

St. Petronille School Volunteer Booklet

**The 2010-2011 School Year Guide to Volunteer Opportunities for
the Parent Organization,
School Administration and Other Areas**

Dear Parents,

We welcome each of you to our school community. All of us at St. Petronille School express our love and gratitude to you for offering your gifts of “time, talent and treasure.”

The Catholic education of your children is the responsibility of all members of our school community. It has been said that Jesus is the primary teacher in our school, and that parents are the primary teachers at home. Together our work must focus on being Disciples of Christ on earth.

We view Jesus as the primary volunteer, because He totally gives of Himself daily to each one of us in so many ways.

Won't you please volunteer as Jesus does?

You will touch lives daily as together we work to ensure that our ministry of teaching continues to make a difference in the lives of our students. When your children see us all working together for them, they know that they are children of God.

Thank you once again. My daily prayers will be in thanksgiving for your generosity.

God Bless you all,

Mary L. Kelly, Ed.D.
Principal

Dear Parents,

Welcome to a new school year. This booklet is filled with information about the opportunities for you to get involved and be part of your child's education at St. Petronille School. It contains a description of the responsibilities of many of the Parent Organization committees that support our school throughout the year. There is also a form included for you to sign up to volunteer on one or more committees.

Please read this book carefully and return the Volunteer Sign-Up Sheet to the school office by June 2. These forms are very important as they are used to create the lists of volunteers that we rely upon for the upcoming year.

The Parent Organization encourages volunteerism. It is a wonderful way to meet other parents and have a lot of fun. It also demonstrates to your children how important their education is to you and sets a good example for them to follow. Your time and talent provides your children with opportunities to learn they may not otherwise have.

There are opportunities for everyone that will fit your schedule, interests and talents. We would love for each family to become involved in some way. No matter how you choose to help, you will find it tremendously rewarding. We thank you for giving your time, talents, and devotion to our school.

Sincerely,

PO Co-Presidents
Michelle Andringa and Lori Krebsbach

St. Petronille Parent Organization Goals and Objectives

- I.** To provide timely information and communication to the school families.
- II.** To foster a sense of community among St. Petronille School families while developing a Christian service orientation as it relates to our school, parish and community at large.
 - A. Provide opportunities for involvement at many different levels;
 - B. Provide socialization through a variety of functions;
 - C. Provide opportunities for adult enrichment and awareness through open communication, spiritual enrichment, gatherings and special programs.
- III.** To maintain and enhance a good relationship with the St. Petronille School Board. To develop a strong two-way communications process between our two organizations.
- IV.** To support our teachers in their efforts to educate and nurture our children by providing volunteers to assist them with their needs. To make a conscious effort to demonstrate our appreciation of their efforts and dedication.
- V.** To raise funds (independent of L.I.F.E., tuition, and parish support) to enhance the educational, civic, cultural and athletic environment of our school and its students. To carry out fundraising events that allow for support and participation by all.
- VI.** To support a diverse and in-depth extra-curricular athletic program open to all students. We cooperate and interface with the Athletic Director, School Staff, Coaching staff, parents and students.
- VII.** To continue to support classroom teaching with enrichment programs in all curriculum areas.
- VIII.** To develop and support cultural enrichment opportunities that goes beyond the scope of the classroom.
- IX.** To participate fully in the “Protecting God’s Children” program mandated by the Joliet Diocese.

Parent Organization Executive Board 2010-2011

Co-Presidents

Michelle Andringa 942-8744
Lori Krebsbach 858-6210

Co-Vice Presidents

Jill Kenney 682-0444
Ellen Pieper 534-6615

Treasurer

Mary Schnur 790-1645

Secretary

Erin Tomshack 545-9849

Ex-officio:**Pastor**

Fr. James Dougherty

Principal

Dr. Mary Kelly

Parent Organization Committee Volunteer Opportunities

1. Annual Fundraiser

The annual fundraiser is an auction, which raises funds to support the majority of the Parent Organization's budget. It is the P.O.'s biggest fundraising event with many volunteer opportunities, both large and small. Chairmen and volunteers are needed on the following committees:

Acquisitions – secure items for live auction, bid boards and silent auction from:

Corporate – corporate and non-local donations

Family – family donations

Local – local business donations

Tickets – invitation distribution, ticket sales, RSVP's and check in at event

Finance – on auction night input and report data, process credit card sales, check out

Food/Catering – secure caterer and work with caterer on auction night

Beverages – secure beverages for the event

Décor – assist with decorating the parish center

Display – create attractive display boards and baskets for items

Classroom Donations – organize classroom donations

Cleanup – clean up night of auction

Creative Writing – write descriptions of items for auction program

Sponsorships – secure sponsors

Publicity – publicize auction through website, Edline, etc.

Graphic Design – design auction logo for stationary, tickets and program

Advertisers – secure advertisers for program book

Audio/Visual – help with AV the night of the auction

Program Book - assist with assembling the program

Raffles – sell raffle tickets night of auction

General Auction – help where needed

PO Committees (continued)

2. Athletics

The Athletic committee needs volunteers to assist with athletic registration, scheduling of admissions and concessions, working as concession captains, inventorying, distribution and collection of uniforms, organizing tournaments, cross country meets and track meets.

