

Volunteer Sign Up Form 2009-2010



Welcome to another exciting & eventful year at Notre Dame Catholic School!
Please review the following requests for services below. Please remember your volunteer hours are required & need to add up to 20 hours per family by the end of the school year.

Please read and sign our volunteer requirement statement and return your completed form by: Friday, August 28, 2009

We thank you in advance for your generous support!!

1. Lunch Duty/ Playground Duty

****EXTREMELY NECESSARY & MOST APPRECIATED!****

Assist faculty with supervising lunch rooms and playground.

(Monday-Friday 11:30 AM - 1:00 PM)

Day(s) Available: M T W TH F

Name: _____ Contact Number: _____

2. Grandparents Celebration - September 11, 2009 ** Need Chairperson **

Assist with set up, serving refreshments and clean up.

Name: _____ Contact Number: _____

Interested in Chairing? Yes: No:

3. Rummage Sale - October 11, 2009

Assist with sorting/pricing items, set up, and clean up.

Name: _____ Contact Number: _____

4. Fall Book Fair - October 19-23, 2009 ** Need Chairperson **

Assist Chairperson with: set up, help children fill out wish lists and/or assist Chairperson with clean up.

Name: _____ Contact Number: _____

Interested in Chairing? Yes: No:

Day(s) Available: M T W TH F

Shift Available: 8-12 or 12-3

5. Red Ribbon (Drug Awareness) Week - October 26-30, 2009

Assist Chairperson with: decorations and/or distribution of prizes to classrooms each morning.

Name: _____ Contact Number: _____

6. Fall Festival - Friday, November 20, 2009 ** Need Chairperson **

Assist Chairperson with: set up, monitor games/prize distribution, serve food & assist with clean up.

Name: _____ Contact Number: _____

Interested in Chairing? Yes: No:

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7. Walk-A-thon - Friday, November 20, 2009 ~ Chair(s): Karen Cartwright & Mr. Joey

Assist Chairperson with: set up/decoration, monitoring walk/prize distribution, serve water & assist with clean up.

Name: _____ Contact Number: _____

8. St Joan of Arc Ethnic Festival ** Need Chairperson **

Assist Chairperson with: set up/break down and/or work at booth to help pass out info & answer FAQ's (a sheet will be provided for you) to promote Notre Dame Catholic School to our community.

Name: _____ Contact Number: _____

Interested in Chairing? Yes: No:

Day(s) Available: TH F SAT SUN Shift Available:

9. Secret Santa Workshop ~ Chairperson: Marilene DeSantis

Assist Chairperson with: set up, help children fill out wish lists and/or assist Chairperson with clean up.

Name: _____ Contact Number: _____

Day Available: M T W TH F Shift Available: 8-12 or 12-3

10. Fundraiser - \$5000.00 Drawing ** This event will be chaired by the Home and School Board **

This event needs volunteers to process tickets on a weekly basis beginning in December and people to work at their parish to promote our fundraiser.

Name: _____ Contact Number: _____

**** If you or your child(ren) are willing to speak at a parish to promote our fundraiser, please provide the following information:**

Name: _____ Contact Number: _____

Parish Name: _____

11. Parish Liaison

** Volunteers are needed from each of our parishes to coordinate speakers during our fundraiser drive and also to provide information of our school to be printed in the bulletins. This is an excellent way to earn your hours if you are unable to participate at school events.

St. Frances: _____ St. Theresa: *Coy Eberhard* St. Anne: _____

St. Joan of Arc: _____ St. Anthony: _____ St. Mary: _____

12. St Frances Xavier Cabrini Carnivale 2010 - (February 11, 12, 13, 14) ** Need Chairperson **

Assist Chairperson with: set up/break down and/or work at booth to help pass out info & answer FAQ's (a sheet will be provided for you) to promote Notre Dame Catholic School to our community.

Name: _____ Contact Number: _____

Interested in Chairing? Yes: No:

Day(s) Available: TH F SAT SUN Shift Available:

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13. Faculty Appreciation Week ** Need Chairperson **

Assist Chairperson with: set up, coordination of scheduling special events this week and clean up.

