



St. Patrick Parish School Parent Volunteer Opportunities Handbook

St. Patrick Parish School is a wonderful place for our children to grow, academically, socially and spiritually. Parent involvement and participation not only allows you to show your support for the faculty and the school, but also has become absolutely necessary to maintain and expand many of the academic and extracurricular programs and services available to our children. Educational research also shows children achieve at higher levels if parents are involved in their children's education.

Each St. Patrick's family is required to perform at least 20 hours of volunteer service to the school, as a condition of enrollment. But don't do it just to meet your obligation. St. Pat's is a lot more than a school—it is a vibrant community of caring and involved adults and children, a place to develop and nurture lasting friendships and meaningful relationships that transcend school hours and boundaries. And volunteering is where it all begins. The more you put into it, the more you get out of it. Our children spend so much of their time in school that getting involved in their school allows you to get involved in their lives in more ways you might imagine. Parents who are involved with their children's school are so much more connected with their children's lives, and with each other. I've chaperoned field trips, helped with class projects, chaired the fall festival and had many other wonderful volunteer experiences. My sons see me at school all the time (yes even my high schooler, being involved is essential for school success at all ages!), and the message that it sends to them is that I truly care about their school—*our* school—and about them.

So please peruse the following pages and if you haven't already, volunteer! You may contact me via email at foxfamily@sbcglobal.net and I will send you to the proper committee chair. Just send your name, phone number, email address, and children's names and classes, and you'll be on your way! I look forward to seeing you on campus.

God bless you and your family!

—Pam Fox
PTG President

PTG Leadership

Class Representative

- Attends monthly PTG meetings. Contributes to the discussions on PTG activities as the class representative.
- Sends out minutes from PTG meetings to families in their class, personalized and targeted toward their grade.
- Acts as a communication link between parents in their class and the PTG Board/Committees.
- Communicates with the Room Parent on school events and class needs.
- Coordinates the Cookie Jar sign-up for their designated month.
- Helps recruit parents to contribute to the Fall Festival for their grade.
- Works with the Auction Class Project Committee to recruit parent volunteers.

Room Parent

- Plans all class parties with teacher (Halloween, Christmas, Valentine, and End of the Year Class Picnic).
- Coordinates all gift-giving within the individual class.
- Coordinates the Christmas Outreach according to the guidelines of the PTG Board.
- Coordinates Teacher Appreciation according to the guidelines of the PTG Board.
- Communicates on a regular basis with the Class Representative for all upcoming school events and individual class needs.
- In the event there is more than one Room Parent, the PTG will select one Room Parent to act as communication point person.

Fundraisers

Auction Volunteer

The annual St. Patrick Parish School auction is our premiere annual fundraising event, raising more than \$100,000 for our school. We always need plenty of help before the event, lining up sponsors, soliciting family donations, asking businesses to donate services or products, etc. We also need help setting up, operating the event and then following up. In addition, we need volunteers to help create the annual class projects, generally something the students in each class make themselves—and which is then auctioned off for a significant amount of money!

Golf Tournament

Help plan, organize and run the annual St. Patrick Parish School golf tournament, which in 2010 will be held the Monday before St. Patrick's Day. Volunteers are needed

communicate with the host course staff, getting sponsors and donors, getting golfers, prizes and auction items, and organizing volunteers.

Scrip and eScrip Programs

Help run the school's scrip and eScrip programs, which allow parents and friends to buy products and services they normally buy but make sure a portion of what they spend goes back to the school.

Sally Foster Gift Wrap

This is the first fundraiser of the year, and one of the most important because we generally get a jump on other schools so our potential upside is high. Volunteers are needed to work with the chairs in tallying and distributing orders as well as promoting the sale throughout the school community.

Used Uniform Sale

Help out with this summer event in which we sell previously worn St. Patrick Parish School uniforms.

Ancillary Fundraisers

Throughout the year, we need volunteers to assist with smaller fundraisers, from collecting box tops to selling St. Pat's collectables and DVDs for the annual teacher Christmas bonus fund. We also are looking for someone to launch a cell phone recycling program.

