



St. Mary's Home and School Volunteer Information Form 2015-2016

Family Last Name: _____

Parent/Guardian Names: (Father/Guardian) _____

(Mother/Guardian) _____

Address (Street, City, State, Zip): _____

Phone Numbers: (Home) _____

(Father/Guardian Cell) _____

(Mother/Guardian Cell) _____

Email Addresses: (Father/Guardian) _____

(Mother/Guardian) _____

Child/Children's Name(s): _____

Grade: _____

Do you have any special training/education/talents/home based businesses/family businesses that you think the school could utilize? _____

Home and School Association Objectives:

- To promote open communication among the parents, teachers and administration
- To provide parents and teachers with the information to aid in all aspects of education, growth and development
- To promote good will and cooperation between and among parents, faculty, administration, Board of Education and the St. Mary's Parish
- To direct and coordinate parental support to St. Mary's School through assistance activities, social functions and fundraiser
- To foster the political action of parents as advocates regarding national, state and local legislation that affects Catholic schools as well as the lives of students and parents

(over)

All St. Mary's families are required to have 20 volunteer hours for the year (10 for single parent families).

Volunteer Interest:

Please mark which events &/or tasks you would be willing to volunteer for.

- | | | |
|---|--|---|
| <input type="checkbox"/> Fireworks Stand | <input type="checkbox"/> Lunch Room | <input type="checkbox"/> Benefit Auction (see below for more detailed information) |
| <input type="checkbox"/> School Clean Up | <input type="checkbox"/> Marketing | <input type="checkbox"/> School Development (see below for more detailed information) |
| <input type="checkbox"/> Parish Picnic | <input type="checkbox"/> Recruitment | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Halloween Fun Night | <input type="checkbox"/> Grants | <input type="checkbox"/> Making phone calls |
| <input type="checkbox"/> Fall Fundraiser | <input type="checkbox"/> Bake Sales/Cake Walk | <input type="checkbox"/> Preparing Wednesday Newsletter Packets |
| <input type="checkbox"/> Trivia Night | <input type="checkbox"/> Field Day | <input type="checkbox"/> Adhoc/Floater (whatever may be needed) |
| <input type="checkbox"/> Food Nights | <input type="checkbox"/> Uniform Assistance | |
| <input type="checkbox"/> Spirit Shop | <input type="checkbox"/> Room Parent* | |
| <input type="checkbox"/> Teacher Luncheons | <input type="checkbox"/> Parades | |
| <input type="checkbox"/> Teacher Appreciation | <input type="checkbox"/> Catholic Schools Week | |
| <input type="checkbox"/> Field Trips | <input type="checkbox"/> Talent Show | |

Availability:

Please mark all days/times that you're available to help out.

- | | | |
|---|---|--|
| <input type="checkbox"/> Sunday – morning | <input type="checkbox"/> Wednesday – day | <input type="checkbox"/> Saturday – afternoon |
| <input type="checkbox"/> Sunday – afternoon | <input type="checkbox"/> Wednesday – night | <input type="checkbox"/> Saturday – evening |
| <input type="checkbox"/> Sunday - evening | <input type="checkbox"/> Thursday – day | <input type="checkbox"/> Whenever |
| <input type="checkbox"/> Monday – day | <input type="checkbox"/> Thursday – night | <input type="checkbox"/> Varies |
| <input type="checkbox"/> Monday – night | <input type="checkbox"/> Friday – day | <input type="checkbox"/> Can only do from home tasks |
| <input type="checkbox"/> Tuesday – day | <input type="checkbox"/> Friday – night | |
| <input type="checkbox"/> Tuesday – night | <input type="checkbox"/> Saturday – morning | |

Benefit Auction Volunteer Opportunities:

Role: (can mark both)

- Committee Chair Committee Member

Task Interest(s): (can mark more than one)

- | | | |
|--|--|--|
| <input type="checkbox"/> Entering data into Greater Giving Software | <input type="checkbox"/> Cashiering the night of the event | <input type="checkbox"/> Transportation of auction items through process |
| <input type="checkbox"/> Calling businesses for donations/ads | <input type="checkbox"/> Assembling baskets | <input type="checkbox"/> Communication plan/execution |
| <input type="checkbox"/> Coordinating classroom projects/baskets | <input type="checkbox"/> Auction Catalog creation (hard copy) | <input type="checkbox"/> Donation receipts & writing/sending thank you letters |
| <input type="checkbox"/> Setting up before event | <input type="checkbox"/> Online catalog creation | <input type="checkbox"/> Identifying live auction packages, soliciting items, and creating displays for live auction |
| <input type="checkbox"/> Cleaning up after event | <input type="checkbox"/> Raffle (creating, selling and running raffle) | <input type="checkbox"/> Assisting with communication plan and executing it |
| <input type="checkbox"/> Monitoring silent auction tables during event | <input type="checkbox"/> Creating gift certificates | <input type="checkbox"/> Determining bids & increases, creating package tags & bid sheets |
| <input type="checkbox"/> Ticket sales (from creating tickets to checking in) | <input type="checkbox"/> Technical Support throughout the auction | |

School Development Volunteer Opportunities:

- | | | |
|--|---|--|
| <input type="checkbox"/> Serve on the School Development Committee (attend meetings, etc.) | <input type="checkbox"/> Help with updating the school website | <input type="checkbox"/> Help with Prospective Parent Dinner and/or Open House |
| <input type="checkbox"/> Assist with a Thank You reception for School Donors | <input type="checkbox"/> Contribute ideas and time to develop Alumni Activities | <input type="checkbox"/> Design and edit school promotion ads |
| | <input type="checkbox"/> Help prepare mailings | <input type="checkbox"/> Research grants and/or write grant applications |