Name: _____ Contact Number: _____

Interested in Chairing? Yes: No:

14. Spring Book Fair - March 15-19, 2010 ** Need Chairperson **

Assist Chairperson with: set up, help children fill out wish lists and/or assist Chairperson with clean up.

Name: _____ Contact Number: _____

Interested in Chairing? Yes: No:

Day(s) Available: M T W TH F

Shift Available: 8-12 or 12-3

15. Library Assistance (Time and Dates to be determined by Librarian or Administration)

Name: _____ Contact Number: _____

16. Box Tops/Campbell's Soup Labels Coordinator

Responsible for collecting the Box Tops from the Parish Liaisons and sending them to Box Tops by the deadline(s).

Name: _____ Contact Number: _____

17. Ink Jet Cartridge Recycling Coordinator

Responsible for collecting the Ink Jet Cartridges from the school library/classrooms and sending them in by the deadline(s).

Name: _____ Contact Number: _____

18. Media/Marketing Committee ~ Chairperson: Tim Freundberg

This committee is responsible for taking pictures at our school events and provides them to our Advisory Board for local media coverage as well as promotion of Notre Dame Catholic School to our community.

Name: _____ Contact Number: _____

19. Honor Roll Reception Committee

Volunteers are needed to plan, set up and clean up for the "recognition reception" given to our honor roll students after each grading period.

Name: _____ Contact Number: _____

20. Donut Sundays at St. Frances Cabrini ~ Coordinators: Mary Goswick & Barbara Williams

Once a month, assist with serving coffee & donuts to parishioners after mass(es).

*** You do not need your Safe Environment certification or to be a St. Frances parishioner to assist with Donut Sundays. ***

Name: _____ Contact Number: _____

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21. Butterfly/Mary Garden ** Need Chairperson **

Assist with clean up (weeding, planting, general freshening - especially before May Crowning)

Name: _____ Contact Number: _____

Interested in Chairing? Yes: No:

22. Catholic Schools Week

Assist Chairperson with: set up/decorations and clean up.

Name: _____ Contact Number: _____

Day Available: M T W TH F Time Available: _____

23. Trivia Night ** Need Chairperson **

Assist Chairperson with: set up, monitor games/prize distribution, serve food &/or assist with clean up.

Name: _____ Contact Number: _____

Interested in Chairing? Yes: No:

24. Movie Night ** Need Chairperson **

Assist Chairperson with: set up, concessions and/or assist with clean up.

Name: _____ Contact Number: _____

Interested in Chairing? Yes: No:

25. Summer Festival **Need Chairperson **

Assist Chairperson with: set up, monitor games/prize distribution, serve food &/or assist with clean up.

Name: _____ Contact Number: _____

Interested in Chairing? Yes: No:

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Volunteer Requirement Statement

ALL VOLUNTEERS are REQUIRED to have a background check and have attended a Safe Environment Training Program in order to participate in any Notre Dame School Event.

If you do not have these two requirements complete, please contact the Notre Dame School office for information on how to complete these requirements.

No person will be permitted to volunteer without these requirements. These requirements are for the safety of all of our children.

Name tags for approved volunteers will be distributed for each event. All volunteers must sign in at the Notre Dame School office. Once signed in, each volunteer will receive his/her name tag.

There is a \$25.00 per hour charge for each volunteer hour not completed. In order for Notre Dame to host school events, (ex. Hot lunch, fall festival, etc.) the families must cooperate and participate, otherwise the school will not be able to have these events without outside help.

We, at Notre Dame Catholic School, are very dedicated to the safety of the children, therefore, No Background Check, No Name Tag, will result in no volunteer hours.

If there are any questions, concerns or suggestions, please feel free to contact the Notre Dame School office or the Home and School Board. We will be happy to assist you in any way that we are able.

I have read the above statement:

Volunteer Signature: _____

Contact Number: _____