

St. William Parent Volunteer Opportunities – 2009/2010

Opportunity List/ (# of chairs per opp)	Day(s) of the week	Time(s) of the day or duration	Contact Person/Chair	Description of Opportunity	Volunteer credits per day or event
School					
Drop-Off - coordinator (1)			Dawn Kauffman	Coordinates a schedule of parents that volunteer at the morning drop-off each day.	10/year
Drop-Off in morning	M -F	7:30-7:50 AM	Dawn Kauffman	Assist students exiting cars at drop off in morning. Direct and guide students to walkways.	.25/day
Lunch Monitor Coordinator (2)	M-F	11a-12:30pm	Denise Danti/ Laura Pace	Coordinates a schedule of parents that volunteer during lunch/recess each day.	10/yr
Lunch Monitor Duty	M-F	11a-12:30pm	Denise Danti/Laura Pace	Supervise playground activities and indoor lunchroom conduct; assist students with lunch items; wipe tables after lunch.	1/day
Kids Care (Cards) Coordinator			Donna Rudofski	Coordinate cards for school families – well wishes, new baby, congratulations, First Communion, Confirmation, etc.	
cards	Monthly	Any	Donna Rudofski	Assists coordinator with cards.	1/month
Deliver food		1 hour	Donna Rudofski	Deliver food to specific local food pantries after school collections.	1/day
Spring clean-up	Sat.or Sun	6 hours	Donna Rudofski	This event coordinated by Marge Shackett (youth group) as needed	1/day
Field Trip coordinator (1 each class)			Teacher	Coordinate class field trips for the year. Check with teacher for specific dates/places for trip. Obtain field trip packet outlining exact duties from the office before planning trip.	5/year
Field Trip Chaperones			Field trip coord	Assist coordinator and teacher directing students on the field trip.	1/day
School Committee positions	Every 3 years		School office	Advisory committee to the principal – usually meets once a month during the school year to discuss school related issues.	10/year
Room/party parent (1 each class)			teacher	Coordinate extra activities/holiday parties for	10/year

				teacher/class.	
Sub for Library			office staff	Assist students with computer input, shelving books in/out.	1/day
Resource room volunteers			Anne Donato	With the direction of resource teacher, working one on one with students on specific activities relating to their needs.	1/day
Open House volunteer			office staff	Depending on open house, families represent school and answer questions for prospective families visiting.	1/day
In Class Service: teacher mtgs	Wed.	7:45 - 8:15	Office Staff	Wednesday mornings teachers are in staff meetings until 8am. Parents need to supervise students arriving for school until teachers return from meeting.	.5/day
Soup label and box top Coordinator(1)			office staff	Sort, organize and maintain count of labels. Return to proper organizations for redemption. Check with principal for specific redemption items.	10/year
General office help			Office Staff	As needed, and when directed by office staff, assist with general office tasks.	1/day
Psa					
Sweatshirts	Ongoing		PSA	Take orders, collect money, distribute orders and maintain inventory of sweatshirts.	10/year
Jog-a-thon Chair (2)	fall		PSA	Coordinate event which is the PSA's biggest fundraiser of the year. The students are taken by class to field behind rectory to jog laps around a ¼ mile course set with stakes. Parents record their laps and the students are served lunch (usually hot dogs). This event includes grades k – 4.	7/year
helper	fall		PSA	Help on day of Jog-a-thon passing out drinks, recording number of laps run.	1/day
Bowl-a-thon Chair (2)	fall		PSA	Coordinate event which is run in the fall to coincide with jog-a-thon. The students are driven by parents in cars to bowling alley (Wonderland in 07). They bowl 2 games and are served lunch (pizza brought in) before returning to school for the rest of day. This event includes grades 5 – 8.	7/year
helper	fall		PSA	Help on day of Bowl-a-thon transporting students to bowling alley, supervising bowlers at the lanes and serving pizza lunch.	1/day

Popcorn Chair (2)	Th	8am - 10am	PSA	Maintain a schedule of volunteer parents to pop/bag/sell popcorn on Thursday mornings. Coordinator will also purchase supplies for this event and submit receipts to PSA for reimbursement.	10/year
helper			PSA	On scheduled days, pop popcorn/collect money and distribute to classrooms. Count quarters/roll for deposit by the PSA.	1/day
Santa's Secret Shop Chair (2)	Nov.		PSA	Schedule and coordinate event that runs in November for ~ 4 days. You will obtain/schedule helpers to assist students shop and wrap presents. Maintain inventory during the event. The Secret Santa shop usually runs in Upper Zepf.	5/year
helper	Nov.		PSA	Help during scheduled time assisting students shop, wrap and pay for items.	1/day
Middle School Night Out Chair (2)	2 x year		PSA	Coordinate event, send out fliers, obtain volunteers to assist evening, plan games, reserve date and purchase food.	5/year
helper			PSA	Assist the coordinator with the evening supervising the children.	1 /day
Kid's Movie Night Out Chair (2)	2 x year		PSA	Coordinate event, send out fliers, obtain volunteers to assist evening, reserve date and purchase food.	5/year
helper			PSA	Assist the coordinator with the evening supervising the children.	1/day
Daddy/Daughter Dance Chair (2)	spring-March		PSA	Coordinate event which is usually a dance in AC, send out fliers, obtain volunteers to assist evening, plan games, reserve date, dj and purchase food.	5/year
helper			PSA	Assist the coordinator with the evening supervising the children.	1/day
Mother/Son Bowling Chair (2)	spring-March		PSA	Coordinate event, send out fliers, obtain volunteers to assist event, reserve date with bowling alley and arrange/purchase food.	5/year
helper			PSA	Assist the coordinator with the event supervising the children.	1/day
Scholastic Book Fair Chair (2)	April		PSA	Coordinate event, send out fliers, obtain volunteers to assist event, get teacher lists, reserve date and work with Scholastic and school office. Usually runs a few days to include Star day.	5/year

