

St. Joseph's School  
Fundraising & Service Opportunities  
2016-2017

**AMBASSADOR HOST FAMILIES**

Mentor a new family at St. Joseph's School. This is a great new program, instituted in 2010. Training and handbook provided.

Contact our school office and we will connect you to our program coordinator

**ANNUAL FUND**

Once a year our school sends out a request for funds for something needed at the school. Money from the Annual Fund has purchased Laptops, science materials, our intercom system, and school art prints among other needed items. Help is needed to create the brochure for this solicitation and mailing. Training provided.

Contact school principal for information.

**ART ASSISTANCE**

Mrs. Nicole Baker oversees our Art Instruction. We need other adults in the room to help the students work on their art projects and help with clean-up and hanging artwork for display. 2016-2017 Days: Thursday & Friday

**BOOKFAIR**

A new book sale is held during Catholic Schools Week (end of January). Volunteers are needed to help set up book displays, cashier and clean up.

**BOXTOPS FOR EDUCATION**

- 2-3 Organizers are needed to box up and send out the MILLIONS of Boxtops that we have collected...
- Counters are needed to take home the Boxtops, count them, bag them, and deliver them to the Boxtop organizer(s).

Time: As your schedule permits-can be done at home!

**CELL PHONES AND INK CARTRIDGES**

- 2-3 Organizers are needed to box up and send out the MILLIONS of ink cartridges and cell phones that we have collected....PLEASE CONTACT OUR GYM TEACHER IF YOU CAN HELP.

Time: As your schedule permits-can be done at home!

**CHRISTMAS PROGRAM PREPARATION**

Help may be needed in creating props and costumes and transporting materials to the church for the program. PLEASE CONTACT THE MUSIC TEACHER.

## **CATHOLIC SCHOOLS WEEK**

Help is needed:

- Talent Show-2 or 3 adults to organize this annual event
- Skating Day-MANY adults needed to tie skates and skate with the kids
- Other events during this week as requested

Time: During Catholic Schools Week-daytime

## **CLASSROOMS**

Help is needed:

- Room parent~work with teacher to organize class parties and/or special classroom events
- Reader~come in to read to the class or with individual students
- Assist students individually or in small groups with math concepts, reading skills, spelling or handwriting under the direction of classroom teacher on an as-needed basis
- Assist with preparation of class materials for centers or upcoming projects
- Field Trip Chaperone
- Classroom Speakers in area of specialty

**A sign up sheet will be made available in each classroom the night of Spaghetti Supper & Open House**

## **COMPUTERS/TECHNOLOGY**

Assist the computer teacher during class time OR

Participate in a Technology Committee to create a Technology Plan for the School.

## **DEVELOPMENT NEWSLETTER**

Work with the principal to put together an information and appreciation letter sent out to our school families, parishioners and school benefactors. Time: November & May

## **ENDOWMENT COMMITTEE**

This committee needs new members! If you are interested in development and helping to educate people about our school endowment, please contact the principal. Thank you! ☺

## **FUN FESTIVAL**

Our last day of school "carnival" needs LOTS of people to organize, set-up, work and clean-up. Time: Last day of school.

## **GRADUATION CELEBRATION 6<sup>th</sup> Grade**

An event is held in the spring to celebrate 6<sup>th</sup> Grade Graduation. We ask that 5<sup>th</sup> Grade Parents host this event. Principal & Grade 5 teacher will contact parents.

## **HEALTH SCREENING**

Each year students at St. Joseph's School are tested for vision and hearing acuity and are screened for scoliosis under the direction of the school nurse. Help is needed to assist with the screening. No experience is needed. The school nurse provides training. Time: One-two school days morning or afternoon. School secretary and nurse will contact parents.

## **KIOSK IN CHURCH GATHERING SPACE**

- Take photos at school events
- Post on kiosk in church gathering space

We would like to change this kiosk board 4-5 times during the year. Take once during the year to help show off the great things happening at our school!

Contact school principal if you can do this.

## **LIBRARY**

○ Help is needed to assist in straightening and shelving books in the school library. Time: As your schedule permits. Volunteers are needed to assist in straightening and shelving books in the school media center. Time: As your schedule permits-just before your pick up your children at the end of school is a GREAT time to do this!

## **LOST & FOUND**

Help is needed in keeping items hung up and organized

Time: As your schedule permits-just before your pick up your children at the end of school is a GREAT time to do this!