Social Events

Back to School Parent Dance

Volunteers are needed for the first social event of the season for parents only. This dance takes place in October and always is a fun way to get to know new families.

Fall Festival

Help organize the annual fall event that includes family activities, games, and a fun zone complete with carnival-style attractions and food concessions. Volunteers are needed to help plan, organize and executive the event, coordinate what each class will be responsible for, set up and staff the various booths, and work with the parish to invite outside groups and organizations like the Boy Scouts, Girl Scouts, dance troupes, martial arts groups, etc.

Jog-A-Thon

Help plan and organize this annual athletic event, which helps kids exercise and at the same time raises money for the school. Volunteers are needed to set up the event, and monitor the students as they complete laps.

Grandparents Day

Help plan and organize this annual event in the Parish Center in which the students put on a gala musical show for their grandparents. Volunteers are needed to promote the event, set up and serve the seniors during the show, as well as cleanup.

Friday Socials

Help organize and staff the monthly Friday after-school socials in which students are invited to linger on the school grounds and fraternize with one another while feasting on ice cream sundaes or root beer floats.

Family Dinner Nights

Help organize family dinner nights at local restaurants that return a portion of the proceeds from food and beverage sales on the appointed night back to the school. Volunteers are needed to find and scout out restaurants, promote the event and keep a lid on the kiddies on the actual night so we make sure we are invited back!

School Community

Classroom Volunteer

Help out in the classroom, coordinating your activities with the teacher.

Sports Volunteer

Assist the athletics department of the school.

School Volunteer

Assist the various departments of the school, such as music, computers, art, day care, library, mentoring, and student council.

Community Outreach

Help with outreach projects within our school. Work closely with individual project leaders and coordinate helpers for Thanksgiving Food Drive, Christmas gift giving, Blanket Drive, etc.

Family Hot Line

Help support our school families in emergency situations, through organizing meals, carpools, and other assistance the families may need.

Hospitality

Plan and organize all refreshments for school gatherings. This includes Welcome Coffee (first day of school), Open PTG meetings (September/January), and Teacher's Appreciation Luncheon (May).

Lunch Program

Volunteers are needed to distribute lunch to the students from Knockout Pizza, Pick Up Stix and our other vendors.

Lunch Monitors

Volunteers keep an eye on the kiddies during lunch, helping the teachers maintain order and at the same time relishing the opportunity to bond with their children! Yes, you guessed it—this is one area in which we can always use more help!

New Families

Welcome new families into our school community. Most of the work takes place before school starts, with lining up buddy families and preparing for the New Family Orientation the Sunday before school starts. But volunteers are needed throughout the year to interact with new comers and help them feel their way around the school and the school community.

Campus Gardeners

Help keep the campus looking green by watering and maintaining the various planters and window boxes around the school grounds.

Safety

Patrol the parking lot in the morning, at dropoff, and in the afternoon, at pickup, to make sure parents drive safely, park appropriately and don't violate the rules (parking lot reserved for Kindergarten and First Grade parents, cars in the dropoff line must keep moving until they reach the school gates and cannot let passengers disembark early, etc.).

Teacher Appreciation

Help coordinate the group thank-you effort that takes place one week out of the year. We have a teacher luncheon, we collect flowers for the teachers, and we do various other activities to thank our faculty. The more volunteers, the heartier the thank you!

Behind the Scenes**Publicity**

Help publicize school events and accomplishments, from the auction and golf tournament to our sports victories and our success in the academic decathlon.

Family Directory

Help assemble, proof and publish the annual family directory.

PPP Hours

Help track parental volunteerism so everyone does his or her fair share!

Web

Work with our new technology committee to spruce up our school Web site and make it more functional, friendly and interactive.

At Home Work

Various tasks throughout the school year are available for those parents wishing to fulfill their PPP requirements but having a hard time getting out of the house or are working. Contact your teacher directly or PTG President Pam Fox.