

Our Lady of Grace School

PARENT VOLUNTEER FORM

2018-2019 School Year

EVERY FAMILY IS REQUIRED TO VOLUNTEER FOR AT LEAST ONE JOB

Our Lady of Grace School is able to provide a broad range of services through the efforts and dedication of our volunteers. Please indicate where you are willing and able to share your time and talents. Every family is **REQUIRED** to volunteer for at least one job per school year, as all help is needed and greatly appreciated. All volunteers in the school are required to have child abuse and criminal clearances. In order to obtain information on applying for these clearances please email Barb Tertel @ btertel@olg1.org

In an effort to make sure all of these duties are properly covered for the 2018-2019 School Year, kindly return the form on the last page of this packet by **September 6, 2018 indicating which area you are volunteering for**. We are aware that schedules may change. We can adjust your job accordingly at that time. Thank you for all your support and we look forward to working with you.

AS NEEDED BASIS (IN SCHOOL)

CLASSROOM ASSISTANT - Schedule will be arranged with classroom teacher to assist students with individual or group projects and activities. Other light errands may be involved (i.e., placing Scholastic Book Orders, pulling and sorting class worksheets for younger grades, etc.)

BAKED GOODS - To provide baked goods as needed for various Home and School and OLG school events. We also welcome allergy-friendly bakers.

WEEKLY BASIS (IN SCHOOL)

CHICK FIL-A DAYS - Available on Mondays during school lunch from 12:00 p.m. – 1:00 p.m. to help serve to students.

PIZZA DAYS - Available on Wednesdays during school lunch from 12:00 p.m. – 1:00 p.m. to help serve to students.

ICE CREAM SALES - Available on Fridays during school lunch from 12:15 p.m. – 1:15 p.m. to sell to students.

PRETZEL SALES -Sort and supervise delivery of pretzels to classrooms. Volunteer must be available from 9:30 a.m. to 10:30 a.m. This is a daily routine however you can choose a day or days that work best for you.

FOOD DAYS - Must be available every Tuesday & Thursday during school lunch from 12:15 p.m. - 1:15 p.m. to help serve food to students.

PRETZEL DOG DAYS - Available on Fridays during school lunch from 12:15 p.m. - 1:15 p.m. to serve to students.

NURSE'S OFFICE – Needed during the AM hours from 9:00 a.m. - 11:00 a.m., Tuesday, Thursday and Friday. Also needed during school lunch hours 12:15 p.m. - 1:15 p.m., Monday through Friday. You may pick a day or days that fit your schedule.

SCIENCE LAB - Volunteer needed at various times arranged by teachers to assist children during Science Lab.

MONTHLY BASIS (IN SCHOOL)

COMMUNICATION ENVELOPES - Available on a day scheduled from 10:00 a.m. – 11:15 a.m. at the end of every month to assist with stuffing the communication envelopes. A monthly schedule for the year is available.

BOX TOP COUNTERS - Assist with counting Box Tops monthly for the Home and School.

YEARLY BASIS (IN SCHOOL)

WALK-A-THON - Hand out refreshments to students back at school following the walk. Typically held at the end of October.

SANTA'S SECRET SHOP - Set up and maintain gifts for purchase during the days set for the Santa's Secret Shop. Volunteers also needed to assist children in purchasing gifts for their family members.

CATHOLIC SCHOOLS WEEK - Need to serve refreshments during the various activities scheduled (i.e., Student Appreciation Lunch, and Grandparent's Bingo). Typically occurs at the end of January/beginning of February.

SPIRIT DAY - Hand out refreshments to students at the field and at lunch time back at school. Typically held in May.

EVENT ASSISTANCE (IN SCHOOL)

SET UP BEFORE EVENTS - Help set up prior to an event (i.e., Family Bingo)

CLEAN UP AFTER EVENTS - Help clean up after an event (i.e., Family Bingo)

EXTRA CURRICULAR ACTIVITIES (IN SCHOOL)

ART CLUB - Under the direction of Mrs. Jane Hop, volunteers asked to assist students in Grades 4-8 with various projects after school. (Details to follow)

READING OLYMPICS - Under the direction of Mrs. Lisa Coer, coaches assist once a week during lunch hour in the library, preparing the students for competition. Readers are willing to read assigned books and prepare questions to be used in practice.

CHESS CLUB - Every Monday after school (3:00 p.m. - 4:00 p.m.) to assist students in Grades 4-8. Volunteers asked to instruct and assist the student how to play the game of chess.

ROBOTICS CLUB – Will take place once a week. Need volunteers to assist the students.

ADMINISTRATIVE VOLUNTEERS (IN/OUT OF SCHOOL)

GRANT WRITER - Works directly with Mrs. Lewis on preparing Grant Applications on behalf of the school.

PUBLICITY/ MARKETING - Works directly with Mrs. Lewis, meeting once per week, to discuss marketing strategies to promote enrollment at Our Lady of Grace. Also must assist with various advertising techniques.

GRAPHIC DESIGN/ DESKTOP PUBLISHING - Works directly with the Home and School to assist with the design and development of promotional flyers, tickets, etc. for various fund raising events.

PLEASE RETURN THIS FORM TO SCHOOL ON OR BEFORE

SEPTEMBER 6, 2018

Or you may email to btertel@olg1.org

PARENT VOLUNTEER FORM
2018-2019 SCHOOL YEAR

NAME: _____ PHONE NUMBER: _____

CHILD/CHILDREN: _____ EMAIL: _____

VOLUNTEERING JOB/JOB(S): _____

DAY/DAYS AND TIMES AVAILABLE:

___ MONDAY TIMES: _____

___ TUESDAY TIMES: _____

___ WEDNESDAY TIMES: _____

___ THURSDAY TIMES: _____

___ FRIDAY TIMES: _____