

All School

INSTRUCTIONS: Please select one job from the Grand Celebration.

Grand Celebration

Please select at least one job from the following list of Grand Celebration jobs. If you are planning to work a shift together or to work two shifts independently (two jobs) specify this. This year's date is Saturday, November 22nd, 2008.

	<u>Job Description</u>	<u>Service Hours</u>
A100A	Grand Celebration Overall Chairperson Filled (Darcy Goede, John & Nancy Rasmussen, Amy & Jon Brown) Three volunteers are responsible for overall coordination, dinner, hotel arrangements, etc. as well as overseeing Silent and Live Auction chairpersons. 3 year term.	50
A100B	Grand Celebration Live Auction Chair Filled (St. Peter, Shinners, Brackin, Waldon, Rock, Jacobsen) Three + volunteers are responsible for soliciting larger Live Auction donations and overseeing Live Auction during the Grand Celebration. 3 year term.	40
A100C	Grand Celebration Silent Auction Chair Filled (Whims, D. Pellegrine, K. Dennehy, Kelly, Torborg) Three + volunteers are responsible for soliciting silent auction donations and arranging the Silent Auction portion of the Grand Celebration. 3 year term.	40
A101	Interested in Grand Celebration Chair Postion We are always looking for people interested in doing a little something extra! Mark this code on your sheet if you are interested and we'll give you a call for the following year!	0
A110	GC Publicity Coordinators Position Open this year! A couple individuals are needed to coordinate publicity for the event. This includes Weekender & bulletin announcements, e-mails and GC website.	30
A111	GC Website Filled (L. Munkeby) Coordinate Grand Celebration websie listing all items and details of the event. Fall, Sept thru November.	40
A111T	GC Website Trainee Closed - Enough Volunteers We need one person to train to take over the GC website job. Need to feel comfortable with a computer, but don't need to know website software (we can train you on it). Want to know how to build website? Here's your chance! Fun job, most work in Oct & Nov.	30
A112	GC Decorations Coordinator Filled (K. Nelson, J. Meyers) Coordinate the Table Decorations and Overall Silent Auction Decorations. We will have a team of volunteers to help you.	20
A113	Decoration Workers Help take things out of the boxes and arrange Silent and Live Auction tables. Lend a creative touch. Volunteers are needed to arrange centerpieces and help with overall decorations under the direction of the Decorations Coordinator. This usually occurs on the day of the event.	5
A114	Display Board Coordinator Filled (M. Lindahl) Coordinate and organize all the the display boards used on Live and Silent Spotlight items. We have a team of people to help decorate the boards and move them around to be displayed the weeks before the event. You just need to coordinate the effort	15
A115	Display Board Team We are looking for several people to prepare the display boards used for Live and Silent Auction Spotlight items. These boards are usually decorated using standard scrap book materials, so if you like to make scrapbooks this might be a fun thing for you to do.	5
A120	H&T/Live Raffle Coordinator Position Open this year! One or two people to oversee the shifts selling Heads & Tails coins and Live Auction Raffle tickets during the Silent Auction. Work a one-hour shift during Silent Auction. This job could be a great position for someone who is not attending the event this year.	5

