

ST. ROBERT HOME AND SCHOOL ASSOCIATION 2011-2012 EVENT & COMMITTEE DESCRIPTIONS

PRESIDENT – WENDY WALLACE

PRESIDENT-ELECT – OPEN

SECRETARY – OPEN

TREASURER - DENNIS REILLY

ASSISTANT TREASURER – MEREDITH FRIEDIANI

LIAISON TO THE SCHOOL ADVISORY BOARD- KAREN HUNT

LIAISON TO PARISH COUNCIL – TBD

VP – FUNDRAISING – OPEN

VP – SOCIAL & RELATIONSHIP BUILDING – ZULAR RODRIGUEZ

VP – ENRICHMENT – OPEN

VP – COMMUNITY & SCHOOL SERVICE – JOAN SCHRAMKA

VP – COMMUNITY & SCHOOL RELATIONS – OPEN

VP - VOLUNTEERS – SUSAN JOY

FUNDRAISING

ALTERRA COFFEE SALES

CHAIR: OPEN

Two to three sales throughout the school year

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

New! APPLE SALE

CHAIR: OPEN

Three volunteers needed to plan, promote and conduct an apple sale in the fall.

BOOK FAIR

CHAIR: Karen Hunt

CO-CHAIR: OPEN

January 29, 2012 [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!

New! CALENDAR RAFFLE

CHAIR: Matt Hietpas

Throughout the school year with a fall kick off.

Be part of the inaugural team! 8 volunteers needed for the planning, promotion, sales and administration of a daily calendar raffle.

EFFORTLESS FUNDRAISING

CHAIR: OPEN

During the school year [Flexible hours]

Effortless Fundraising needs you to assist with the collection and organization of various "effortless" fundraisers including Box Tops for Education, Target, and dine out for St. Robert events, i.e. Culvers, Oakcrest, etc. Promote these fundraisers, and help identify and implement new "effortless" ideas for the school. Three volunteers needed.

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

Throughout the year

CHAIR: OPEN

(Can chair as a team – 1 to 3 people)

Organize various fundraising activities for the 8th grade class to earn funds for a class trip and class gift. Lead the 8th grade students in planning and running the **Boo Bash** (a family Halloween fun fair) on October 22nd. All eighth grade families are expected to participate.

EMERALD AUCTION

(3-4) CO-CHAIR POSITIONS: OPEN

Saturday, March 10, 2012 [Day, weekend and evening hours available]

This is 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 page 3 of that form.

New! HOLY MOLY MONEY RAFFLE

CHAIR: Sara Coffou

Mid April through St. Robert Parish Fair weekend (June 2 – 3, 2012)

10 volunteers are needed to sell raffle tickets at group events including after weekend masses and at the fair, assist in marketing and administration of the raffle. This fundraiser is a partnership with the St. Robert Fair and you will partner with parish volunteers.

MAGAZINE DRIVE

CHAIR: Joe O'Neill

September 9 – October 3

No volunteers needed, but please order magazines throughout the year.

RUMMAGE SALE

CHAIRS (2-3) CO-CHAIR POSITIONS: **OPEN**

September 30th, 5:00-8:00 p.m. and October 1st, 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).

NON-FUNDRAISING ACTIVITIES

SOCIAL AND RELATIONSHIP-BUILDING

BREAKFAST WITH SANTA

CHAIRS: Lynn Friesseke and Patty Linn

December 10, 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: Carrie and Rick Kohloff

CO-CHAIRS: Jennifer and Brad O'Keef

September 10, 7 p.m. [Saturday daytime & evening]

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

FATHER/DAUGHTER DANCE

CHAIR: Holly Ganther

CO-CHAIR: Ellen Hayes

Date: Saturday, February 11, 2012 [Saturday daytime and evening]

Help plan and host a very special day/event for fathers and daughters. Twelve volunteers needed to plan activities, decorate, provide or make food, and clean up. This is a biannual event, alternating with the Mother Daughter Tea.

GRADUATION RECEPTION

CHAIR: **OPEN**

June 6, 2012, 7:00 P.M [Daytime & Evening hours]

Help plan a reception for our 8th grade graduating class. This is a *great* volunteer opportunity for 7th 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**

TBD, Spring of 2012 [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 during the school day and showcase the students work either in the arts, science or other academic endeavor. 10 volunteers needed to help with this wonderful event.

MOTHER/SON BOWLING

CO-CHAIRS: **OPEN**

January 14, 2012 [Weekend daytime hours]

Help plan and host a fun afternoon of bowling for moms and sons! Four volunteers needed. This is a biannual event, alternating with the Father Son Packer Chili.

TRIVIA NIGHT

CHAIRS: **OPEN**

One event to be held in January/February, 2012

A team of 6 committee chairs/members 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

CO-CHAIR: **OPEN**

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: must attend SEE training.*

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

CHAIR: Margaret Wittkowske

CO-CHAIR(S): Margaret DeMichele

February and March [Daytime hours]

Help facilitate an interscholastic competition for 4th through 6th grade to motivate students to read. Volunteers needed to work 2 two-hour “battles” as judges and timekeepers. 12 volunteers needed. *Prerequisite: must attend SEE training.*

CATHOLIC SCHOOLS WEEK

CHAIR: **OPEN**

CO CHAIR: Jennifer MacDonnell

January 29 – February 3, 2012 [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. 8 volunteers with daytime availability needed. Creativity is definitely a plus!

