

STMS Home School Association Volunteer Form 2011-2012

Social Chairperson _____

This is a new position on the HSA board. This person will help to coordinate parent socials during the year. The social chair will also coordinate the Parent Ambassadors.

Parent Ambassadors: _____

The Ambassadors will be comprised of current parents who connect with families new to STMS. They will make a welcoming phone call at the beginning of the year. They will also be available throughout the year to answer any questions new families may have.

Volunteer Coordinator: _____

Gather all volunteer forms as they are received. Create and maintain a master list of volunteers for all events/activities. Email/ distribute volunteer lists to chairpersons for each event/activity. Make sure each volunteer gets an acknowledgement that her/his form has been received by the HSA.

6th Grade Games Night

September 9th, 2011

This is a fun night for students and a way for all new students to get to know one another and for parents to meet other new parents. It is a fun night of games and refreshments. Volunteers are needed to facilitate pre-arranged games in classrooms.

Chairperson(s): _____ **Volunteer** _____

Fall Fundraiser

September 2011

A major fundraiser to start the year that helps raise money to provide some of the many programs and events the HSA sponsors for our students.

Chairperson(s) _____ **Volunteer** _____

Book Fair

October 1st - 7th, 2011

Chairperson: The chairperson works with Mrs. Luciani to create the book fair schedule, schedules the volunteers, creates and publishes flyers and book fair information, organizes book fair displays, schedules preview and purchase times with the Language Arts teachers, organizes set up and clean up of the book fair. Note: Mrs. Luciani has all past documents and will assist the chair. **Volunteers** can help set up the book fair (about 1 hour) and/or cover shifts during book fair hours. These typically 2 hour time slots are during the day and involve assisting students with book selection and check out.

Chairperson(s) _____ **Volunteer** _____

Family Potluck Social

October 7th, 2011

The family potluck social is an opportunity for all STMS families to come together and share their favorite recipes. A chairperson(s) is needed to coordinate food, and also to direct volunteers (4-6) to help with set up and clean up.

Chairperson(s) _____ Volunteer _____

Ice Cream Sundae Celebration

Date: TBD

This celebration is for all students to thank them for their help in making the fall fundraiser a success. Volunteers (2) are needed after lunch to help serve ice cream with fixings. A 30-minute commitment.

Volunteer _____

Dances

There are 5 dances at Saint Timothy's throughout the school year. The chairpersons are responsible for making sure there are refreshments for the dance (you will be reimbursed for anything you buy), retrieving dance decorations from the storage room and overseeing students who help set up the dance, making sure there are enough volunteers (6 per dance) and overseeing clean up after the dance.

Dance dates:

Welcome Back Dance (7th & 8th grade only) Sept. 16th

Halloween Dance (all grades) Oct. 21nd

Christmas Dance (all grades) Dec. 9th

Valentines Dance (all grades) Feb. 3rd

Eye of the Tiger Dance (all grades) May 4th

Chairperson: _____ Co - Chairperson _____

Volunteer _____ for the _____ Dance

Bingo Night **November 4th, January 27th , April 13th (during the day)**

Chairperson responsible for making sure there is an adequate supply of bingo cards and markers, purchasing refreshments, and shopping for prizes. **Volunteers** (4) are needed during the event to set up, sell bingo cards and refreshments, and to clean up afterwards.

Chairpersons: Karen Lavoie Volunteer _____

Thursday Envelope

Every Thursday at 1:00 pm

Envelopes are sent home on Thursday with students containing announcements, permissions slips and other information the school wants to communicate to families. Chairperson is responsible for setting up a schedule of volunteers. Volunteers (2 per week) stuff envelopes at 1:00pm on Thursdays, and usually are done within an hour. Depending on how many volunteers there are, the commitment is usually once every 3-4 weeks.

Chairperson: Stephanie Barnes Volunteer _____

Goodie Bags for IOWA Testing Week

These are given to students at the end of the testing week in early March. Person is responsible for checking with the school nurse for allergies, purchasing items and bags, assembling bags and delivering them to the school on the Thursday of testing week. Person will be reimbursed by HSA for items purchased.