A121	Silent Runner	Needs Volunteers	2
	A dozen volunteers are needed to repackage products, bag and deliver guest items. you will be able to attend the silent auction portion of the evening without buying a ticket. Your shift will begin when the silent auction closes. (includes free attendance to Silent auction portion of event) ** Dinner not included, tho may be purchased to eat with Silent team. Can bid.		
A122	New Family Dinner Host		2
	We'd like to make sure all new IHMCS families are personally invited to attend the event. We are looking for couples who would like include one or two new IHMCS families at your dinner table. This includes extending a personal invitation. New f		
A123	Live Auction Raffle Worker		1
	Twelve Live Auction Raffle workers are needed to work a 30-minute shift during the Silent Auction/Cocktail portion of the evening.		
A125	Heads and Tails Worker		1
	Approximately 12-16 Heads & Tails workers are needed to work a 30-minute shift during the Silent Auction/Cocktail portion of the evening selling coins to play the Heads & Tails game during the Live Auction.		
A129	Live Invoice Coordinator	Filled (B. Miller)	3
	(1 position) Help line auction enter and coord. invoices during the auction.		
A131	Silent Family Caller		5
	People are needed to call 15-20 IHMCS families to solicit donations of cash, services or products. Can be done from home! September - November timeframe.		
A132	Silent Drivers		2
	People are needed to help move the inventory of Silent Auction donations to the Grand Celebration site. Drivers with vans or trucks desired. 8am-10am Saturday morning of the event. limit to 15 people		
A133	Mailing Preparation	Needs Volunteers	2
	Over 75 volunteers are needed to help with mailing preparation, stuffing envelopes. This usually occurs one weekday evening in October.		
A135	Coordinator for Mass		10
	Coordinator will need to meet with the priest about music and readings selections. This person will also need to secure volunteers for reading, lay miniters and music. A program will need to be copied for all attending mass.		
A136	Silent Auction Photographer		10
	(2 positions) Photograph silent auciton items for the website. Must have digital camera. Work done in Oct-Nov.		
A137	Silent Auction Proofreader	Closed - Enough Volunteers	5
	(2 positions) Proofread and note corrections for item descriptions for the silent acution team. Internet access req. Oct-Nov.		
A138	Silent, Class Party Coordinator		10
	Coordinate class parties, not hosting, just recruiting hosts, etc. TWO year commitment.		
A139	Silent, Theme Basket Coordinator		15
	(1 position) Coordinate theme baskets for silent auction. Oct-Nov		
A140	GC Business Caller Coordinator	Position Open this year!	30
	One person is needed to coordinate soliciting business donations, thru summer into Fall.		
A141	Silent Business Caller	Needs Volunteers	10
	People are needed to call existing local business contributors to solicit donations of cash, services or products. Product donations may require pick-up. Calling and doing pick-ups June through summer timeframe. 10 hours depending on pick-up requirements.		
A142	Silent New Business Solicitor	New this year	10
	Need several people to help recruit new businesses to donate to the Silent Auction. Are you good at sales? We could use your help!		

Family Service

INSTRUCTIONS: Please select 15 Family Service Hours.

Room Parents

Two adults are needed from each classroom as Room Parents. The room parents will receive a Room Parent Handbook. Grade assignments and other responsibilities will be explained at that time. 10-15 hours Their responsibilities include: Organizing Grade Level Assignments (with help from all parents in grade/class), Planning parties in conjunction with teachers/students, Other homeroom activities.

<u>Job Description</u>	<u>Service Hours</u>
F100- Room Parent: 1st Grade	15
F100- Room Parent: 2nd Grade	15
F100- Room Parent: 3rd Grade	15
F100- Room Parent: 4th Grade	15
F100- Room Parent: 5th Grade	15
F100- Room Parent: 6th Grade	15
F100- Room Parent: 7th Grade	15
F100- Room Parent: 8th Grade	15
F100- Room Parent: Kindergarten	15

Teacher Assistance

Adults are needed to assist teachers periodically in the classroom or perhaps on special projects. The amount of time and frequency varies according to class and teacher's needs and your availability. This might involve helping in Computer Lab or with reading for younger students or involve helping teacher prepare for special projects. Use of assistants is up to the individual teachers' needs so you may not be called to help. Varies 2 hrs/month

<u>Job Description</u>	<u>Service Hours</u>
F110- Teacher Assistant: 1st Grade	20
F110- Teacher Assistant: 2nd Grade	20
F110- Teacher Assistant: 3rd Grade	20
F110- Teacher Assistant: 4th Grade	20
F110- Teacher Assistant: 5th Grade	20
F110- Teacher Assistant: 6th Grade	20
F110- Teacher Assistant: Art	20
F110- Teacher Assistant: Junior High	20
F110- Teacher Assistant: Kindergarten	15
F110- Teacher Assistant: Music	20
F110- Teacher Assistant: Spanish	10
F220 Art Fair Assistance	3
Volunteers are needed for the annual art fair in the spring. Jobs include scheduling, coordinating volunteers for set-up and take-down, organization, and advertisement	
F221 Band Concert Helpers	5
Several parents are needed to help Mr. Bestler with the Christmas, Mid-Winter and Spring Band Concerts as well as Field Trips. This would be some time during the day needed and some time in the evening of the concerts.	

