

ST. MICHAEL'S LAKESIDE SCHOOL

VOLUNTEER AGREEMENT DESCRIPTIONS

SCHOOL BOARD

School Board Member

The elected members of the board are chosen from parents of children in the school or community members who are advocates of the Catholic school. The membership is a 3-year commitment. This board meets on a monthly basis. The finance committee is a subcommittee of the School Board.

DEVELOPMENT

Development Council Committee

This committee's goal is to broaden the base of support for our school in our community. This group conducts the Annual Fund Campaign and Phone-a-thon and is also responsible for public relations, marketing, recruitment and retention, alumni research, grant-writing and other related special events.

This committee meets on a monthly basis along with the school board.

HOME AND SCHOOL ASSOCIATION

Home and School Rep./Room Parent

This person attends monthly Home and School meetings and represents the students and parents. This person also helps the teacher with finding drivers for field trips, and assisting in planning classroom parties, etc.

MISC COMMITTEES

Fundraising Committee

This committee meets and decides on fundraising ideas for the following year and oversees the current school year's fundraisers.

Drama Board

The Drama Board consists of volunteers who manage the spring musical and assist with publicity, stage sets, costumes, props, production, choreography, as well as in other areas.

Recruitment and Retention Committee

We actively recruit new students to the school and plan for the retention of current students. This committee handles the preschool and kindergarten registration process each year.

Computer Committee

This group of volunteers oversees the computer lab, classroom computers and the software. They meet as needed and assist in keeping SMLS up to date.

Buildings/Grounds Committee

Keeps the school area looking good and addresses needs as they arise.

Recycling Committee

This environmental awareness program helps generate funds for the school. Students are encouraged to bring aluminum cans to school every first Friday of each month. This committee does the monitoring of the can trailer and the hauling of the cans.

FUNDRAISING EVENTS

*** = Needs a chairperson**

Bazaar and Bingo - Church and School

This is a fund-raiser held in the fall with the proceeds divided between the church and the school. Included in the Bazaar are craft booths, baked goods, raffles, plus much more. Volunteers are needed to assist for short periods of time. Bingo is held in conjunction with the Bazaar and workers are needed to coordinate and work Bingo.

Carnival*

Held in the spring near the school year's end. A core of volunteers is needed to coordinate the carnival's happenings, with many people needed to work for a short period of time during the carnival.

Popcorn Sales*

This is a fundraiser. Pop and distribute popcorn on Friday mornings.

Christmas Tree Sales

Proceeds from this event are divided between the church and the school. Volunteers are needed to help unload and sell Christmas trees between Thanksgiving and Christmas.

Church/School Dinner

Proceeds from this event are divided between the church and the school. Volunteers are needed to assist with this event. One or two dinners (such as roast beef or pork, chicken, meatloaf) are held annually at the church.

Hot Lunch Program*

Each Friday of the month a hot lunch fundraiser is available to the students. Volunteers are needed to assist with the meal planning, buying groceries, food preparation and serving the lunch. There is the potential to implement this program on other days of the week, depending on our volunteers.

Auction*

This is a really fun fundraiser for us. Many volunteers are needed to coordinate and work this silent and live auction.

Rummage Sales*

Held every fall and spring. Many hands are needed to set up, work during the sale, and assist with clean up afterward.

Work a thon*

Held in early October, this school fund-raiser is an event held state-wide for nonpublic schools. Students are encouraged to obtain pledges – prizes are given to students/classes. Volunteers are needed for planning, obtaining prizes, and assisting on the day of the work-a-thon. This has been a terrific fund-raiser.

\$scrip*

This is a major fund-raiser developed to replace smaller fund-raisers as it grows. There are no costs to participants beyond your usual shopping. Scrip is a voucher/gift certificate system where you buy Scrip certificates for use at local stores as cash replacement. The school realizes a 3% - 20% profit (percentages vary from vendor to vendor). All parents are encouraged to use these vouchers in place of cash whenever possible to buy their groceries, household goods, clothing, and entertainment.

Volunteer positions include order collection, Scrip sorting, Scrip distribution, general office help, selling, and marketing of the program.

WEEKLY/BI-WEEKLY SCHEDULED OPPORTUNITIES

Latchkey Aides/Substitutes

The latchkey program is open before school starting at 7AM and after school until 5:45 PM. Oversee the general operations of the program, as well as supervising the students in the room. Substitutes are needed in the absence of the regular staff.

Lunchroom Aide/Sub

Time needed is from about 11:45 a.m. to 12:45 p.m. Duties include operating microwaves and washing tables. This is a great way to meet your child's classmates. Substitutes are also needed if the scheduled person is unable to come for their shift.

Girl Scouts

Girl Scout leaders and helpers for Daisies gr. K, Brownies gr. 1-3, and Juniors gr. 4-5 are needed for bi-weekly meetings and outings. This would involve helping at and/or planning the meetings.

Tiger Pause

This is the school's weekly newspaper. Articles need to be formatted, typed, and assembled.

ONE OR TWO PEOPLE NEEDED

Volunteer Coordinator

Responsibilities include set up for volunteers as determined by the principal as well as distributing lists to chair people of scheduled events throughout the year.

