

# ST. ROBERT HOME AND SCHOOL ASSOCIATION 2010-2011 EVENT & COMMITTEE DESCRIPTIONS

**PRESIDENT** – SARA COFFOU

**PRESIDENT-ELECT** – WENDY WALLACE

**SECRETARY** – YVONNE LUZNEY

**TREASURER** – DENNIS REILLY

**LIAISON TO SCHOOL ADVISORY BOARD** – KAREN HUNT

**LIAISON TO PARISH COUNCIL** – KATHY WYATT

**VP – FUNDRAISING** – PAM MATTOX

**VP – SOCIAL & RELATIONSHIP BUILDING** – WENDY SCHERWENKA

**VP – ENRICHMENT** – OPEN

**VP – COMMUNITY & SCHOOL SERVICE** – JOAN SCHRAMKA

**VP – COMMUNITY & SCHOOL RELATIONS** – AMY HIETPAS

**VP - VOLUNTEERS** – SUSAN JOY

## FUNDRAISING

### **ALTERRA COFFEE SALES**

CHAIR: Susan and Liam Callanan

***Two to three sales throughout the school year***

Three volunteers needed to plan, promote and hold two to three coffee sales throughout the year.

### **BOOK FAIR**

CHAIR: Mary Becker

CO-CHAIR: Jeanette Corbett

**January 30<sup>th</sup>, 2011 [Primarily Daytime and Weekend Hours]**

Plan, set up, and staff a book sale featuring a great selection of children's books. Fifteen volunteers needed to do set up and marketing prior to the sale or work 1-2 shifts of 3-4 hours each during the book sale. Prerequisite: love books!

### **EIGHTH GRADE FUNDRAISING (\*\*Student Contact Assignment\*\*)**

**Throughout the year**

CHAIR: Open

Organize various fundraising activities for the 8<sup>th</sup> grade class to earn funds for a class trip and class gift. Lead the 8<sup>th</sup> grade students in planning and running **Boo Bash** (a family Halloween fun fair) on October 23<sup>rd</sup>. All eighth grade families are expected to participate.

### **EMERALD AUCTION**

(3-4) CO-CHAIR POSITIONS: Open

**Saturday, March 12<sup>th</sup>, 2011. [Day, weekend and evening hours available]**

200 volunteers are needed for the event of the year -- our grandest fundraiser (it makes a pot of gold, too)! Specific committees are listed on the Volunteer Commitment form (page 3). Please specify desired role on this form.

### **FAMILY PORTRAITS IN THE PARK**

CHAIR: Kim Kelly

**Sunday October 3<sup>rd</sup> [Weekend hours]**

Schedule, promote, and be on-site for family portrait sittings. Two additional volunteer needed to help on portrait day.

### **MAGAZINE DRIVE**

CHAIR: Joe O'Neill

**September 10<sup>th</sup> – October 1<sup>st</sup> [Daytime]**

4 volunteers are needed during the day for three order turn-in days (usually Fridays) to tally orders and one prize day.

### **RUMMAGE SALE**

CHAIRS: Kate Almond & Karen Desing

**October 1<sup>st</sup>, 5:00-8:00 p.m. and October 2<sup>nd</sup>, 9:00–11:00 a.m., Gym [Daytime & evening hours in September/October]**

It takes a village to pull off this event – a major fundraiser and a community favorite since the 1970s! Join parish members along with school parents for a fun volunteer assignment. There is a minimum four-hour commitment in addition to the "Rummage Run." More than 150 volunteers needed. Specific committees are listed on the Volunteer Commitment form. Please specify desired role on volunteer form (page 3).

## **PAINLESS FUNDRAISING**

CHAIR: MariaAnna Gonzalez

### **During the school year [Flexible hours]**

Painless Fundraising needs you to assist with the collection and organization of various "painless" fundraisers including Box Tops for Education, Pick 'N Save, Target and local restaurant give back programs. Promote these fundraisers, and help identify and implement new "painless" ideas for the school. Four volunteers needed.

## **SOCIAL AND RELATIONSHIP-BUILDING**

### **BREAKFAST WITH SANTA**

CHAIRS: Lynn Frieseke and Patty Linn

#### **December 11<sup>th</sup>, 9 a.m. [Daytime & Weekend hours]**

16 volunteers needed to plan, host, and provide baked goods for this special family holiday event. (Setup Friday 3-6 p.m., Event Saturday 8-11 a.m.) Perfect opportunity for working parents!

