



2018-19 Volunteer Sign Up

Saint Brigid Catholic School and the Parent Teacher Organization depend on parent volunteers to provide the best possible educational experience for our children. The PTO is responsible for organizing fundraisers, enrichment activities and special events for students. All parents are members of the PTO and your involvement is very important. In the spirit of Christian stewardship, we ask that you donate your time and talent. Listed below are some of the areas where your help is needed. (See the attached pages for detail descriptions of volunteer opportunities). A school staff member or volunteer will contact you as events and committees are being organized. Your child's teacher will be in contact with you for additional special classroom activities i.e. field trips and special projects.

Family Name _____ Phone _____

Please return the form to school no later than Friday 9/7/18. One Form Per Family Required!!!

Fundraising

- _____ Auction Gala
- _____ Book Fair (Fall/Spring)
- _____ Box Tops for Education Program
- _____ Guardian Angel Walkathon (May)
- _____ SCRIP program
- _____ Fish Fry (Fridays in Lent)

Athletics

- _____ Coach
- _____ Concessions
- _____ Ticket Sales
- _____ Sports Banquet Volunteer

Afterschool Activities

- _____ Battle of Books Coach/Reader
- _____ Cub Scouts
- _____ Drama Club
- _____ Head to Head
- _____ Lego Club Assistant
- _____ Robotics Volunteer
- _____ Science Club Volunteer

During School

- _____ Jr. Achievement: (2-8) Grade__
- _____ Library Aide
- _____ Lunchroom/playground
- _____ Middle School Math Tutor

Events & Planning

- _____ Head Room Parent (PTO Position)
- _____ Halloween Party (K-5)
- _____ Room Parent: Grade(s) ____
- _____ PTO Social Events
- _____ School Picnic (June)
- _____ Sock Hop (Feb)
- _____ Stage Scenery
- _____ (TAG) Teacher Appreciation Group
- _____ Uniform Sale

Committees

- _____ Art show
- _____ Grant Writing
- _____ Marketing
- _____ Publicity
- _____ Welcoming "Mentor" Committee

SAINT BRIGID CATHOLIC SCHOOL DETAILED VOLUNTEER DESCRIPTIONS

_____ **Art Show** - The Art Show is held during Catholic Schools Week (Sunday 1/28/18- Friday 2/2/18). Volunteers are needed to help coordinate and set-up.

_____ **Auction Gala**-The Auction Gala is the Annual Fundraiser Gala. There are many committees (i.e. live auction solicitation, silent auction solicitation, ticket sales, decorating, etc.) in need of volunteers to make this fundraiser a success. The date for this year's gala is Friday November 3rd.

_____ **Athletics** – St. Brigid's currently offers girls volleyball for 6th-8th grade, basketball for boys and girls 3rd through 8th grade and girl's pom-pom for grades 5th-8th. Volunteers are needed to coach the teams, work during the games (ticket sales, run the clock and sell concessions). Volunteers are also needed for the Year-End Sports Banquet typically held in May

_____ **Battle of the Books**-Battle of the Books is a program for 4th and 5th grade students run by the Grace A. Dow Library. The students read several books and prepare for written and oral competitions. Volunteers are needed to serve as team managers and coach the students. Volunteers are also needed to read the books and generate practice questions. You do not need to have a 4th or 5th grade student to volunteer. For avid readers, it is a great way to volunteer from home while supporting the school. The Battle of the Books typically kicks off in November and concludes in March.

_____ **Book Fair**-Volunteers are needed on weekends and/or evenings to set-up and take down displays. Volunteers are needed before, during and after-school to help students select and buy books. The book fair is held twice per year, once in the fall and once in the spring. Proceeds go to fund our school library.

_____ **Box Tops for Education**-Work at your own pace at home or at school counting and organizing these coupons.

_____ **Cub Scouts**- Volunteers are needed to serve as Assistant Den Leaders. A volunteer is also needed to serve as the Advancement Chair to track the scouts advancements and awards and purchase the awards. The Advancement Chair role could be done from home at flexible times.

_____ **Drama Club (5-8)** – Volunteers are needed to work with the club coordinator to produce a spring performance.

_____ **Fish Fry** – A Fish Fry is held on Fridays in Lent (2/16/18-3/23/18). Many volunteers are needed to make this event successful. Volunteers are needed earlier in the day Friday (1-4 p.m.) to complete set-up activities and 4 p.m. – 8 p.m. to cook, serve and clean-up during the event.

