

Detailed Volunteer Opportunity Descriptions

Event	Date	Host Grade	Time Commitment	Category	Details
Year-long Opportunities					
HSA Leadership Committee Member	Ongoing/Monthly meetings	NA	Monthly meetings, project coordination—trimester commitment; Gala participation.	Community Building	Need a core group of parents to lead each trimester's events. Big picture planning. Trimester commitment.
Playground monitor	Ongoing/Daily	NA	Playground: 1-2 hours/day	Community Building	Playground: monitor inside/outside recess with Mrs. Duffy.
Restaurant Community Night Coordinator--TBD	Monthly	NA	Trimester or year-long commitment	Fundraising/Community Building	Fundraiser. Set up monthly community night events for the school year (8 total) with local restaurants. Determine student volunteer needs, assist with some marketing.
School Catechesis Volunteer	1-1.5 hours Weekly	PreK & K	Level 1 Certified Catechist desired	Student Enrichment	Preschool: Mondays 9-10:30am, 1-2:30pm; Wednesdays 9-10:30am; Thursdays 9-10:30am,

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					1-2:30pm. Kindergarten: Tuesdays 12-1pm.
Art Adventure	TBD	K – 5 th grade classes	Training & classroom time.	Student Enrichment	
Junior Achievement	TBD	K-4 th grade classes	Training & class time.	Student Enrichment	Volunteers coordinate schedule with classroom teacher.
Classroom Facebook Page Manager	Ongoing	1 rep for each class PK-8 th .	Varies	Community Building	See position description on school website under clubs.
Home & School Events in calendar order					
Bus Transfer Monitor	September 8-9	NR	30 minutes AM, 30 minutes PM.	Community Building	Need volunteers to meet students at assigned elementary/middle schools to help facilitate kids transferring busses.
Fall Family Fun Night	October TBD, virtual	5-8 th grade families host.	Planning time and shift work.	Community Building	Plan an all-school, family friendly event. School can provide refreshments, prizes etc.
Give to the Max Day	November 19	NR	varies	Fundraising	Assist with mailing. Funds raised will go

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					toward the Annual Fund/unrestricted fund of the school/church.
Grandparents Day	TBD	NR	Planning and shift work.	Community building	Planning committee needed.
Catholic Schools Week: staff appreciation, student appreciation, community appreciation, day of prayer	January 31 – February 5	PK-8th	Committee planning and possible shift work	Student Enrichment	Help plan the theme of the week, activities to celebrate each day, staff appreciation lunch. Can break into smaller committees.
Family Service Fair--TBD	Community Appreciation day of CSW	All school	Planning and shift work.	Community Enrichment	Possible "adopt an agency" effort
Catholic Schools Raffle	January 15 -February 28	All School	Varies	Fundraising	Build student packets, count sold tickets, sell tickets after weekend Masses [TBD], student incentives/contests. Goal is to raise \$20,000.
Annual Gala— <input type="checkbox"/> Marketing <input type="checkbox"/> Printed materials/Logo <input type="checkbox"/> Décor/Theme <input type="checkbox"/> Sponsorship	April 2021	NR Chair & Co- Chair	Varies: committee and shift work.	Fundraising/Community Building	Largest fundraiser of the year. Need Chair & Co-chair—this event is big and more fun with a committed committee!

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<ul style="list-style-type: none"> • Raffle/auction • Party Boards • Catering • Ticketing • Entertainment/music 		<p>Sub-committees</p> <p>Leads</p> <p>Event Support</p>			Accomplished with Sheila Swift & HSA leadership committee.
Spring Family Fun Night	May 27	Hosted by PK-4th grade families, virtual TBD	Varies: committee and shift work	Community Building	Plan an all-school, family friendly event. School can provide refreshments, prizes etc.
Field Day	May 28	NA	All day/shifts	Community Building	Plan a track & field day event for all school.
8 th Grade Graduation Reception	Sunday, June 6	Traditionally hosted by 7 th grade families	Varies	Student Enrichment	Work with school secretary to plan reception, student gift [rosary]. Set up/clean up.
Year-End Staff Appreciation event	June 9	Traditionally hosted by 2 nd grade families	Varies	Community Building	Plan meal, décor, gift, invitation. Set up / clean up.