### **FALL SOCIAL FOR PARENTS, FACULTY AND STAFF**

CHAIRS: **Open**

CO-CHAIRS: **Open**

#### **September 11<sup>th</sup>, 7 p.m. [Saturday daytime & evening]**

Casual get-together for parents, faculty, principal, and Pastor. 16 to 20 volunteers needed to plan, setup, provide food/refreshments, and cleanup. Great opportunity for new school parents to "jump right in"!

### **FATHER SON PACKER CHILI**

CHAIR: **Open**

CO-CHAIR: **Open**

Date: TBD (Packer away game)

Help plan and host a very special and traditional event for fathers and sons. Fifteen volunteers needed to plan activities, set-up, provide or make food, and clean up. This is a biannual event, alternating with the Father /Daughter Dance.

### **GRADUATION RECEPTION**

CHAIR: **Open**

#### **June 8<sup>th</sup>, 2011, 7:00 P.M [Daytime & Evening hours]**

Help plan a reception for our 8<sup>th</sup> grade graduating class. This is a *great* volunteer opportunity for 7<sup>th</sup> grade parents. A planning meeting is required. Six to eight volunteers needed for setup, cleanup, and refreshments the day of graduation.

### **GRANDPARENTS' RECEPTION**

CHAIR: Lisa Lewein

CO-CHAIR: **Open**

#### **March 24<sup>th</sup>, 2011 [Daytime Hours]**

Be part of a team of creative individuals who will plan, organize, and run a "reception" for the grandparents and very special guests of St. Robert students. The reception will be held following afternoon mass and will showcase the school's art & science fairs. 10 volunteers needed to help with this wonderful event.

### **MOTHER DAUGHTER TEA**

CO-CHAIRS: **Open**

#### **February 13<sup>th</sup>, 2011 [Daytime Hours]**

Help plan and host an elegant afternoon Tea for Mothers and daughters! This is a biannual event alternating with Mother/Son Bowling. Fifteen volunteers needed.

### **TRIVIA NIGHT**

CHAIRS: **Open**

#### **Fall & Spring Dates TBD**

8-10 Committee chairs needed to plan, setup and host this community building get-together. Three volunteers also needed for clean up.

# **ENRICHMENT**

## **ART FOR YOUTH (\*\*Student Contact Assignment\*\*)**

CHAIR: Martha Flaherty

### **5 Presentations throughout the school year [Daytime hours]**

Present and discuss art reproductions in the classroom and encourage the students to “look, see, and understand” art. Two volunteers per grade will spend approximately 20 minutes in the classroom five times a year. Preparation is aided by information on the back of each art reproduction – so no experience is necessary! An interest in art and spending time engaged with students is all that is required. 20 volunteers needed. *Prerequisite: SEE training/volunteer certification.*

## **CHESS CLUB (\*\*Student Contact Assignment\*\*)**

### **Throughout the year [After school and evenings]**

Parents needed to assist the Wisconsin Scholastic Chess Federation, organizing practices and interschool competitions rotating once a month. 6-8 volunteers needed. *Prerequisite: SEE training/volunteer certification.*

## **BATTLE OF THE BOOKS (\*\*Student Contact Assignment\*\*)**

CHAIR: Margaret Wittkowske

CO-CHAIR(S): **Open**

### **February and March [Daytime hours]**

Help facilitate an interscholastic competition for 4<sup>th</sup> through 6<sup>th</sup> grade to motivate students to read. Volunteers needed to work 2 two-hour “battles” as judges and timekeepers. 20 volunteers needed. *Prerequisite: SEE training/volunteer certification.*

## **CATHOLIC SCHOOLS WEEK**

CHAIR: **Open**

CO CHAIR: **Open**

### **January 30<sup>th</sup> – February 4<sup>th</sup>, 2011 [Daytime hours]**

Plan and oversee (with the help of 3 teachers) liturgies, service projects, and daily activities (such as student-faculty volleyball game) to celebrate Catholic Schools Week. Eight volunteers with daytime availability needed. Creativity is definitely a plus!

## **VARIETY SHOW**

CHAIR: **Open**

Date: TBD

Assist with the execution of the student Variety Show. Responsibilities include: event publicity, rehearsal supervision, lighting and sound and gym set-up/clean-up. Five volunteers needed.

## **DRAMATIC READING EXPERIENCE**

CHAIR: Jennie Fox

CO CHAIR: **Open**

### **A Saturday morning in December & April [Weekend hours]**

Assist in hosting a special confidence-building opportunity for students in grades 1 through 5. The optional experience invites students to stand before a small group of parents and peers and express themselves through a short reading of their choice. Two volunteers needed to plan and promote the event and provide constructive feedback to the readers.

