

**Auction/Gala Chairperson** - The Annual Silent Auction is our last big fundraiser of the year. It is also a great, fun event for the entire parish and community.

**Car Raffle** - This is the diocesan Annual Five-Car Raffle sponsored by All Saints Parish. As coordinator you will attend an information meeting sometime in the late fall/early winter. They help us with record keeping procedures, sample letters, provide tickets and posters. Then you coordinate; working with the parish office, volunteers to sell tickets to the parish and school families the end of February, early April. Dates to be announced by All Saints Parish.

**Catholic School's Week Direct Appeal** - Organize our joint school/parish direct appeal during Catholic School's week. Work with the Parish/school to identify a funding need. Organize student leaders to address the need as part of their annual presentation during masses and provide information/materials for parishioners to donate to the school.

**Family Festival Chairperson** - The Annual Holiday Bazaar is our first big fundraiser of the year. It is also a great, fun event for the entire parish and community.

**Gift Wrap Chairperson** - Starts in February before next school year. Manages the distribution, collection and tabulation of gift wrap catalogs and order forms to all students. Works with gift wrap vendor to coordinator ordering and delivery of gift wrap, including all

financial accounting. Recruits volunteers to unload and sort wrap into grades, by student, when it arrives. Responsible for creating reminder flyers and meeting vendor deadlines.

**Golf Tournament Chair** - Solicits business donations; works with area Country Club for scheduling, publicizes event within the school, church and outside audiences.

**Passive Fundraising Coordinator** - Manages Giant/Safeway, Harris-Teeter, Target, Office Depot, Canned Goods, Box Tops, School Pop and other passive fundraising efforts.

**Uniform Exchange Coordinator** - (Spring) Manages the collection, labeling and pricing of used uniforms, sets a date for the exchange, supervises purchases and directs storage of leftover uniforms.

### **Event Positions:**

**Cultural Enrichment Day** – Works with principal to schedule 4-5 school wide enrichment assemblies. Chairs enrichment day held on the Friday of Catholic Schools Week (January).

**ECC Program Coordinator** - Works with the ECC teachers to help plan the reception following Christmas and Spring Music Programs and help with other program needs.

**ECC Sock-Hop Chair** - Arranges for a disc jockey, schedules and books the event with the school/church to be in Quinn Hall; handles decorating, sending out flyers, organizing food, working with the charity to collect and donate the socks.

**Help the Homeless Walk** - Organize the walk, registration forms and t-shirts.

**Scholastic Book Fair Chairperson** - Works with school Principal and Scholastic representative to schedule, staff, set up and clean up after the Book Fair, including handling the cash and credit card purchases.

**Science Fair Chairperson** - (Spring-7th and 8th Grades) - Works with science teacher to facilitate annual science fair exhibit set-up, judging, awards, clean-up and BSS student participation in other science competitions.

### **Team Positions:**

**Chess Club Coach** - Responsible for organizing the chess Club to include weekly practice and competition matches.

**CYO Coach** - Works with the parish CYO rep to organize and coach one of the available CYO sports to include tennis, track and basketball.

**Odyssey of the Mind Leader** – This is a world-wide creative problem-solving competition for students of all ages. Teams of 5-7 students select a problem that involves a structure, vehicle or dramatic dilemma. They create a solution over 3-4 months, and present the result in competition with students from other private and public schools. Different age students can be on the same team, as long as they are in a grade in the same division. Division I is K-5 and Division II is 6-8. Each team requires at least one coach, and assistance from other parents in teaching skills and organizing meetings.

### **Other Crucial Positions:**

**Drama Club Manager** – Work with the middle school teachers and music teacher to support the drama club in their chosen play of the year.

**Playground Volunteer Coordinator** - Works with the P.E. teacher to schedule parents who have volunteered to help supervise students during recess.

**Grade School Room Parent:** The Room Parent is responsible for finalizing the Phone Tree and providing a copy to the School office by Oct. 1. Class Room Parents are also responsible for planning class parties, coordinating the collection of Auction class basket items, selling Auction tickets to class parents, and assisting with other activities as called upon by the teacher, Principal and the School's Volunteer Coordinator.

**Scholastic Book Orders** - Works with the teacher and Scholastic Books to facilitate ordering books, collecting money and making sure the children receive their books.

**Yearbook Club Manager** – Manage all aspects of the school year book to include printing and distribution. The manager will work with the children as much as possible but may do much of the work on their own time.

**8th Grade Graduation Party Chairperson** - A 7th Grade parent forms a committee to plan, arrange, and supply food, drink and activities for the 8th grade graduating class.