

St. Andrew Parish School Volunteer Guide

Welcome back to a new school year at St. Andrew Parish School! As the school year starts so do the opportunities to volunteer, and help make our school the caliber that it is for our children. There is a volunteer position that suits everyone's schedule - whether you have lots of time to give each month or very little, there is a spot for you. Listed below are our volunteer positions for the new school year, a brief description of the duties, and the time commitment needed. Please do not hesitate to ask any Parent Volunteer Association member or the principal if you have any questions regarding volunteering at St Andrew Parish School!

We need each family to submit a volunteer survey. If you will be volunteering directly (including for field trips) with children, you will need to complete the Safeguarding God's Children Class. (see the link for classes near you <http://www.archmil.org/offices/safeguarding.htm>).

New this year, we ask each school family to please select two volunteer opportunities for the year.

A few things to keep in mind when signing up; first, it's a great way to get to know other parents at the school! Also, ask someone to partner up with you to complete one of these jobs. It can be lots of fun and there are always laughs!

Complete the sheet at the end of the Guide and return to the school office by Sept. 15, 2019.

If you have questions please feel free to get in touch with the following board members of the Parent Volunteer Association:

Jessi Brummel, PVA Chairperson: 262-949-7141, jessierdmann@yahoo.com

Kristin Zambito, PVA Secretary: 414-416-6790, kristin.zambito@gmail.com

Tammy Ketterhagen, PVA Treasurer: 262-729-5688, tammy@ketterhagen.com

2019-2020 Volunteer Opportunities

WELCOME BACK PIZZA PARTY

This event happens in the first few weeks of school as a welcome back to school get together. It's a chance for returning families/new families to the school to meet. All of this is covered in the PVA budget.

Volunteer Responsibilities:

- Send out Notice to Families in Newsletter
- Get final numbers from Jackie for amount of food needed
- Pick up supplies and organize volunteers for food
- Set-up/Take down

Time Commitment:

Mostly day of organization.

EUCHRE/CRIBBAGE NIGHT

This event would be new this year! It would take the place of the second trivia night that we would no longer be doing.

Volunteer Responsibilities:

- Marketing
- Organize Tournament
- Collect donated prizes
- Set-up/Takedown

Time Commitment:

One time a year.

ST NICK'S BREAKFAST

One of Our longest running fundraiser at St. Andrews. It is held in the School Cafeteria and Gym and runs from 8am until noon the first Sunday in December. Jessi Brummel is the coordinator of this event.

Current Responsibilities that need coverage:

- Silent Auction Coordinator
- Event Setup or Tear Down
- Waitstaff
- Kitchen Staff
- Greenery Sales
- Bake Sale
- Raffle Tickets
- Craft Fair Area help with welcoming vendors

Time Commitment:

Most work done on that Saturday and Sunday.

Event Date: Sunday, December 8, 2019

BOOK FAIR

Do you love books? Are you organized?

The Book Fair is an event that occurs once per year, during Catholic Schools Week. The Book Fair funds help run our library program and are used to purchase new books for student use in the Library.

Volunteer Responsibilities:

- Contact Scholastic Books
- Event set up or teardown
- Help students pick out books
- Run cash register for purchases
- Set-up volunteer sheet

Time Commitment:

One-time a year, for one week

Event Date: January 26-31

Set Up Time: January 25

Start Time: Various Daily Hours (1+ hour shifts)

LASER TAG

This event would be handled during Catholic Schools Week as a fine thing to do for the kids in the evening. Coordinator would have to contact vendor to arrange, advertise, collect money, and be there for set-up in the gym by the vendor.

Volunteer Responsibilities:

- Contact vendor
- Advertise w/ families
- Meet vendor for set-up
- Set pricing/collect money

Time Commitment:

One time event

TRIVIA NIGHT

This event was started a few years ago by Tammy Ketterhagen and is still run by her. This has occurred twice a year. Once round Halloween and once around St. Patrick's Day. This year it will most likely occur one time around St. Patrick's Day. It's a fun event that the participant's enjoy. The coordinator gets approved for a liquor license

Volunteer Responsibilities:

- Trivia question preparation (approx. 100 questions)
- Popcorn/Beverage Serving
- Set up
- Marketing

Time Commitment

One time of year, set up occurs same day has Trivia Night.

KINDERGARTEN SCREENING DAY

This happens in the spring. Parents help with vision and hearing screenings as well as moving children from station to station.

Time Commitment:

One day of the year. Usually around Spring Break.

CHILDREN'S CLOTHING SALE

This event has previously been held sometime in the spring. The date is flexible to fit with the schedule of whoever would take this over. This is an annual event that occurs in the gymnasium. This is well supported by members of the community outside of St. Andrew. Sellers get either 50% or 60% of their items price, while the school gets the rest!

Volunteer Opportunities:

- Coordinator/Coordinators
- Marketing
- Accounting
- Seller Sign-Up
- Clothing Collection
- Set-up/Take Down

Time Commitment:

About a 5 day commitment at the time of the sale, plus days here and there leading up to the sale.

