



VOLUNTEER OPPORTUNITIES

2008-2009

Please complete this entire form and return to the school office as quickly as possible. You will be contacted by our Volunteer Chair to verify your contact information and give you important information regarding your volunteer events.

Volunteer #1 Name:	Volunteer #2 Name:
Contact Phone: (could be cell or home)	Contact Phone: (could be cell or home)
E-mail:	E-mail:
Student Name(s):	Grade(s):

Bi-Lo Bonus Card Number (12 digits)

Acceleration Center: The chair will be responsible for scheduling volunteers to work in the new Acceleration Center of the school which will help students meet their full academic potential.

Chair: _____ **Volunteer by day:**
M T W Th F

Room Parents: The Room Parents (two for each grade) are responsible for assisting the teacher with any activities planned throughout the school year. These activities might be parties, field trips, and special projects.

Chair: _____ **Volunteer by Grade:**
K 1st 2nd 3rd 4th 5th 6th 7th 8th

Lunch, Recess, and Morning Drop Off:

Chair (Mr. Sean & Mrs. Carolyn Mulholland)

Morning Drop-Off Volunteers: Volunteers are responsible for assisting students out of the cars in the morning between 7:30 A.M. and 8:05 A.M. and to also direct traffic through the parking lot during this high traffic time.

- Mon. Tues. Wed. Thurs. Fri.

Lunch Volunteers: Volunteers are needed to assist with lunchroom monitoring, meal distribution, and clean-up. *Times may vary due to changes in school schedule.*

- Mon. Tues. Wed. Thurs. Fri.

Recess Volunteers: Volunteers are needed to assist with monitoring students on playground or in gym during lunch recess. *Times may vary due to changes in school schedule.*

- Mon. Tues. Wed. Thurs. Fri.

Guardian Angels: This committee is responsible for welcoming new families to OLR and providing each family with a “guardian angel.” The duty of each guardian angel is to help these families acclimate to OLR. This committee is also responsible for helping OLR school families during times of need.

Chair (Mrs. Sue Langan) **Volunteer:** _____

SEEDS: Volunteers will be responsible for coming to the school and reading once a month to a class, as well as leading an activity that goes along with the assigned book. The time period given is usually about 30 – 45 minutes, so the activity is not elaborate. The books are located in the library and can be picked up there. Volunteers are needed for each grade level.

Chair (Mrs. Pam Gustek)

Volunteer by Grade:
K 1st 2nd 3rd 4th 5th 6th 7th 8th

SCRIP: Volunteers are responsible for taking and handling all SCRIP orders on Fridays & Wednesdays during morning drop-off and afternoon pick-up.

Chair (Mrs. Kris Peck)

Volunteer by day:
W -AM W-PM F-AM F - PM

Office Help (Used Uniforms, Lost & Found): Volunteers are responsible for attending events where used uniforms will be made available for sale, and quarterly taking any lost and found (non-uniform) items to Goodwill. This will require sorting, minor mending, and folding.

Chair **Volunteer:**

OLR School Community Meetings: These volunteers will be responsible for planning and executing those plans for the OLR School Community Meetings throughout the year.

Chair (Mrs. Shawna Fesler) **Volunteer:**

Student Pictures (September & October) These volunteers will be responsible for coordinating the student pictures on picture day and picture make-up day; serving as the Photographer Assistant, and recording all missing students, faculty and staff.

Chair **Volunteer:**

Field Day : These volunteers will be responsible for set-up/clean-up, planning this great school-year day. Many volunteers are needed throughout the day of the event to assist with snack stations, games, lunch and being on-hand to help teachers.

Chair **Volunteer:**

Catholic Schools Week (January 2009): These volunteers will be responsible for planning and executing this special week’s activities. There is a need for volunteers to make phone calls, assist with decorating/clean-up at a variety of events throughout the week.

