



# Queen of Angels

## MONTESSORI

### School Volunteer Positions: 2010-11

Volunteerism is an important part of our school culture. It strengthens the parent-school-child relationship, and it provides important services to the school that support its mission and help control tuition costs.

This is a summary of the volunteer positions for 2010-11. Please read through this summary to familiarize yourself with the many volunteer opportunities, so that during Enrollment Day (May 5), you will be prepared to sign up for the positions that best suit your interests. A more detailed sign-up sheet will be available at Enrollment Day. Do not use this summary for sign-up.

- **Each family should sign up for one position in Category I (Walkathon and Gala)**
- **Each family should sign up for two positions in Category II (Program Support)**
- Parents who already volunteer in a capacity that is not listed on the form may write this in on the Volunteer Sign-Up Form. This will help the Board to continue to identify the many volunteer capacities that parents already take on at our school

Most of the families at Queen of Angels exceed this expectation, and families are encouraged to serve on additional committees to help develop the school. QAMS realizes that from time to time a family may experience situations that make it impossible to honor its volunteer commitment. In this case, a family can either find a replacement or swap with someone.

#### Category I: Walkathon and Gala

##### **Fall Walkathon: Friday, October 1, 2010**

- **Prize Procurement:** Solicit and pick up prizes, food donations.
- **Sponsorship Procurement:** Solicit event sponsors.
- **Set-up:** Course set up, canopy and table set-up, refreshments set-up
- **Event Assistance:** Marking lap cards, photography, snacks, tabulation
- **Breakdown**

##### **Spring Gala: Friday or Saturday night in March, 2011**

There is something for everyone to do on this annual all-school event

- **Planning committee:** help ideate themes and overall event planning and execution; manage volunteers or lead a committee; Invitations and RSVP management
- **Donation procurement and preparation:** Help with mailings, Solicit Sponsors and Donations; help with data entry; Bundling baskets; preparing/proving bid sheets
- **Class Projects and Class Baskets (2 per class):**
- **Middle School Presentation:** Help with presentation, practice; Oversee students at event and as they sell raffle tickets.
- **Day of Event:** Transport, Set up, Check in, work the Auction Table, Check out, Clean up

## Category II: Program Support

### I. Development & Marketing

- **Development:** Assist our Development Director with data input and mailings.
- **Marketing / Public Relations:** Assist our Marketing Director with planning and implementing school marketing tasks. These include: advertisements utilizing a variety of media, such as print, radio segments, internet, and direct mail. In public relations, we need writers and photographers, who can submit articles to newspapers, television stations and other forms of media. You can also contribute by distributing fliers or yard signs for this team.
- **Website:** Assist our Marketing Director with website updates, ideas, writing etc.
- **Open House Helpers**  
Assist our school staff at the January Open House: Mailings, Publicity, Set-up, Registration and train and oversee student ambassadors during Open House, etc.
- **Summer Camp Program**  
Assist Summer Camp Director with camp planning, marketing, mailings, etc.

### II. PTO Fundraising Activities

- **Sally Foster Fundraiser**  
This wonderful fundraiser sells itself and involves the sale of Sally Foster wrapping paper at the beginning of the school year.
- **Spirit Wear**  
Use your marketing and design savvy to get the kids and adults in some QAMS swag! Selling and inventory of t-shirts, sweatshirts, school bags and other school logo items.
- **Box Tops for Education: Coordinator and Helpers**

Promote Box Tops collections through collection boxes and several contests. Count them and send them in to General Mills to earn money for the school.

- **Recycle for Cash**  
Ongoing collection of ink cartridges turned in for cash for school.
- **SCRIP Certificate Program Coordinator**  
This program allows Queen of Angels to sell gift certificates to parents with a percentage of each sale benefiting both the school and parents. The coordinator of this program coordinates the weekly sales of these gift certificates.
- **PTO Fundraising Liaison**  
Serve as liaison between the PTO and the coordinators of PTO fundraisers. This is a PTO Board position.

