

# **St. Petronille School Volunteer Booklet**

**The 2009-2010 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

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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,

P.O. Co-Presidents  
Brenda Rindler and Lori Gapinski

# 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 go 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 2009-2010

### Co-Presidents

Brenda Rindler 942-8721  
Lori Gapinski 790-1495

### Co-Vice Presidents

TBA

### Treasurer

Mary Schnur 790-1645

### Secretary

Jill McCormack 858-1180

### 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** – purchase beverages, set up bars, tend bar and clean up

**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, 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

P.O. 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 1<sup>st</sup> – 4<sup>th</sup>. 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, 1<sup>st</sup> grade and 2<sup>nd</sup> grade potluck dinners, and to assist with and/or chaperone the 3<sup>rd</sup>/4<sup>th</sup> grade, and 5<sup>th</sup>/6<sup>th</sup> 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

Mark this item if you would be interested and available to help in a variety of ways. 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
- 8<sup>th</sup> grade Leadership Luncheon
- Parent Coffees
- Curriculum Night
- Teacher Luncheons

## P.O. Committees (continued)

## 9. Junior Achievement

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

## 10. Junior High Social

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

## 11. Parent Recreation

Parent Recreation needs volunteers to help organize and work at the adult social.

## 12. School Fundraising (f/k/a Ways and Means)

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.

## 13. 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.

## 14. Spirit Wear

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

## 15. Spiritual Enrichment

Spiritual Enrichment needs volunteers to assist with the following:

- Pilgrim Virgin Statue Program
- First Reconciliation Nights
- Catholic Schools Week
- Parish Angels program
- Decorating prayer corners in the classrooms
- Weekly Rosary Recitation

## 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 organizing seasonal gift baskets, providing birthday treats, and participating in holiday gift exchanges.

P.O. Committees (continued)

## 17. Tuition Credit

Tuition Credit is a great way to volunteer monthly and meet new people. This program allows families to purchase gift certificates/cards thereby earning credit for their St. Petronille tuition, Participating High School tuition, or donating it to the L.I.F.E. (Lifetime Investment in Faith & Education) program. Volunteers are needed for short periods of time on a **monthly basis** to process the orders.

**Gift Certificate Delivery: Monday or Tuesday** - Volunteers are needed to pick up gift certificates from local merchants and drop them off in the school office by 1:00 pm Tuesday afternoon. This usually takes less than an hour.

**Certificate Stuffing: Tuesday** - Volunteers are needed to organize ordered gift cards and put them in blue bags on Tuesdays from 2:00 - 3:00 pm.

**Order Processing: Friday** - Volunteers are needed to process backpack orders and help with walk-in orders from 8:30 to about 10:00 am.

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

## 18. Volunteer

New Family Sponsors – This program pairs a new school family with an experienced family to help welcome and acclimate new families to St. Petronille School.

# SCHOOL VOLUNTEER NEEDS

## 19. Copy Machine Helpers

Volunteers are needed to help two hours each week to make copies and collate material for all grades. Flexible schedule.

## 20. Library Aides

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

## 21. Computer Technical Help

Volunteers are needed to help with minor repairs and assembly of the computer equipment.

## 22. 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.

School Volunteers (continued)

### 23. Laminating Volunteer

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

### 24. Student Voices

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

### 25. Grand Person's Day

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

### 26. 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.

### 27. 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.

### 28. Hot Lunch Processors

Volunteers are needed one morning each month to open, sort and process the hot lunch order forms.

### 29. 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.

## OTHER NEEDS

### 30. Religious Ministry

**Nursery Helpers** The 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.

### **Religious Ministry (continued)**

**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).

**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.

**Rainbows** - Empathetic listeners that respect confidentiality are needed to serve children (K-8) who are going through a grieving process because of a death, divorce or separation. Approximately 14 sessions on Mondays from 7 p.m. - 8 p.m. November through May. Training is provided.

**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, make snacks. Please note: forms are available in the Religious Education office if interested in this opportunity.

## **31. 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 8<sup>th</sup> 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.

**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.

**Service Project Coordinator** – A volunteer is needed to match up 8<sup>th</sup> 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.

## 32. Generations of Faith (GOF)

### **Office Help**

Volunteers are needed to make copies and assemble participant take-home packets.

### **Registration Helper**

Volunteers are needed to assist with the check-in table at Generations of Faith events.

### **Publicity/Marketing Team**

Volunteers are needed to design thematic posters and flyers and write bulletin copy for GOF events, approximately two per year. Also needed are volunteers to develop and update GOF website.

### **Dining Room Helper**

Volunteers are needed to set-up, serve and clean up the dining room for GOF events.

**Faith Activity Planning Team** – Volunteers are needed to assist with the planning of family or adult workshops that focus on the event and meet the predetermined learning objectives. Also responsible for recruiting activity leaders.

**Opening Experience Planning Team** – Volunteers are needed to assist with the planning and implementation of a theme related All Ages Opening Experience. Also responsible for recruiting the necessary individuals to present the opening experience.

**Faith Activity Leader** – Volunteers are needed to work with another adult to facilitate the lesson plan designed by the Workshop Planning Team.

**Prayer Team** - A volunteer is needed to collaborate with the Opening Experience Team to develop a theme appropriate opening and closing prayer for participants of all ages. Also responsible for recruiting necessary cantors and instrumentalists to implement all prayer/worship.