## **HIGH INTEREST DAY**

CHAIR: **Open**

### **During a school day in spring [Daytime hours]**

Students from 1<sup>st</sup> through 6<sup>th</sup> grades attend various sessions on hobbies, sports and careers. Thirty parents needed to be present at school to help that day. Also need parents who have contacts with possible presenters, ideas about new presentations, or could serve as presenters themselves. Please specify: workshop presenter and/or support volunteer. Volunteers must be present on High Interest Day and will be asked to attend an organizational meeting.

## **MIDDLE SCHOOL SHOWCASE (\*\*Student Contact Assignment\*\*)**

CHAIRS: Joe O'Neill & **Open**

### **May 2011 [Daytime, Evening, & Weekend hours]**

Be a part of this special school production that allows 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students to demonstrate their artistic, musical and acting talents. Five volunteers are needed (in addition to parents of participants) to head crews for make-up, set design, costumes, lighting, program and refreshments. (NOTE: Parents of participating children will be expected to work on sub-

committees, supervise assigned rehearsals, and provide snacks in addition to the requisite volunteer commitments.)

*Prerequisite: SEE training/volunteer certification*

### **RICE BOWL**

CHAIR: Denise Delaney

CO CHAIR: Lisa Lewein

**Ash Wednesday, March 9<sup>th</sup>, 2011 during the school day [Daytime Hours]**

Help set up, serve, supervise a rice meal for students and clean up on Ash Wednesday (staggered shifts from 8:30 am - 2:00 pm). Ten volunteers needed.

### **GREEN WEEK**

CHAIR: Amy Mueller

CO CHAIR: Mike Mueller

**During Lenten Season [Daytime Hours]**

Help plan and implement activities and awareness centered around Earth Day. Four volunteers needed.

## **COMMUNITY & SCHOOL SERVICE**

### **ADOPT A FAMILY**

CHAIR: Jennie Fox

**December during the day**

Two volunteers needed to help plan the collection of needed items to share with families during the Christmas season. Families & students bring in items and committee members collect and distribute items.

### **CLASSROOM AIDES (\*\**Student Contact Assignment*\*\*\*)**

CHAIR: Lynn Frieseke

**During the school day [Daytime Hours]**

One volunteer per classroom needed to stuff home folders on Thursday mornings, assist in the classroom on school picture day, and provide teacher support (such as photocopying) if desired by the teacher. *Prerequisite: SEE training/volunteer certification.*

### **HEALTH VOLUNTEERS (\*\**Student Contact Assignment*\*\*\*)**

CHAIR: Kathy Gridley

**Mondays through Fridays throughout the year, 10:30 a.m. to 1 p.m. [Daytime Hours]**

Volunteers needed to staff the Health Office. Each volunteer is assigned approximately one shift per month. First aid training will be provided. No nursing degree required -- just TLC skills! Twenty volunteers needed. *Prerequisite: SEE training/volunteer certification.*

### **KINDERGARTEN DOOR DUTY**

CHAIR: Rhianna Vella

**During the school year – [Flexible]**

Chairperson schedules parents of kindergarten students to serve as greeters at the Maryland Ave. entrance when children arrive at school and provide assistance as needed to ensure the safety of children. All kindergarten parents are assigned door duty shifts in addition to their 2 requisite volunteer commitments (*do not list on preference form*).

### **LIBRARY AIDES (\*\**Student Contact Assignment*\*\*\*)**

CHAIR: Karen Hunt

**Throughout the year [Daytime Hours]**

Volunteers needed to assist children in the checking out and return of books and to monitor library when the librarian is not available. This new opportunity is a great chance to encourage children to explore the world of reading. The shift hours are flexible, requiring one to two shifts per month. Ten volunteers are needed. *Prerequisite: SEE training/volunteer certification.*

### **MIDDLE SCHOOL SERVICE COMMITTEE (\*\**Student Contact Assignment*\*\*\*)**

CHAIR: Open

6<sup>th</sup> Grade: Open

7<sup>th</sup> Grade: Open

8<sup>th</sup> Grade: Open

**Once a quarter [Daytime hours]**

Students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade are introduced to service projects as another component of their Christian education. Two parents from each of the three grades are needed to plan and organize the various service projects within the school and in the community. Volunteers must attend three projects during the year and supervise individual service assignments and be available on school day afternoons. *Prerequisite: SEE training/volunteer certification.*

### **ROOM PARENTS (\*\*Student Contact Assignment\*\*)**

CHAIR: Lynn Frieseke

#### **Throughout the school year; [Daytime hours]**

One volunteer per classroom needed to organize Parent Preview Night, pass out the ice-cream treat on the first day of school, supervise classroom lunch hour on the days of the Teacher Appreciation Luncheon and Emerald Auction Friday, plan the classroom treats for the Grandparents Reception, organize the class basket for the Emerald Auction, develop and oversee the snack/party list, and handle teacher gifts. Please specify grade level preference, if applicable.