helper			PSA	Assist the coordinator with the event supervising the children with purchases.	1/day
Catholic Schools Week Chair (2)	January		PSA	Coordinate event, send out fliers, obtain volunteers to assist with week, and work with school office to set day to day activities that celebrate Catholic Schools.	5/year
helper			PSA	Assist the coordinator with the week's activities.	1/day
Star Day Chair (2)	April		PSA	Coordinate event, send out fliers, obtain volunteers to assist event, reserve date and arrange/purchase food. Usually runs in April to avoid bad weather.	5/year
helper			PSA	Assist the coordinator with the event directing the stars/children.	1/day
Science Night Chair (1)	Yearly		PSA	Coordinate event which invites metro science centers to come to AC with hands on activities, send out fliers, obtain volunteers to assist evening, and reserve date.	2/day
helper			PSA	Assist the coordinator with the evening supervising the children.	1/day
Catholic Book Fair Chair (2)	2 x year		PSA	Coordinate event, send out fliers, obtain volunteers to assist event, reserve date and work with Catholic Book store.	5/year
helper			PSA	Assist the coordinator with the event supervising the children with their purchases.	1/day
Euchre Tournament Chair (2)	March		PSA	Coordinate event, send out fliers, obtain volunteers to assist evening, plan raffles, reserve date and purchase food/drink.	5/year
helper			PSA	Assist the coordinator with the evening's activities.	1/day
Special Assemblies Chair (1)	TBD		PSA	Coordinate events throughout the school year working with school office – events for all ages.	5/year
Fun Day Chair (3)	June		PSA	Coordinate event with school office, obtain water donations and volunteers to assist event, plan games/purchase supplies, and reserve date and facilities.	7/year
helper			PSA	Assist the coordinator with the event supervising the children.	1/day
Market Day Chair (2)	Monthly		PSA	Coordinate pick-up dates, send out fliers, and obtain volunteers to assist dates.	10/year
helper			PSA	Assist the coordinator with the pick-up dates.	1/day

				Working with school librarian, coordinate purchases of books for school on behalf of participating students to present to them on/or about their birthdays.	
Birthday Train Chair (2)	Weekly		PSA		10/year
Christmas Parish Staff Lunch Chair (2)	December		PSA	Coordinate event which all St. William staff join together for lunch by the PSA, contact staff, obtain volunteers to assist event, reserve date and purchase/coordinate donated food.	5/year
helper			PSA	Assist the coordinator with the event with set-up and /or serving/cleanup of event.	1/day
8th grade Graduation Committee (5)	June		PSA	7 th grade families – Coordinate/plan event, obtain volunteers to assist evening, and work with 8 th grade teacher/school office when planning.	10/year
helper			PSA	Assist the coordinator with the evening supervising the children and serving the families.	1/day
Fall Teacher Conference Dinner Chair (1)	fall		PSA	Coordinate event in the fall working with school office for dates. Provide dinner either catered or donated for teachers during conference nights.	5/year
Hot Lunch Chair (2)	Weekly		PSA	Coordinate hot lunch dates and amounts with suppliers. Distribute/collect/calculate hot lunch forms.	10/year
Hot Lunch Duty	Monthly		PSA	Assist the coordinator on assigned week with preparing serving students hot lunch.	1/day
Rollerskating party Chair (1)	Fall/spring		PSA	Coordinate dates (usually the night before vacations), send out fliers in school and work with Boneventure Skating center.	2/day
Hot Dog Lunch Chair (2)	Monthly		PSA	Coordinate hot dog lunch program with dates (1 st Friday of month – Crusader days- except Fridays during Lent) and volunteers. Distribute/collect/calculate hot dog lunch forms.	10/year
Hot Dog Lunch Duty	Monthly		PSA	Assist the coordinator on assigned week with preparing/serving students hot dog lunch.	1/day
Mom to Mom Sale Chair (1)			PSA	Coordinate event that has moms reserve tables in AC to sell kids clothes/toys. Will need to schedule event, send out fliers, and obtain volunteers to assist event.	5/year
helper			PSA	Assist the coordinator with the event.	1/year

Used Uniform Sale Chair (2)	2 x a year		PSA	Coordinate events in which parents turn-in uniforms (good conditions and still part of uniform policy) for sale two times a year, send out fliers, obtain volunteers to assist event and reserve date.	5/year
helper			PSA	Assist the coordinator with the event.	1/day
Spring Parish Staff Lunch Chair (2)	spring		PSA	Coordinate event in which all St. William staff join in a lunch provided by PSA, reserve date, organize volunteers, and plan/purchase or obtain donations for meal.	5/year
helper			PSA	Assist the coordinator with the event with set-up, serving and clean-up of meal.	1/day
PSA Board positions	Every 2 years		PSA	Positions include, President or Co-Presidents, Vice-President, Secretary, Treasurer, School Committee Rep	10/year
Art Fair/Ice Cream Social Chair (2)	May		PSA	Coordinate event, send out fliers, work with school office and art teachers. Purchase and serve ice cream at event.	2/day
Wine Tasting Chair (5)	April		PSA	Coordinate event, send out fliers, obtain volunteers to assist evening, coordinate with wine vendor, reserve date and purchase food.	10/year
helper			PSA	Assist the coordinator with the event.	1/day