### III. Community Relations

- **PTO Directory Coordinator**  
Work with the school's office to publish an annual school directory.
- **PTO Publicity Coordinator**  
Submit PTO news in the weekly QAMS newsletter.
- **Character Development Program**  
This committee develops specific ways to support parents in raising virtuous children. Various activities are planned and carried out throughout the year, such as caroling, baking bread for others, corresponding with pen pals at nursing homes, etc.
- **St. John Vianney Outreach Coordinator**  
Plan and execute expressions of appreciation for the St. John Vianney community.
- **Yearbook Coordinator and Helpers**  
Coordinate the publication of our annual yearbook. Helpers assist.

#### IV. Celebrations and Community-Building

- **Welcome Back Social: Coordinator and Helpers**  
Coordinate and help with our August welcome-back social.
- **Newcomers**  
Welcome new families to the QAMS community.
- **Family Fun Night: Coordinator and Helpers**  
Plan and coordinate events outside of school for our families (a new activity or one that we have done in the past).
- **Staff Appreciation: Coordinators and Helpers**  
Organize efforts to express staff appreciation.
- **Staff Christmas Luncheon: Coordinators and Helpers**  
Plan and implement the annual staff Christmas luncheon.
- **Grandparents' Day**  
Assist at our annual Grandparents' Day (refreshments, greeters, ambassadors, etc.)
- **Catholic Schools Week**  
Help staff to plan/implement Catholic Schools Week activities.
- **May Crowning**  
Help staff with details for our May Crowning celebration.
- **End-of-the-Year Field Day and Picnic: Coordinator/Helpers**  
Help with this fun-filled day of games and fun for the children!
- **Celebrations/Community Building Liaison**  
Liaison between the coordinators of the activities in this committee and the PTO. A PTO Board position.

#### V. Arts and Educational Events

- **Fall Book Fair**  
Help staff the week-long book fair held in October.

- **Arts Committee: Coordinator and Helpers**  
Plan and oversee art programs PTO-sponsored, such as visiting musicians and dramatists; special field trips; art festivals, etc.
- **Artist in Residency Program**  
Assist with the Artist in Residency Program. Tasks include publicity, hospitality, grant writing, photo/video documentation, etc. Tasks are divided among the committee members.
- **Destination Imagination (DI): Coordinator and Team Managers**  
A problem-solving competition for children from kindergarten through high school. A school-wide coordinator and team managers are needed to help DI teams with skits and projects. November-March.
- **Everybody Counts: Coordinator and Helpers**  
A national program that promotes children's understanding of various disabilities. Need a program coordinator, plus helpers to assist in planning and running a one-day activity.
- **Parent Library**  
The owner of this activity helps obtain books selected for our parent library.

#### VI. General Program Support

- **Classroom Coordinators**  
Organize parent classroom volunteers for celebrations, copying, shopping, etc.
- **Classroom Volunteers**  
Volunteer in your child's classroom on a weekly or bi-weekly basis.
- **Playground Monitors**  
Weekly or bi-weekly commitment to assist teachers with lunchtime recess supervision.
- **Upper Elementary Service Program**  
Assist catechists with confirming service outings to local agencies.

- **Pre-Primary Christmas Collection**  
Assist teachers with annual Christmas collection of baby items for local pregnancy center.
- **Mass Music**  
Singers and musicians to assist at Tuesday morning Mass.
- **Maintenance**  
Assist with a variety of small-scale maintenance and repair tasks.
- **Grounds Care**  
Help with gardening, shrub care, outdoor maintenance, etc.
- **Technology Support**  
Assist our Technology Coordinator with various hardware- and software-related tasks.
- **Interior Design and Beautification**  
Help plan and implement ideas to make our school environment more beautiful. Sewing skills can be valuable in this area.
- **Catechesis Material Making**  
Assist catechists with making and repairing atrium materials. Carpentry, artistic, and sewing skills needed.
- **Office Work**  
Occasional support in the office for special tasks, events, etc.
- **Sports Program**  
Work with the Queen of Angels/Prince of Peace Boosters to coordinate or coach soccer, volleyball, or baseball.
- **Scouting**  
Create or help with an American Heritage Girls troop or a Cub Scout/Boy Scout or Blue Knights troop.
- **Bakers**

Provide baked goods for various events and celebrations during the school year.