F233 **Phy Ed Helper, Pres. Testing** 6

One parent per class is needed to help Mr. Tesch during the Presidential testing day

Office Help

	<u>Job Description</u>	<u>Service Hours</u>
F203	Library Aide Volunteers are needed to assist the librarian with cataloging, typing and checking books in and out for children. September - May 1-2 hours/week or as you are available.	10
F205	Picture Day Helper Closed - Enough Volunteers A few people are needed to help with picture day and then a few others to help with the Make-up Picture Day.. You need to plan to be at school the whole day. (Limited sign-up) The people not called to help for Picture Day, may be called to help with the Make-Up Picture Day.	8
F206	Sports Team Photo Helper (2 positions) Help coordinate students for the Sports Team Photos.	2
F207	Blue Folders Filled (D. Goede, B. Melander) Help prepare blue folders on weeks they go out.	20
F208	Vision and Hearing Screening Closed - Enough Volunteers Several people are needed to help with the vision and hearing tests. Some training is given that morning.	5
F209	Office Laminating Filled (F. O'Brien) Help the office with lamination. Help as needed.	15
F590	Website Administration Filled (L. Foley, A. Tran) Help maintain school website	80

Lunchroom/Playground

Volunteers are needed to monitor lunchroom and playground during a lunch shift. Usually once a week or twice a month, as available. 2-4 hrs/month

	<u>Job Description</u>	<u>Service Hours</u>
F210	Lunchroom/Playground Coordinator Filled (Ann Anderson) (1 position) Coordinate the lunchroom/playground monitor schedule and to act as liaison between monitors and school administration.	15
F211	Lunchroom/Playground Shift K-2nd Grades	18
F212	Lunchroom/Playground Shift 3-5th Grades	18
F213	Lunchroom/Playground Shift 6-8th Grades	18

Gift Wrap Sales

The school holds a gift wrapping sales fundraiser in the Fall, generally September-October timeframe.

	<u>Job Description</u>	<u>Service Hours</u>
F410	Gift Wrap Chairperson Filled (F. Obrien) One coordinator is needed to coordinate the distribution and collection of the gift wrap orders. This is a two-year commitment (one year spent in-training and one year spent as the chair).	20
F411	Gift Wrap Chair (In-Training) Filled (K. Zeien) Assist the chairperson and take over eventually.	15
F412	Gift Wrap - Volunteer Volunteers are needed to help tally and coordinate order distribution.	5

Christmas Boutique

The purpose of this event is to enable our preschool through Fourth Grade students to go Christmas shopping on their own. They are able to purchase gifts at affordable prices, and benefit educationally from mathematical calculations and decision-making processes.

<u>Job Description</u>	<u>Service Hours</u>
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F420	Boutique Chairperson	Filled (W. Composto)	30
	Three people are needed to organize this activity. They need to make a three year commitment. Boutique chairpersons need to be available during the daytime.		
F421	Boutique Chair In Training	Position Open this year!	30
F422	Boutique - Assistant		10
	A few volunteers are needed to help the Boutique Chair people plan and implement the boutique. Want to get a bit more involved...but not take the helm...this is for you!!		
F423	Boutique Worker		3
	I'll do whatever is needed.		
F424	Boutique - Wrapper/Shopper		3
	75 workers are needed 3 hours during the actual sale to help children with purchasing, wrapping, etc.		
F425	Boutique Setup Crew		3
	Several workers are needed during the day to help set up the boutique.		
F426	Boutique Clean Up Crew		3
	Several workers are needed during the day to help clean up the boutique.		

Bingo Bonanza

This is a family oriented social activity offering good food, Bingo, raffle, door prizes, and fellowship. This event is held in conjunction with Catholic Schools Week in late January.