## **LUNCHTIME GREETERS**

Can you give of some time between 11:15 and 12:15 to be in our front office to greet Preschool parents as they pick up their children, take phone calls and watch the front door area while the secretary and principal work in the lunchroom? *Please call the school secretary to let her know what day(s) you could help with this.* Time: As your schedule permits.

## **MAINTENANCE & REPAIR**

Throughout the year, the school building needs minor repairs and maintenance. Could our school custodian call if he needs your help?

Time: Project times vary throughout the year.

## **MARATHON COMMITTEE**

The Marathon for Non-Public Education is the BIG fundraiser and service project of the fall season. This school-day afternoon event in the past few years has been a service project, raking yards of people (in-town). Children ask family and friends to support St. Joseph's School through tax-deductible donations. The purpose of this event is two-fold: positive publicity for our Catholic school and fundraising for our operating budget.

- **Organizers are needed** (September & October)
- We ask that each family sends one adult to help that afternoon supervising the students and helping them rake
- Meal is served in the gym at the end of the afternoon-help is needed to plan, set-up, and clean-up for this meal.

## **MINISTRY FAIR**

Help is needed to set up a display table that shows the great things that happen at St. Joseph's School. Help is needed to sit at the table after Masses during one weekend in September.

## **PLAYGROUND VOLUNTEERS**

We have a Playground Supervisor and teachers/principal/staff take turns supervising out on the playground, but we would welcome additional parent volunteers to supervise activity on the playground for grades K-6. Time: During school days as your schedule permits-no need to sign up-just come, watch and have fun! Safe Environment Training Required.

## **\$CRIP**

\$crip certificates are sold in the school office. YOU get full value of the certificate; The merchants who participate in this program give our school a percentage of the value of the certificate. **\$CRIP COORDINATORS ARE LOOKING FOR PEOPLE TO HELP WITH THIS PROGRAM.**

## **SCHOOL BOARD**

This consultative board works closely with the principal and the pastor in setting the school budget and reviewing policies and procedures at our school. Membership is through election by the parish. Please contact the principal if you would be interested in being on St. Joseph's School Board.  
Time: Monthly meetings with some committee work in between.

## **SCIENCE FAIR JUDGES**

Do you work in a field that uses science? St. Joseph's School has an annual Science Fair during which students are interviewed by judges and asked about their projects. We also welcome a person that could come into school and help students with their projects. **PLEASE CONTACT A TEACHER IN GRADES 4-5-6 IF YOU ARE INTERESTED.** Time: One school day in the spring for judging; as your schedule permits in March/April for helping students as they prepare for the Science Fair.

## **SPAGHETTI DINNER**

We serve this delicious dinner the night of our annual School Open House. Sign-up usually takes place during Registration. Time: One afternoon/evening in September.

## **SPRING THAW**

This is St. Joseph's School's largest Fundraiser-and MUCH help is needed to put together this evening of auctions, games of chance, drawings and great fun! This event is a LOT of work, but, rumor has it, this event is a LOT of fun to help put together!

Time: January through May.

## **UNIFORM CLOSET**

A used uniform closet is set up for St. Joseph's School. Help is needed to keep closet in good order and be available to open the closet for other parents

Time: varies throughout the year.

## **YEARBOOK/EVENT PHOTOGRAPHER**

Each year a school yearbook is published and sold in the spring.

- Help is needed to help videotape and photograph school events. The school has a video camera and digital camera in the office.
- We would like to have one representative from each grade level to take/obtain pictures of things happening in the classroom throughout the year and email them to the yearbook coordinator.
- Are you a scrapbooker? Help is needed in laying out pages for the yearbook.

Time: Various dates and times to be announced throughout the year.

**OTHER** Please let our office or the teachers know if we have missed something on this list that needs to be noted. Thank you!

## **CONFIDENTIALITY AGREEMENT**

- When working with children we ask that volunteers will never discuss any student's progress, behavior, ability, etc. not even with the student's parents.
- Questions regarding student progress, evaluation of student progress, or problems of any student must always be referred to the teacher.
- Please do not try to answer questions about the curriculum. Always refer interested persons to the teachers/administrator.

## **BACKGROUND CHECKS**

To ensure the safety of our students at St. Joseph's School, the Diocese of Duluth requires adults who work with children to complete a background check and youth protection training once every 5 years. Detailed information is contained in the Parent-Student Handbook. Contact the school office with questions.