PLEASE NOTE: every parent that has a child participating in a sport must sign up to work a set number of hours at either concessions and/or admissions. These signups will be available at the start of each sport season.

3. Catholic Schools Week

Volunteers are needed to assist with a variety of activities that take place throughout Catholic Schools Week. This can include giving tours to prospective new families or organizing treats for the students.

4. Family Math

Family Math sessions are held four times per year – one night each for grades 1st – 4th. Volunteers are needed to assist with checking in participants and helping with the activities.

5. Family Social

The Family Social committee needs volunteers to assist with set up and clean up of the kindergarten, 1st grade and 2nd grade potluck dinners, and to assist with and/or chaperone the 5th/6th grade off-site events.

6. Fine Arts

The Fine Arts committee selects and schedules various cultural programs to be presented to the children in all grades. Volunteers are needed to help at the programs with setting up and assisting performers or presenters. There are 4 performances per school year.

7. General Volunteer

Mark this item if you would be interested and available to help in a variety of ways in the Parent Organization. Sometimes different PO committees need extra help and our general volunteers are called on in those instances.

8. Hospitality

The Hospitality committee provides food and beverages for several events throughout the school year. This committee organizes luncheons, works with caterers, and organizes volunteers to assist with baking, hosting, serving and clean up for events such as:

- Kindergarten Open House
- 8th grade Leadership Luncheon
- Parent Coffees
- Curriculum Night
- Teacher Luncheons

9. Junior Achievement

This committee needs volunteers to present the JA program to the 1st – 4th grade classes. Training, materials and presentation guide provided to volunteers.

PO Committees (continued)

10. Junior High Social

This committee organizes the Junior High Social events held throughout the year for the 7th and 8th grade classes and the social at the end of the year for the 6th and 7th graders. Volunteers are needed to assist with set up, chaperone, hosting and clean up.

11. School Support

The School Support committee needs volunteers to help sell items and distribute pre-ordered school supplies at the back to school sale. Additionally, volunteers are needed to assist with used uniform sales that take place 2-3 times each year, school picture day, and hearing and vision screening.

12. Spirit Wear (Sub Committee of School Support)

The Spirit Wear sub-committee works with school's vendor to make available appropriate spirit wear for sale. Volunteers are needed to assist at the spirit wear sales 2-3 times per year.

13. CPR Coordinator (Sub Committee of School Support)

The CPR sub-committee organizes CPR training for 8th grade students/parents and teachers. Volunteers are required to have medical training.

14. School Fundraising

The School Fundraising committee organizes the wrapping paper sale, magazine sale and other small fundraisers throughout the year. This committee also coordinates "St. Pet's nights" with local restaurants where a percentage of sales are returned to our school. Volunteers are needed to compile orders for the sales, help distribute wrapping paper, and publicize the fundraising events.

15. Spiritual Enrichment

Spiritual Enrichment needs volunteers to assist with the following:

- Pilgrim Virgin Statue Program
- First Reconciliation Nights
- Saint In The Classroom Program for each teacher
- Decorating prayer table in the greeting area inside school office
- Parish Angels Program for the parishioners of St. Petronille
- Rosary Recitation in Chapel
- Support of the "Year of the Eucharist" Diocesan Initiative

16. Teachers Angels

The Teachers Angels committee provides special surprises and treats to the teachers throughout the year. Volunteers are needed for a variety of activities including baking, organizing seasonal gift baskets, providing birthday treats, and participating in holiday gift exchanges.

PO Committees (continued)

17. Tuition Credit

Tuition Credit is a great way to volunteer and meet new people. This program allows families to purchase gift certificates/cards and earn credit for their St. Petronille or participating High School tuition, or to donate to the L.I.F.E. (Lifetime Investment in Faith & Education) program. Volunteers are needed to process the orders. Volunteers have lots of flexibility; you can volunteer once a week or once a month!

Walk In Processing and Back Pack Filling – TUESDAY - Volunteers are needed from 2:00 – 3:15 pm Tuesday afternoons to fill gift cards ordered through back pack and to sell gift cards purchased during walk in.

Local Certificate Pickup – Volunteers are needed to pick up certificates from local merchants and drop them off in the school office by 1:00 on Tuesday afternoons. This usually takes less than one hour.

Substitutes – Volunteers are needed as substitutes for the above listed activities.

18. Volunteer Committee

Coordinates the New Family Orientation Night held in August with the school principal. Sends out cards/thank you notes for ill or hurt children in the school. Catholic Schools Week Volunteer. Helps coordinate New Family Sponsor Program for each new school family at the beginning of each school year.

SCHOOL VOLUNTEER NEEDS

19. Library Aides

Assistance is needed helping students with check out procedures, shelving and processing books, and assisting with the book fair.