	<u>Job Description</u>		<u>Service Hours</u>
F430	Bingo Chairperson	Position Open this year! (K. Debenedetto, and open for new trainee)	25
	Three chairpersons are needed to oversee and coordinate all the Bingo Bonanza Activities. A Chairperson needs to make a three-year commitment. This is a great job, lots of fun!!		
F431	Bingo - Kitchen Coordinator	Position Open this year! (J. Schmanski, and open for new trainee)	20
	Two people are needed to coordinate arrangements for food and drink. This involves purchasing food and coordinating cooking and serving workers. This is a THREE year commitment.		
F432	Bingo - Financial Coordinator	Position Open this year! (K. Brackin, and open for new trainee)	15
	Two people are needed to head finances, making change during the evening and helping to count money and balance finances at the end of the evening. This is a THREE year commitment.		
F433	Bingo - Master Coordinator	Position Open this year! (S. Medina, also open for new trainee)	10
	One person is needed to recruit and assign volunteers and to oversee Bingo workers/winners that evening. From Dec-Jan. This is a THREE year commitment.		
F434	Bingo Marketing Coordinator	New this year	20
	One person is needed to coordinate promotion for Bingo, emails, flyers, etc. This is a THREE year commitment. From Dec-Jan.		
F436	Bingo - Worker, Kitchen	Closed - Enough Volunteers	2
	15 workers, 1 hour shifts, serving food cafeteria style, lots of fun!		
F437	Bingo - Worker, Food Tickets		2
	11 workers, 1 hour shifts, selling or collecting tickets,		
F438	Bingo - Worker, Raffle Tickets		2
	4 workers, 1-2 hour shifts, selling raffle tickets		
F439	Bingo - Worker, Pop & Popcorn		1
	6 workers, 1 hour shifts		
F440	Bingo - Worker, Tables		2
	48 workers, 1 1/2 hour shifts, selling Bingo cards at a table		

- F442 **Bingo, Envelope Stuffers** 2
15+ people are needed to help stuff raffle tickets in envelopes one evening before the Bingo event.
- F443 **Bingo, Food Shelf** 3
One person is needed to gather food shelf donations and drop off at area food shelf. The night of and after the event.

Play

Each spring the junior high students present a play. This is a vehicle for building school spirit and is an educational experience for all participants whether in the cast or stage crew
NEW All 7th and 8th grade parents are asked as part of their Love agreement hours to help with the play. (est. 5+ hours) You will be automatically signed up for this job if you have a 7th/8th grade student.

- | | <u>Job Description</u> | <u>Service Hours</u> |
|------|--|---|
| F450 | Play - Volunteer Coordinator

Two people are needed to help the Music and Band teacher coordinate all of the play volunteers and keep the schedules. | Position Open this year! (P. Hirschuber, and open for new trainee)

15 |
| F451 | Play - Volunteer

If you do not have a 7th or 8th grader, you can still help with the play! It's fun. Areas to help include: Props, Stage Crew, Technical Assistance (building, construction), Publicity, Painting, Hair & Makeup | 5 |
| G78 | Play - Volunteer (7th/8th Grade Parents) | 5 |

School Dance

- | | <u>Job Description</u> | <u>Service Hours</u> |
|------|---|--|
| F530 | School Dance Committee

The School Dance Committee helps the Home and School Coordinator organize, decorate, etc for the two school dances held in the fall and in the spring (6-8 grade). The committee meets as needed during the school year. | 8 |
| F531 | Fall Dance Chaperone

Six parents are needed for each dance to chaperone | Closed - Enough Volunteers

3 |
| F532 | Spring Dance Chaperone

Six parents are needed for each dance to chaperone | 3 |

Chess Club

- | | <u>Job Description</u> | <u>Service Hours</u> |
|------|--|---|
| F560 | Chess Club Coordinator

Parents are needed to help coordinate the Chess Club, monitor the meetings, help plan activities and guest coaches, etc. Does not have to be chess knowledgeable, but is helpful. | Filled (R. Kennedy, B. Watson, A. Kelly)

30 |
| F561 | Chess Club Coordinator In-Training | Position Open this year!