Volunteer _____

Lunch Program Coordinator _____ Michelle Kiley

Important: Michelle is looking for “apprentices” to shadow her and take over this role

Lunch Program Coordinator Shadow _____

The lunch program coordinator distributes the lunch order forms prior to each marking period. They also collect all lunch order forms and money, and create the master spread sheet. Additionally, they distribute lunch lists to 3 lunch chairpersons (Subway, bagel, and hot dog and resolves any issues that may arise.) **This is a perfect job for the parent who wants to help but can’t come into school on a regular basis – it is done at home.**

Subway Lunch _____ Mondays

Chairperson: Vicki Farrell Volunteer _____

Volunteers (2 per week) are needed to pick up bagel orders at Subway and to set up and sell snacks during lunch. With multiple volunteers, the time commitment is 20-45 minutes depending on whether you pick up the order.

Bagel Lunch _____ Tuesdays and Thursdays

Chairperson: Emily Daponte Volunteer _____

Volunteers (2 per day) are needed to pick up orders at Lox Stock and Bagels and to set up and sell snacks during lunch. With multiple volunteers, the time commitment is 20-45 minutes depending on whether you pick up the order.

Hot Dog Lunch _____ Wednesdays

Chairperson: Kathy Randall Gill Volunteer _____

Volunteers (2 per week) are needed to cook hot dogs and to set up and sell snacks during lunch. The time commitment is 1 ½ to 1 ¾ hours. This may sound like a big time commitment but it gives you an opportunity to really get a feel for the school and what goes on inside the walls of Saint Timothy’s. Teachers and staff come through the kitchen and chat, Father Cody drops by occasionally and the music coming from Dr. Nasta’s classroom while we cook is wonderful!

Snack Coordinator: _____

This volunteer will maintain and stock all lunch snacks. All snacks except yogurt are currently ordered through a food vendor by Mr. Gilhooly and delivered to the school. You will need to monitor the stock levels and purchase yogurt, as needed, and other snacks when there is a gap between deliveries. You will be reimbursed for any snacks purchased.

Tiger Ball and Auction

April 28th, 2012

This is our largest fundraiser for the school and the most fun for the adults. Our location and date are secure for 2012. Chairpersons oversee menu, entertainment, advertising, printing of invitations, programs and auction. We have had fantastic chairs in the past that have meticulous notes! Volunteers are needed to help solicit donations, advertising, decorating, set up and clean up, and to help the night of the event.

Chairpersons: _____

Volunteer:

Auction _____

Ad solicitation _____

Invitations _____

Program & bid sheets (design& print) _____

Centerpieces _____

Thank you notes _____

Night of Ball: Check in/out _____

Set up/ Clean up _____

Attendee thank you gifts _____

Catholic Schools Week

Late January, 2012

This is a week of activities for students and faculty in celebration of Catholic Education. Chairperson is responsible for purchasing candy for trivia, pins for Catholic Schools Month, coordinating a few volunteers for an ice cream social, and planning and serving a lunch for the STMS staff. You will be reimbursed for all expenses. Volunteers will assist chairperson as directed (especially with the lunch).

Chairperson(s) : _____ **Volunteer** _____

Library Volunteers

Library volunteers will assist Mrs. Luciani shelving books; time to be mutually agreed upon.

Volunteers: _____

Treasurer Apprentice/Shadow

Treasurer Shadow _____

We are looking for a new treasurer; you will work with the current treasurer to learn the job.

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Please provide the following information:

First Name: _____ **Last Name:** _____

Home phone: _____ **Alternate phone:** _____

Email Address: _____

PLEASE RETURN TO OFFICE BY June 3rd, 2011

We sincerely thank all the volunteers for making the commitment to the 2011-2012 school year.

We truly appreciate all your help!

The HSA Board: Cindy Klein and Linda Yorgensen~ co presidents
 Laura Giannone~ treasurer
 Janet Cashman~ secretary