Chair **Volunteer:**

Grandparent Luncheon (January 2009): This special event happens on Thursday of Catholic Schools Week and many volunteers are needed to assist with decorating, serving lunch, assist with seating, set-up, and clean-up.

Chair (Mrs. Sue Bannio) **Volunteer:**

First Holy Communion, Reconciliation, and Confirmation (Dates TBD): These volunteers are responsible for serving, bringing food, set-up and clean-up for these events

Chair _____ Volunteer: _____
Volunteer for First Holy Communion: _____
Volunteer for Reconciliation: _____
Volunteer for Confirmation: _____

Business Support: These volunteers will be responsible for soliciting donations from businesses for all events as needed. They will also be responsible for hosting a table of business supporters at the annual school Gala.

Chair Ms. Cherie McCain
Volunteer by Grade: _____
K 1st 2nd 3rd 4th 5th 6th 7th 8th

OLR Gala – April 25th, 2009: These volunteers will be responsible for planning and executing the school’s annual fundraiser, the Gala. Many volunteers are needed to ensure the success of this event.

Chair (Mrs. Wendy Lynam) Volunteer: _____ focus on: _____

St. Vincent De Paul Food Drive: These volunteers will be responsible for assisting in the food drives for St. Vincent De Paul.

Chair _____
Volunteer by Grade: _____
K 1st 2nd 3rd 4th 5th 6th 7th 8th

Classroom Service Project Drives: These volunteers will be responsible for assisting the classroom teachers with their service projects throughout the year.

Chair _____
Volunteer by Grade: _____
K 1st 2nd 3rd 4th 5th 6th 7th 8th

Book Fair: These volunteers are responsible for publicizing, setting-up, selling, and clean-up of the semi-annual Book Fair. The book fair is usually open during the morning drop-off, school hours, and during afternoon pick-up and one night during the week.

Chair _____ Volunteer: _____

Magazine Sales: These volunteers will be responsible for assisting the chair in collecting forms, making phone calls, being available to answer questions, and to work on incentives for the students/classes on their sales.

Chair _____ Volunteer: _____

Innisbrook: These volunteers will be responsible for assisting the chair in collecting forms, making phone calls, being available to answer questions, and to work on incentives for the students/classes on their sales.

Chair _____ Volunteer: _____

8th Grade D.C. Trip: These volunteers will be responsible for assisting the lead teacher in planning and executing fundraising efforts for the 8th grade trip.

Chair _____ Volunteer: _____

Box Tops & Campbell’s Soup: These volunteers will be responsible for collecting, counting, sorting, clipping and turning in all labels along with keeping records for contests, and distributing prizes..

Chair _____

Volunteer by Grade: _____
K 1st 2nd 3rd 4th 5th 6th 7th 8th

Volunteer Breakfast August 20th (Provide refreshments, and/or help with set-up and clean-up for our first volunteer kick-off breakfast.

Chair (Mrs. Cheryl Pelicano)

- Volunteer: _____provide refreshments _____set-up/clean-up
- Volunteer: _____provide refreshments _____set-up/clean-up

First Friday Breakfasts (Provide refreshments, and/or help with set-up and clean-up for our first Friday celebrations right after daily Mass (approx. 9:00 AM– 10:00 AM)

- August & January: _____provide refreshments _____set-up/clean-up
- September & February _____provide refreshments _____set-up/clean-up
- October & March: _____provide refreshments _____set-up/clean-up
- November & April: _____provide refreshments _____set-up/clean-up
- December & May _____provide refreshments _____set-up/clean-up

Various needs arise throughout the school year for people with special skills and talents, as well as helping with the previously listed events. Please know that your time and talents are appreciated at any level.

Please check any of the following talents that you would like to share with our school community:

- Baking Flower Arranging Sewing Gardening
 Painting Carpentry Desktop Publishing Electrical Work
 Minor Maintenance Other- Please list:

Comments:

Thank you in advance for giving of your time to make our school community thrive!