

St. Petronille School Volunteer Booklet

**The 2011-2012 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,

It's time to think about the 2011/2012 school year! This booklet is filled with information about the many volunteer opportunities available at St. Petronille School. All parents are encouraged to take an active role in the students' education both inside and outside the classroom.

Please read this book carefully and sign-up to volunteer on one or more committees; large or small, your help is always welcome! **Return the completed Volunteer Sign-Up Sheet to the school office by Friday, May 6th.** The information on these forms will be used to create a master list of volunteers that we rely on to staff the 2011/2012 events.

The Parent Organization encourages volunteerism. It's 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 the students with learning opportunities they may not otherwise have.

There are volunteer opportunities that fit everyone's 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 your efforts reap tremendous rewards. 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.

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 and provides many volunteer opportunities, both large and small. Committee chairs 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

Clean Up – 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

Advertising – secure advertisers for program book

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

Program Book - assist with assembling the auction program

Raffles – sell raffle tickets night of auction

General Auction – help where needed

2. Athletics

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

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

3. CPR Coordinator (Sub Committee of Athletics – Health and Wellness)

The CPR sub-committee organizes CPR training for 8th grade students, school nurses, and a community-based CPR Program for parents, teachers and parishioners. Volunteers are required to have medical training.

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 social.

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. 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
- New Family Orientation
- 8th grade Leadership Luncheon
- Parent Coffees
- Curriculum Night
- Teacher Luncheons
- Grand Day

8. Junior Achievement

This committee needs volunteers to present the Junior Achievement Program to the 1st – 4th Grade classes. Training, materials and presentation guide are provided to volunteers.

9. Junior High Social

This committee organizes three Junior High Social events held throughout the year for the 7th and 8th Grade classes and one social at the end of the year for the 6th and 7th Graders. Volunteers are needed to assist with set up, hosting and clean up, and to serve as chaperones.

10. 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.

11. School Fundraising

The School Fundraising committee organizes the wrapping paper sale, and 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.

12. Memory Books (Sub Committee of School Fundraising)

The Memory Book sub-committee helps in the creation of class, or grade photographic memory books. Volunteers are needed to assist in the collection of the photos, design, printing, and distribution of the memory books.

13. Spirit Wear (Sub Committee of School Fundraising)

The Spirit Wear sub-committee works with a vendor to obtain and sell appropriate St. Petronille Spirit Wear. Volunteers are needed to assist at the Sprit Wear sales 2-3 times per year.

14. Spiritual Enrichment

Spiritual Enrichment needs volunteers to assist with the following:

- Pilgrim Virgin Mary Statue Program
- First Reconciliation Nights
 - Decorating the prayer table in the greeting area outside the school office
- Parish Angels Program for St. Petronille Parish staff
- Rosary Recitation in the Chapel
- Catholic Schools Week service project
- Support of the current Diocesan Initiative project.

15. Teachers Angels

The Teachers Angels committee provides special surprises and treats to the teachers and faculty 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.

16. Tuition Credit

Tuition Credit is a great way to volunteer and meet new people. Volunteers have lots of flexibility; you can volunteer once a week or once a month! This program allows families to purchase gift certificates/cards and earn credit towards their St. Petronille tuition, participating high school tuition, or to donate to the L.I.F.E. (Lifetime Investment in Faith & Education) program. Volunteers are needed to process and fill the orders during the walk in process on Friday mornings or to fill the orders that are received through back pack orders on Wednesday mornings.

Walk In Processing – FRIDAY AM- Volunteers are needed from 8:30 – 10:00 am to sell and handle gift cards orders purchased during the walk in process .

Back Pack Order Filling – WEDNESDAY AM- Volunteers are needed from 8:45 – 10:00 am Wednesday mornings to receive inventory and fill orders that were received through back pack requests.

Local Certificate Pickup – TUESDAY AM - 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.

Miscellaneous PO Volunteer Opportunities

17. 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.

18. Grand Person's Day

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

19. 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.

20. New Family Mentor Program

Volunteers are needed to serve as mentors for families who are new to St. Petronille School. Mentors attend New Family Information Meetings and Parent Coffees. Mentors communicate with their new families at least four times per year to discuss important events such as the first week of school, Grand Day, and the School Auction.

SCHOOL VOLUNTEER NEEDS

21. Library Aides

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

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.

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. 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.

26. 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.

27. 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.

28. 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

29. Religious Ministry

Parish Nursery The Nursery is open for walkers to age 3, on Sundays during the 10:00 Mass (September through May).

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 one time per month (October through April).

Baptismal Network Join a start-up ministry to connect families with newly baptized babies to the parish. At the present, involvement would be quarterly as you are able. Will include non-gathering materials for delivery as well as the possibility to gather with the families.

Dinner and Discourse Volunteers needed to help with set-up and clean-up for events as scheduled.

RCIA Volunteers needed to be sponsors and volunteers are needed for Easter Vigil Dinner and after vigil reception.

Parish Breakfast and Luncheon Volunteers needed for set-up and clean-up as events are scheduled.

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
___	Grades 6-8	Wednesdays	6:00 – 7:15 pm	October – April
			7:30 – 9:00 pm	October – April

Church Picnic: 6 to 7 volunteers needed to help the day of the event.

30. Middle School 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, Corn Maze and Annual Ski Trip. Three volunteers are needed.

Faith Enrichment Coordinators – Help coordinate the Prime Time and WIRED Programs with the facilitator. Both are 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.

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 a 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.