ONCE /TWICE A YEAR EVENTS

Advent/Lenten Fair

This is held on a yearly basis. You would be responsible for planning and carrying out a station during the fair.

Book Fair set up

Assist the librarian in setting up the fair. Must be available for a morning during the Fall conference week.

Book Fair Take down

Help librarian take down the fair on a Friday of during the Fall conference week. Must be available in the morning.

Book Fair Selling

One person needed to recruit cashiers for day and evening times. Volunteers need to help sell during day and evening times of the fairs.

Eucharist Fair

Help with the Eucharist Fair, which is held on a Saturday in March for all 2nd graders in preparation for their Holy Communion.

Family Dance

This is a social event that takes place on the Friday of Catholic School's week. There are many volunteer opportunities ranging from kitchen help, decorators, selling tickets, souvenir sales, raffle sales, clean up, etc.

Family Directory

This person would type and assemble the school's family directory at the beginning of the school year.

Newsletter Publication

The *Angel's Herald* is published two or three times a year and includes photos and happenings of the school. Working with the newsletter involves planning, writing articles, editing and lay out.

Painting

Usually done during the summer months, school year vacations, and on long weekends.

Phone-a-thon

The Development Council members, along with other volunteers, call parishioners, school families, alumni and friends requesting spiritual/financial support of our Annual Fund. This fund involves special projects in the school, which cannot be funded through the regular budget.

Sewing

At times, items may need to be sewn or mended. This is especially useful for the annual spring musical.

Spring Musical Help

At least 10 people are needed to help with this production; no theatrical experience is necessary.

SCHOOL VOLUNTEER OPPORTUNITIES AS NEEDED

Art Work/Decorations

Decorate for special events and make posters/art work as requested.

Catering/Baking

Host, prepare, and/or arrange for food and drink at requested events.

Carpentry

As per requests from Buildings and Grounds Committee, projects and odd jobs may need to be completed around the school.

Childcare during Meetings/Events

This person would provide voluntary childcare during school sponsored events or meetings

Classroom Helper

Assists teacher and students in the classroom with special projects. Indicate grade/s you would like to assist.

Substitute Teacher/MN License

Volunteers are needed on an on-call basis throughout the school year for teacher absences.

Cleaning

Periodically, we need help cleaning classrooms, kitchen, library, computer room, etc.

Computer Aide

Assisting the students in the computer lab. Indicate grade/s you would like to assist.

Coffee and Donuts

This is a social time after Sunday Masses in the church basement. Duties include serving coffee, juice, and donuts, and cleaning up afterward.

Drivers

Volunteers to drive for field trips. Indicate grade/s you would like to assist.

Electrician

Occasionally electrical work or repairs are needed in the school.

Gabriel's Bookstore*

This is located in the professional building next to the church. It is a used book store and some of the proceeds help the school. Volunteers are needed to assist with shelving and selling. You may sign up for one day a month, one day a week, or to serve as a substitute.

Hauling

Trucks, vans, and trailers are needed for hauling things. Specifically for recycled cans on a monthly basis, year round.

Lawn Mowing

Help us keep our school and church lawns mowed during the non-winter months.

Library Classroom Helper

Approximately 1 hour is needed per class per week in the library, assisting with checking books in and out, and other library duties.

Library Shelver

Depending on the number of volunteers, this person would need about 1hr. per week once a month to re-shelve books in the library. Needs to be done during school hours when the library is open.

Montessori Preschool Aide Substitute

To assist in the preschool room if the regular aide is unable to be there in the morning session (8:00 AM - 11:30AM) or the afternoon session (12:00 PM - 3:30 PM) Monday through Friday.

Nurse Service

Nurses are occasionally needed to assist the school nurse with screenings, etc.

Office Volunteer

Assist school secretaries in the office.

Photography/Videography

Photographing or videotaping special events and classroom activities.

Plumbing

Expertise in this area may be needed occasionally.

Snow Removal

We all know what the winters in Duluth are like! Assistance is needed to clear the snow from the sidewalks.

Tour Guide

Give tours of the school to prospective families.

Used-a-Bit Shop*

This downtown shop sells good, used clothing and small household merchandise at very low prices. St. Michael's Church and School families and Lakeside/Lester Park neighborhood residents donate merchandise. Volunteers are needed to unpack donated merchandise, stock shelves, and sell. Full or half day shifts are available once a week, once a month, or on a substitute basis.

CLASSROOM DUTIES (directed by the Home and School Association)

Parent/Teacher Conference Dinner

Grades 5 and Kindergarten are responsible for planning, making, and serving dinner for the teachers on 2 conference nights. 5th grade = 1st conferences in the fall. Kindergarten = 2nd conferences in the winter.

Family Dance Clean up

Grade 1 will provide the clean-up for the family dance on the Friday of Catholic School's Week (Jan/Feb)

Work-a-thon Refreshments

Grade 2 will provide refreshments for students and adult helpers following our community clean-up.

Grandparents' Day Refreshments

Grade 3 will provide refreshments for students and their special guests during this day in May.

5th Grade Graduation

Grade 4 will be responsible for planning, decorating, cooking, serving and cleaning for the 5th grade graduation celebration the evening of the last day of school. Notes for this event are available from the 5th grade teacher.