20. Extended Day Helper

A parent volunteer is needed to supervise the Extended Day students while the teacher attends faculty meetings. This is a paid position.

21. Laminating Volunteer

A volunteer is needed for two hours each week to laminate teaching materials in the school office.

22. Student Voices

Volunteers are needed to assist with the projects for Student Voices throughout the year.

School Volunteers (continued)

23. Grand Person's Day

Assistance is needed for Grand Person Day to help with greeting and directing guests, serving refreshments and clean up.

24. Scouting

Girl Scouts – Volunteers are needed as troop leaders, assist at troop meetings, chaperone outings, manage the fall product sale, and share any special skills with troops.

Boy Scouts - Volunteers are needed as troop leaders, assist at troop meetings, chaperone outings, and share any special skills with troops.

25. Lunchtime Nurses

Certified RNs and LPNs are needed during the lunchtime hours of 11:30 a.m. - 1:15 p.m. to provide minor first aid and lots of TLC. Stipend offered.

26. Artsonia Coordinator

Volunteers needed to help take pictures of the students' artwork, upload pictures to the computer, assign a name to each picture, and upload pictures onto the Artsonia website. Artsonia volunteers can help during the art teacher's plan periods during the week.

27. School Newspaper Parent Assistant

Volunteer experienced in Microsoft Publisher needed to format handwritten articles into a newspaper format. Commitment is 3 times a year.

OTHER NEEDS

28. Religious Ministry

Nursery Helpers/Childcare – Parish Nursery will be open for walkers to age 3, on Sundays during the 8:30 and 10:00 masses (September through May). Committee members will be required to work one Sunday a month and attend one or two committee meetings throughout the year. Committee members are needed to keep this vital ministry running. In addition to masses, the Women's Bible Study held on Tuesday mornings during the school year, needs 2 volunteers for child care.

Confirmation Mentors – Volunteers are needed to meet with a small group of 8-10 eighth graders preparing for Confirmation. The meetings are held 7 times per year and are usually held for approximately two hours (October through April).

Dinner and Discourse – Volunteers to provide Hospitality and PR for the one event in October.

RCIA – 5 Volunteers are needed to sponsor candidates, provide hospitality for the Easter Vigil Dinner and Reception.

Other Religious Ministry Needs (continued)

Parish Breakfast and Luncheon – Volunteers are needed to provide hospitality to 2 breakfast and 4 luncheons a year.

First Communion Retreat – Volunteers are needed to facilitate a small group of second graders as they prepare for their First Holy Communion. This retreat is held on a Saturday in March from 9 a.m. -1 p.m.

Vacation Bible School (VBS) – VBS is held one week in June. Volunteer opportunities as classroom co-facilitator, recreation/crafts leader or helper, music, nursery, special needs buddy, set up, clean up, serve snacks, and make snacks. Please note: forms are available in the Religious Education office if interested in this opportunity.

CATECHIST – Facilitate a small class (13-15) of preschool, primary, intermediate or junior high students. Share your faith experience with the children of the parish while using excellent teaching materials. Training and support is provided.

_____	Ages 3, 4, and Kindergarten	Sundays	9:45 – 11:00 am	October – May
_____	Grades 1-5	Wednesdays	4:15 – 5:30 pm	October – April
			6:00 – 7:15 pm	October – April
_____	Grades 6-8	Wednesdays	7:30 – 9:00 pm	October – April

Church Picnic Volunteers – Held every August. 6 to 7 volunteers needed to help the day of the event.

29. Junior High Youth Ministry

Prayer Sponsor Coordinators – A volunteer is needed to organize the Confirmation Prayer Sponsor program. This includes maintaining a master spreadsheet, matching up volunteer prayer sponsors with confirmation candidates and mailing out notification letters. This occurs one week in early November.

Confirmation Prayer Sponsors – 150 volunteers are needed to include an 8th grade Confirmation candidate in your daily prayers November through mid May. No meetings. Candidate's names will be mailed out to interested prayer sponsors in early November.

Social Event Planning Team – Help coordinate the Friday Night Live and Annual Ski Trip. Three volunteers are needed.

Faith Enrichment Coordinators – Help coordinate the Prime Time Program with the facilitator. PRIME is held on the second Sunday of each month from 7:30 8:30. Three volunteers are needed.

P.A.D.S Lunches (Supplies) – Volunteers are needed to supply ingredients for the lunches for the homeless. The lunch coordinator will contact you to schedule the month and the ingredient.

P.A.D.S Lunches (Volunteers) – Volunteers are needed to assemble lunches on the second Sunday of the month from 11 a.m. – 12 p.m. October through April.

Other Junior High Ministry Needs (continued)

Service Project Coordinator – A volunteer is needed to match up 8th grade Confirmation candidates with their service project choices, mail service project assignment letters, and assign parent chaperones. Access to home computer and knowledge of Word necessary. Time commitment approximately one week at the end of October or until task is completed.

Office Help – A volunteer is needed to assist with 2-3 large mailings per year. Responsibilities include making copies, folding and labeling. Some work can be done at home.