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. This 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.

GREEN WEEK [Daytime hours]

April 23 – 27, 2012

CHAIR: **OPEN**

CO-CHAIR: **OPEN**

Plan and oversee activities and events to promote taking care of our environment with both a local and global awareness. Ten volunteers with daytime availability needed.

INSIDE THE WORLD OF WORK

CHAIR: **OPEN**

CO-CHAIR: **OPEN**

During a school day in winter/spring [Daytime hours]

Students attend various sessions on hobbies, sports and careers. Six 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 the day of the event and will be asked to attend an organizational meeting.

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

PRODUCTION CHAIRS: Joe O'Neill & Claudia Mitchell

COSTUME CO-CHAIRS: (2 volunteers needed): **OPEN**

May 2012 [Daytime, Evening, & Weekend hours]

Be a part of this special school production that allows 6th, 7th and 8th grade students to demonstrate their artistic, musical and acting talents. The production chairs need two Costume Co-Chairs to join their team. Organizational skills and creativity are the main requirements. 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. Five additional volunteers are needed (in addition to parents of participants) to help with sets, costumes, or production. Prerequisite: must attend SEE training.

RICE BOWL

CHAIR: Denise Delaney

CO CHAIR: Lisa Lewein

Ash Wednesday, February 22, 2012 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.

VARIETY SHOW (Student Contact Assignment**)**

CHAIR: Joe O'Neill

Date: TBD (Feb 2012)

Assist with the execution of the student Variety Show. Responsibilities include: event publicity, rehearsal supervision, lighting and sound and gym set-up/clean-up. Three volunteers needed. *Prerequisite: must attend SEE training.*

COMMUNITY & SCHOOL SERVICE

ADOPT A FAMILY

CHAIR: Jennie Fox

December during the day and weekends

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.

New! AFTER SCHOOL AIDE (Student Contact Assignment**)**

[Daytime hours, Wednesday afternoons during after school enrichment program sessions]

CHAIR: **OPEN**

2 volunteers needed to assist in the school office from 2:00 to 3:30 p.m. on Wednesday afternoons during the after school enrichment programs. There are three six week sessions throughout the year. Volunteers will answer telephone, doors and assist students and parents during and immediately after enrichment classes. *Prerequisite: SEE training/volunteer certification.*

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 and provide teacher support (such as photocopying) if desired by the teacher. *Prerequisite: SEE training/volunteer certification.*

HEALTH VOLUNTEERS (Student Contact Assignment**)**

CHAIR: **OPEN**

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! 20 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. 10 volunteers are needed. *Prerequisite: SEE training/volunteer certification.*

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

CHAIR: OPEN

6th Grade: OPEN

7th Grade: OPEN

8th Grade: Chris Povinelli & Sarah Rock

Once a quarter [Daytime hours]

Students in 6th, 7th and 8th 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, supervise classroom lunch hour on the days of the Teacher Appreciation Luncheon and Emerald Auction Friday, plan the classroom treats for the Grandparents Reception, assist in classroom activities that support 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. 5 volunteers needed

UNIFORM RE-SALE

CHAIR: Laura Pfaff

Two to three times during the school year (Registration Day, Open House and possibly spring); [Daytime and weekend hours]

Volunteers needed to help move, sort and fold clothing for sale as well as work as cashier and cleanup. 3 volunteers needed to setup and staff two to three sales during the year.

COMMUNITY & SCHOOL RELATIONS

BULLY PREVENTION CORE COMMITTEE

Throughout the year [Afternoon hours]

Be part of a dedicated team of teachers and parents working to reinforce the bully prevention efforts at St. Robert. Attend monthly afternoon meetings and plan ways to continue to educate the student body and the St. Robert community at large. One parent volunteer needed.

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. 6 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 Welcome Back Coffee (first day of school), Rummage Sale setup and sale, Emerald Auction setup, Recruitment Open Houses, and an end of year Coffee Reception. 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/NEWFAMILY ICEBREAKER

CHAIR: Rhianna Vella

Summer 2011 and Icebreaker in the Park on August 24th, [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 29, 2012 [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.

SCHOOL SPIRIT WEAR SALES

CHAIR: Sally Zale

CO-CHAIR: **OPEN**

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

Facilitate school spirit wear sales at August school registration day and throughout the year. Determine seasonal offerings, administer order forms and fulfill orders.

TEACHER AND STAFF APPRECIATION LUNCHEON

CHAIRS: **OPEN**

CO-CHAIR: **OPEN**

February 3, 2012. [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

2 volunteers with own camera needed to photograph school events (such as the Christmas program, Boo Bash, and special classroom events) and to solicit/collect photos from parents for the yearbook. Volunteers needed to assist professional photographer on all-school Picture Day and to take pictures at All Saints Day school mass.