_____ **Graduation Planning Committee (6-7)** Volunteers are needed to plan and organize the graduation dinner.

_____ **Grant Writing** – Volunteers are needed to submit applications for various funding opportunities for the school.

_____ **Guardian Angel Walkathon**- Volunteers are needed to plan, organize and facilitate the annual Guardian Angel Walkathon. The proceeds from the walkathon go to the Guardian Angel Scholarship Fund that was established to assist families who are unable to pay full tuition. The Walkathon is scheduled for Sunday 5/20/18.

_____ **Head to Head** – Head to Head is an academic and performance (vocal and instrumental music, art and public speaking) based team competition for middle school students competing against other local teams. A co-coordinator is needed to work with the existing coordinator to plan and organize the program. Additional volunteers are needed to run the weekly meetings and help prepare the students for meets. The program runs Jan – March and the volunteers/co-coordinator would begin prep work in November.

_____ **Jr Achievement** – Jr Achievement is a world-wide program that fosters work-readiness, entrepreneurship and financial literacy skills. Volunteers lead the students through curriculum and activities prepared and supplied by Jr Achievement. The program runs through-out the school year with the volunteer leading 5 or 6 sessions.

_____ **Lego Club Assistant**- Lego club runs for 8 weeks between Jan – April afterschool (K-5). Volunteers are needed to assist the program leader in running the meetings.

SAINT BRIGID CATHOLIC SCHOOL DETAILED VOLUNTEER DESCRIPTIONS

_____ **Library Aide**- Work in the school library with the librarian. Assist children in finding appropriate books and help them check out. Maintain order of materials in the library. Process new books and repair damaged materials. Dates and times for class library time are to be determined.

_____ **Lunchroom / Playground Substitute**
Volunteers are needed as lunchroom and/or playground substitutes when school staff are not available i.e. sick days. Some needs may be planned in advance and some may be last minute. Lunch and recess is between 11:05 a.m. – 12:30 p.m. each day.

_____ **Marketing Team** - work on a committee of other parents with the school principal to promote Saint Brigid Catholic School in all aspects of marketing.

_____ **Middle School Math helper**-work with students in the area of math, as needed by the teacher.

_____ **PTO Social Events**- Plan and coordinate PTO sponsored social events, such as movie nights. Work with other parents and families to be responsible for set up and clean-up of events.

_____ **Publicity**- Work on a committee to make posters and advertise upcoming PTO and school activities. **Coordinator** needed for this committee.

_____ **Robotics Volunteer**- Work with students in 5th – 8th grade to design and assemble a robot.

_____ **Room Parent (K-8)** - Work on a committee with the teacher organizing special events in the classroom throughout the year. Also, help plan the end of the year school picnic. A **head room parent** is needed and will serve on the PTO and coordinates all room parents.

_____ **School Picnic**-work as part of a committee to organize the school picnic at the end of the year. Coordinator is needed to oversee all the activities of the day. The school picnic is held in June and the date is TBD.

_____ **Science Club Volunteer** – Be a guest lecturer during our after school science Program. The program begins in January and areas covered include physics, chemistry, and biology.

_____ **SCRIP Program**-Be a part of a team to coordinate this program. Responsibilities include taking orders, placing orders with Great Lakes Scrip and filling orders. All school families are encouraged to participate in the program. SCRIP is typically sold before and after-school on select days. A sign-up genius is sent out each month to volunteers to select specific slots each month.

_____ **Sock Hop**-Work on a committee to plan and host this popular family event. The Sock Hop is held on the Friday night during Catholic Schools Week and is planned for 2/2/18.

_____ **Teacher Appreciate Group (TAG)**
Schedule and coordinate teacher appreciation activities such as breakfasts or lunches. Coordinate with families to bring food items for events and help with set-up and clean-up.

_____ **Uniform Sale**-work with other parents to sort, organize and sell/exchange uniform clothing. There are 2 sales per school year.

_____ **Vacation Bible School (K-5)** – Volunteers are needed to organize and plan for the 2018 summer session(s)

_____ **Welcoming/Hospitality Committee**- Welcome new families at the beginning of the school year. Volunteer will work as part of a committee to host activities throughout the year. Also, make notice of special events (i.e. births, deaths, etc.) of school families.