

PARENT VOLUNTEER PREFERENCE FORM 2011-2012

Return form to School Office by Friday, May 20, 2011

Family Name: _____

Student(s) Name(s) and Grades (Fall '11): _____
(Please include student(s) last name)

OPTION 1: VOLUNTEER TIME

Each parent commits to TWO volunteer activities, assigned on a "First Come, First Served" basis. Each parent is asked to participate in either the **Rummage Sale** or the **Emerald Auction** and one other activity. Please refer to *Event & Committee Descriptions* for more information. For the **Second Commitment**, please list THREE other volunteer choices for each parent in order of preference. Service on the Home & School Association or School Advisory Board for upcoming school year may be listed as one of the individual commitments.

Parent 1

Name: _____

Day Phone: _____

Evening Phone: _____

E-Mail: _____

Availability (please circle): Daytime, Evenings, Weekends

First Commitment (please choose one)

Rummage Sale

Emerald Auction

Second Commitment (please list 3 choices):

1. _____

2. _____

3. _____

Yes, I am interested in chairing the following committee:

Yes, I have completed **Safe Environment Education** and am certified for "Student Contact Assignments". No/Not sure

Yes, I am willing to volunteer for more than the two required volunteer commitments. I would like to also serve on:

Parent 2

Name: _____

Day Phone: _____

Evening Phone: _____

E-Mail: _____

Availability (please circle): Daytime, Evenings, Weekends

First Commitment (please choose one)

Rummage Sale

Emerald Auction

Second Commitment (please list 3 choices):

1. _____

2. _____

3. _____

Yes, I am interested in chairing the following committee:

Yes, I have completed **Safe Environment Education** and am certified for "Student Contact Assignments". No/Not sure

Yes, I am willing to volunteer for more than the two required volunteer commitments. I would like to also serve on:

Some events fill up fast, so the sooner you turn your form in, the better chance you have of getting your top choices. If this form is not received by the deadline, we will assume that you wish to fulfill your obligations by paying the \$250 per parent volunteer "buyout" fee. All forms will be date stamped upon receipt by the office

HOME & SCHOOL ASSOCIATION BOARD POSITION

The Home & School Association relies on the talent and dedication of parents to provide leadership for the organization. Service on the H&S Board provides an opportunity to have a direct impact on the mission and success of our organization. If you are interested in learning more about serving on the Home & School Association Board, please check any that you would consider accepting:

President-Elect **Secretary** **VP Fundraising**
 VP Enrichment **VP Community & School Relations**

ADDITIONAL VOLUNTEER COMMITMENTS AND OPPORTUNITIES

Please be advised that there are some volunteer activities that may be required depending on your child(ren)'s grade or activities (i.e.: All kindergarten parents will be assigned to help with morning drop-off Door Duty; Parents of children participating in the Middle School Showcase will be expected to provide supervision/snacks during assigned rehearsals, 8th Grade parents are required to participate in 8th grade fundraising events). These volunteer duties are **in addition** to the family/individual commitments on the previous pages, and are not excused if you choose a "volunteer buy-out".

Special Talents/Skills

We often rely on the special talents of our school parents to assist with activities as they arise. Do you have any special talents, skills, or "connections" that you would be willing to share? (i.e.: carpentry, technology, accounting, cooking, arts, sciences, graphics, or any other)

Please List: _____

Grade-level Parent Social

Social events for parents are held once per year for each grade level to encourage relationship-building among peer group parents. Younger grade level parties are usually held in the early fall, while older grade level parties may occur later in the school year. The H&S Association contributes \$200 toward expenses and attendees are asked to contribute an appetizer, dessert, or beverage to share.

I am willing to host a party in my home for the parents of children in the following grade(s):

Host Family (throughout the year)

Each new family starting at St. Robert School is assigned a veteran "Host Family" to welcome them, answer questions, and assist them in getting acclimated their first year. Families with children at any grade level are encouraged to serve as a Host Family.

We are willing to be a host family for a new family entering St. Robert School.

OPTION 2: VOLUNTEER BUY-OUT

The success of the events and activities sponsored by the Home & School Association depends on the participation of all school parents. However, not all parents are able to commit to volunteer service. **If desired, one parent may fulfill the volunteer commitments for both parents.** Alternatively, parents may opt to fulfill their obligations by paying a \$250 per parent volunteer "buy-out" fee. Parents who do not submit a completed Volunteer Preference Form will be billed the "buy-out" fee on September 29th. "Buy-out" fees may also be assessed if assigned commitments are not fulfilled.