*Prerequisite: SEE training/volunteer certification.*

### **TECH CREW**

CHAIR: Kent Maly

#### **Throughout the year – [Daytime, evening, and weekend hours]**

Be part of a dedicated team of volunteers who will help with lighting, set-up, light construction, sound, etc .for various Home & School events throughout the year. Five volunteers needed

### **UNIFORM RE-SALE**

CHAIR: Laura Pfaff

#### **Three times during the school year (Registration Day, fall, spring); [Daytime hours]**

Volunteers needed to help move, sort and fold clothing for sale as well as work as cashier and cleanup. Four volunteers needed to setup and staff three sales during the year.

## **COMMUNITY & SCHOOL RELATIONS**

### **BLUEPRINT NEWSLETTER**

CHAIR: Kim Christenson

CHAIR (LAYOUT): Sharlene Byrne

#### **[Flexible hours]**

The Blueprint is a highly visible publication that provides information about the school to parents, alumni and parishioners while enhancing the school's image. Two volunteers needed to write articles & do photography for each of 3 issues. Writers will need to interview teachers, students and alumni, write in a lively, informative style, and meet deadlines.

### **COFFEE RECEPTIONS**

CHAIR: Yvonne Luzney

CO-CHAIR: Jeanette Corbett

#### **First day of school, August 30th, After All School Masse s in October, February, & June [Daytime hours]**

7 volunteers needed to help setup, cleanup, provide and serve refreshments for 4 morning coffee receptions throughout the year. 1) First day of school reception in Reilly Hall after morning drop off, 2) Reception after All School Mass in October for New Parents/Families 3) Reception following All School Mass in February for Prospective Families, 4) Reception after All School Mass in June for Parents & Parish Seniors.

### **FACULTY AND STAFF RECOGNITION DAY**

CHAIR: **Open**

CO CHAIR: **Open**

#### **May School Day Date: TBD [Daytime hours]**

Be part of this end-of-the-year thank you to our faculty and staff. 10 volunteers are needed to plan and implement a special day at school for our faculty and staff.

### **HOSPITALITY COMMITTEE**

CHAIR: Kim Christenson

#### **Throughout the year [Daytime and evening hours]**

This committee of 18 provides food and beverages for several events, including the Rummage Sale setup and sale, Emerald Auction setup, Recruitment Open Houses, and Annual Meeting. Committee also provides dinner for teachers during parent-teacher conferences in November. This is often a great option for parents with babies/toddlers and for working parents, as time frames are flexible for dropping off food and beverage contributions.

### **HOST FAMILY/NEWCOMER ICEBREAKER FOR NEW FAMILIES AND KIDS**

CHAIR: Rhianna Vella

CO-CHAIR: Karen Patterson

#### **Summer 2010 and Icebreaker in the Park on August 26th, [Daytime & Evening Hours]**

Recruit host families and pair them with new families. Put together small welcome packages for new families. Plan and implement a gathering at the park to welcome new families before school begins. Four volunteers needed.

### **PANCAKE BREAKFAST**

CHAIRS: Donna & Bob Stelter

CO-CHAIRS: Lisa & Todd Lewein

#### **Sunday, January 30<sup>th</sup>, 2011 [Weekend hours]**

Flip those flapjacks and join the fun. Thirty volunteers needed for setup, serving and cleanup. Shifts available 8:30 a.m. to 1:30 p.m. A fun volunteer job perfect for newer families and/or working parents.

### **SWEATSHIRT & SPIRIT WEAR SALES**

CHAIR: Open

CO-CHAIR: Open

#### **During the school year [Daytime, evening, and weekend hours]**

Facilitate sweatshirt & spirit wear sales during the school year, including Registration Day, home games, Pancake Breakfast, Annual Stakeholders' meeting, etc. Seven volunteers needed.

### **TEACHER AND STAFF APPRECIATION LUNCHEON**

CHAIRS: Open

CO-CHAIR: Open

#### **February 4<sup>th</sup>, 2011. [Daytime hours]**

Help prepare and serve a noon meal for our wonderful faculty and staff. Planning meeting, food preparation, setup and cleanup shifts required. Ten volunteers needed.

### **YEARBOOK AND SCHOOL PHOTOGRAPHY**

#### **Throughout the school year**

CHAIRS: Kate Jurgens and Jen Luna

4 volunteers with own camera needed to photograph school events (such as the Christmas program, Boo Bash, and special classroom events), to solicit/collect photos from parents for the yearbook, and to assist with designing the yearbook. One additional volunteer needed to assist professional photographer on all-school Picture Day.