

## Volunteers Needed!

2011 – 2012 School Year

Please return this form at Orientation August 11, 2011

Name \_\_\_\_\_

Best Phone Number \_\_\_\_\_

Email address \_\_\_\_\_

PFA, our school, and our parish are in need of **MANY** volunteers to promote our school and make our community building and fundraising events successful. Please let us know where you would like to help by checking any of the boxes below. When the event date gets near, the Volunteer Coordinator or Committee Chair will contact you to schedule a shift that works for you. **THANK YOU** for your service to St. Matthew.

I am available to volunteer during the school day:            Yes    No

- Trash Bag Sales** (August/September) – Work in bus barn or carpool lines before or after school during sale period.
- Scrip** (all year) – Sell Scrip from office. A wide variety of days and times are available, including after weekend masses.
- Marketing/Promotions** (all year) – Advertise and promote events, write weekly updates for School newsletter or monthly updates for Parish Bulletin.
- Library** (all year) – Assist students with returning and checking out books in library on school days in morning.
- Teacher Liaison/Room Parent** (all year) – Assist with volunteer coordination and event planning for your child's classroom.
- Yearbook** (all year) – Assist with picture taking, reporting, assembly, and sales of yearbooks.
- Spiritwear** (all year) – Assist with sales, ordering and delivery of Spiritwear.
- Lost and Found** (monthly throughout year) – Assist with organization and display of lost and found items and delivery to charity of unclaimed items.
- Family Movie Nights** (various times throughout year) – assist in set up, clean up, and organizing concessions.
- Grandparents Day** (Oct. 5) – Welcome our grandparents to our school and assist with refreshments and/or programs.

- **Chili Supper** (Oct. 14) – Help with set up, clean up, service, and many other jobs at this Family Fun event. A wide variety shifts available.
- **Box Tops** (November/March) – Promote contest and clip and count box tops.
- **Book Fair** (Nov. 28 – Dec. 4) – Help in the book store.
- **Pancake Breakfast** (Feb. 12) – Help with set up, clean up, service, and many other jobs at this Family Fun event. A wide variety of shifts are available.
- **Open House Tours** (November/April) – Help promote our school by welcoming potential applicants and providing tours and information about our school.
- **Tyson Chicken A+ Program** (February/March) – Promote contest and clip and count Tyson labels.
- **Walk-A-Thon/Field Day** (April 18) – Help with activity stations.
- **Trivia Night** (May 5) – Create questions, sell tickets, help with all aspects of this new event.
- **Gala 2011** (TBD) – Numerous committees need assistance.
- **After School Clubs** (throughout the year) – Help set up calendar and assist with various after school clubs
- **Copy Room** (throughout the year) – Assist school staff with copying tasks
- **Nurse's Office** (throughout the year) – Assist students who visit the nurse's office