Enclosed is a check for \$250 in lieu of volunteer commitments for ONE Parent.

Enclosed is a check for \$500 in lieu of volunteer commitments for TWO Parents.

Parent 1 Name: _____ **Parent 2 Name:** _____

In order to meet your needs and make the assignment process for the following fundraisers as efficient as possible, we would like you to identify your assignment preferences for each event. All assignments are made on a "First Come, First Served" basis. Please rank your top 3 choices for each event below.

RUMMAGE SALE *(150 volunteers needed)*

September 30, 5:00-8:00 p.m. and October 1, 9:00 am – 1 pm, Gym [Daytime, evening and weekend hours in August/Sept/Oct]

All Rummage volunteers need to participate in the "Rummage Drop-Off Saturday or Sunday" on Sept. 24 or 25. *Please note that the Athletic Assoc. Golf Outing is on Friday, September 23.*

Parent 1 Parent 2

- Rummage Drop-Off Saturday!** (assist with drop-off, sorting & pricing) – Saturday afternoon, Sept. 24
- Rummage Drop-Off Sunday!** (assist with drop-off, sorting & pricing) - Sunday afternoon, Sept 25

Additionally, there is a minimum four-hour commitment to one of the activities listed below. Please rank the top 3 choices of assignment(s) below for each parent.

Parent 1 Parent 2

- Acquisitions Team** (arrange/provide rummage pick-ups from Legacies or community members) – Flexible hours Aug/Sept
- Marketing** (develop printed and online advertisements) - Flexible hours Aug/Sept
- Volunteer Coordinator** (assign/coordinate volunteer duties for rummage tasks) – Flexible hours Aug/Sept & beginning of Sale days
- Charitable Donations** (identify/coordinate with charitable groups receiving rummage items) - Flexible hours & Sat of Sale
- Set-Up** (set-up tables, displays & kitchen for Sale and Rummage Drop-Off) – Saturday morning, Sept 24
- Sales – Friday** – Friday, Sept. 30 from 4:45 to 8 pm

List preferred area (Check-Out, Security, Stage, Kitchen, Furniture, Floor Sales) _____ Parent 1 _____ Parent 2

- Sales – Saturday** – Saturday, Oct. 1 from 8:45 am to 1 pm
- List preferred area (Check-Out, Security, Stage, Kitchen, Furniture, Floor Sales) _____ Parent 1 _____ Parent 2

- Clean-Up** (box-up remaining rummage, tear down tables & displays, clean kitchen & gym) – Saturday, Oct. 1 from 1 to 4 pm

- Yes, I am interested in leading the following Rummage Team** (see groups listed above): _____
- Yes, I am interested in Chairing the Rummage**

EMERALD AUCTION *(200 volunteers needed)*

Saturday, March 10, 2012, and prior [Daytime, evening, and weekend hours available in January/February/March]

Help us with the grandest event and largest fundraiser of the year! There is an opportunity for any schedule, talent or interest! Please rank the top 3 choices for a committee assignment for each parent and note if you are interested in taking on a committee chair position.

Parent 1 Parent 2

- Acquisitions/Silent & Voice Auction** – Flexible Hours
- Advertising** – Flexible Hours
- Bar Set Up & Management**– Night of Auction/Prior
- Catalog** – Flexible Hours
- Childcare** – Friday (day) before the auction
- Check-out** – Night of Auction and Day after
- Cleanup Saturday Night** – Night of Auction
- Cleanup Sunday Morning**- Early Sunday morning
- Data Management** – Flexible hours

Parent 1 Parent 2

- Decorations & Dinner Table Setup** – Daytime hours
- Volunteer Coordinator** – Flexible Hours
- Dinner/Appetizer Service** - Supervise servers
- Display** - Flexible Hours & Friday 3/9/12 daytime
- Gym/Reilly Hall Setup**- Daytime & Evening Hours
- On Site Logistics** – Night of Auction
- Publicity** – Flexible hours
- Reservations/Bar Ticket Sales** – Night of Auction
- Underwriting** – Flexible hours

- _____ **Yes, I am interested in chairing the following Auction committee:** _____
- _____ **Yes, I am interested in chairing the Emerald Auction**

If you would like more information about any of the events please contact: Wendy Wallace, '11-'12 Home & School President, at 414-704-8428 or wendy.m.wallace@gmail.com.