TEACHER APPRECIATION WEEK

This is a great way to show your appreciation for all the St. Andrew teachers and staff. PVA arranges for the teachers to have a snack delivered every day for the teachers.

Volunteer Responsibilities:

- Coordinate putting together a fun week
- Help putting together gifts
- Delivering the gifts to the teachers every morning.

Time Commitment:

One-Time of year

Date: May 2020

SCHOOL PICNIC COORDINATOR

This event occurs one of the last days of the school year, during the school day. The kids are brought over to Veteran's Park to play on the playground equipment, and play any outdoor sports. Parents send in assigned foods. Hot dogs and brats get donated. Someone just needs to arrange for all food in advance and also to go and set up and serve the food to the kids.

Volunteer Responsibilities:

- Coordinate what parents send in for food
- Set-up picnic tables for event
- Send out notice to parents
- Pick up food from students at drop off in the morning

Time Commitment:

This is a one time, one day event. May need a little coordination days leading up to event. Picnic itself is about two hours of time.

EVENT PHOTOGRAPHY

Are you good with a camera and available to take pictures of the kids for Social Media and the Yearbook. Sometimes we just need a person that's good with a camera to capture the kids having a good time with all the many events at school!

Time Commitment:

Ongoing at various events throughout the year.

PARADE PARTICIPATION COORDINATOR

Parade Coordinator signs our school up with proper persons for community parades. Current parades we participate in are Memorial Day, 4th of July, and Homecoming . These parades range from something as simple as disseminating information to school families to putting together an actual float. This does not necessarily have to involve actual float building, but certainly have to find a theme and make it happen.

Volunteer Responsibilities:

- Build/assemble floats or just organize sign for people just walking in the parade as a group
- Disseminate information to school families of when to assemble and help

Time Commitment:

Homecoming Parade - Fall

4th of July Parade

Memorial Day Parade

Possibly Cornfest - beginning of Sept.

PARENT VOLUNTEER ASSOCIATION

This is our parent organization that helps complete what we like to call "the second half" of your child's St. Andrew experience. In and outside the classroom, we offer parents the opportunity to directly improve the education and spiritual environments for our students and staff. It has proven to be one of the most enriching parts of the St. Andrew experience; creating memories, friendships and bonds that last for a lifetime. The committee board consists of 3 people: a chairperson, treasurer, and secretary. BUT you do not have to be on the board to attend these meetings; we strongly encourage parents to attend these meetings to help in improving your child/children's experience at St. Andrew.

Time Commitment:

On-going, 3 year term for board members

Dates: 3rd Tuesday or Wednesday of the Month

Time: 5:30pm

Where: Teacher Workroom

ROOM PARENTS

Room parents serve as the point person for communication with parents and provide other support as needed within the classroom.

Volunteer Responsibilities:

- Facilitate and coordinate classroom parties (usually Halloween and Valentine's parties)
- Organize holiday/birthday gifts for classroom teachers
- Assist classroom teacher with various tasks (only when needed)
- Communicate with classes via email
- Arrange silent auction baskets twice a year

Time Commitment:

Ongoing

The typical commitment for a room parent is one school year. Two volunteers can split this position so that a classroom has two active room parents.

SCHOOL ADVISORY COMMITTEE

Do you want to know more about school policies, budget and planning? School Advisory Committee may be for you! We are a group of 10-12 dedicated to the promotion of Catholic education and the success of our school. Our purpose is to assist the principal and pastor in policy development, identifying and expressing the educational goals and objectives of the school, budget planning and public relations.

Volunteer Responsibilities:

- Attend monthly meetings
- Serve as liaison to one of our five standing committees

Time Commitment:

Ongoing, 3 year term

Dates: One meeting a month

Start Time: 5:30pm

BOX TOPS

Heather Kucharski currently handles our Box Tops Campaign. She can always use help with advertising events, and collecting Box Tops.

Volunteer Responsibilities:

- Help Market Box Tops and the Benefits
- Pick up receipts and box tops from church and school.
- Help Coordinate fun events to get kids to bring in more box tops to school.

Time Commitment:

Ongoing, may have events here and there throughout the school year.

Return this sheet to the school office by 9/15/19.

You will be contacted by either a Parent Volunteer Association Committee member or the event chair to discuss details & any question you may have.

THANK YOU!

FAMILY NAME:

Contact phone or email:

- ☐ Big Ticket Raffle
- ☐ Book Fair
- ☐ Box Tops
- ☐ Children's Clothing Sale
- ☐ Euchre/Cribbage Night
- ☐ Event Photography
- ☐ Kindergarten Screening
- ☐ Laser Tag
- ☐ Lights of Love/Dia De Los Muertos
- ☐ Parade Participation Coordinator
- ☐ Parent Volunteer Association
- ☐ Room Parent
- ☐ School Advisory Committee
- ☐ SCRIP
- ☐ St. Nick's Breakfast
- ☐ Teacher Appreciation Week
- ☐ Trivia Night
- ☐ Welcome Back Pizza Party

If you are requesting a specific responsibility please make a note!