30 |

Videotaper Committee

- | | <u>Job Description</u> | <u>Service Hours</u> |
|------|---|-------------------------------------|
| F552 | Videotaping Coordinator

We need one person to coordinate all of the videotapers and liaison between the Cable Station, IHMCS Special Events, and videotapers to support this program. | Filled (J. Wilson)

15 |
| F553 | Videotaper

People are needed to videotape programs and school events throughout the year, such as the concerts and 7th and 8th Grade play. Programs videotaped are then aired on local Cable Channel. You are part of a team and training is provided. You need only videotape one event per year. Service hours vary depending on number of events taped. (Great for working parents!) | 6 |

Misc Fundraising

- | | <u>Job Description</u> | <u>Service Hours</u> |
|------|--|---|
| F520 | Campbells Labels - Coordinator

One person is needed to oversee the label pickup and redemption program. This position will be filled on a first come first serve basis and has a 2 year limit. | Closed - Enough Volunteers

15 |

F521	Campbell's Soup Labels		5
	Adults are needed to pickup and sort Campbell's Soup labels. Due to large number of volunteers, workers usually need only pick up labels for 1-2 weeks during the school year. This job can be done at home. Time will vary. (limit 12 volunteers)		
F522	GM Box Tops - Coordinator	Filled (T Miranda)	15
	One person is needed to oversee the Box Top pickup and redemption program. 2 year term limit.		
F523	GM Box Tops		4
	20 individuals are needed to pick up and sort General Mills box tops. This is an ongoing job throughout the school year and can be done at home. Time will vary. * (limit 20 volunteers)		
F524	Kemps Program - Coordinator	Filled (S Blanchard)	10
	One person is needed to collect and redeem the Kemps Milk Carton Tops collected. Pick up can be once a month. This position will be filled on a first come first serve basis and has 2 year term limit.		
F525	Land O'Lakes Program	Position Open this year!	10
	One person is needed to collect and redeem the Land O'Lakes coupons collected. Pick up can be once a month. This position will be filled on a first come first serve basis and has 2 year term limit.		
F526	Label Sorter		6
	two people are needed to go inthe office every month and sort the lables, bottle tops, box tops, etc. that parents have turned in. Takes about 30 minutes a time.		

Marketing

	<u>Job Description</u>		<u>Service Hours</u>
F540	Newsletter Coordinator	Filled (A. Dreislein)	20
	Coordinate production of one annual newsletter for school in Spring.		
F541	Newsletter Team		4
	The IHMCS Newsletter, "Heart to Heart", is a four page publication printed once a year in the Springl. We need people to write articles for us, don't have to be an expert, just enjoy writing.		
F550	Hospitality Coordinator		12
	One person is needed to coordinate the hospitality volunteers (see below).		
F551	Hospitality Team		6
	Several people are needed to help with hospitality (food and beverages) at school events such as Open Houses, etc.		
F554	Booth Staffing: Pax Fair		2
	Individuals are needed to staff a IHMCS Booth handing out information and answering questions at parish events. This is an easy job for people already attending the fairs. Worker only needed after one Mass, approximately		
F556	Tour Team		10
	Volunteers are needed to help take prospective families on tours during the school day.		

Good Shepherd Program

Several families per grade are needed to be Good Shepherd Families for new IHMCS families. Based on the age and sex of your children, you are paired with another family to be the Good Shepherd Families for all new "Boys/Girls" in that class. You need to arrange 2-3 playdates for new students and existing students as well as be available to answer questions from new parents. This is a great role and can be very rewarding! (need several families for each grade, please help!)

	<u>Job Description</u>		<u>Service Hours</u>
F500	Good Shepherd Coordinator	Filled (K. Gazich)	15
	One person is needed to coordinate the Good Shepherds Program, determining Good Shepherd Families and mailing information to new families and Good Shepherd families.		
F501-	Good Shepherd, 1st Grade		10
F501-	Good Shepherd, 2nd Grade		10
F501-	Good Shepherd, 3rd Grade		10
F501-	Good Shepherd, 4th Grade		10

F501-	Good Shepherd, 5th Grade	10
F501-	Good Shepherd, 6th Grade	10
F501-	Good Shepherd, 7th Grade	10
F501-	Good Shepherd, 8th Grade	10
F501-	Good Shepherd, Kindergarten	10

Athletics

	<u>Job Description</u>	<u>Service Hours</u>
F230	Concessions, Volleyball The Concession Committee helps the Athletic Coordinator find volunteers, organize, and supervise the concessions/scoreboard and scorebooks during the Volleyball Home games. This is a great committee for parents with children in the sport. 2 people -	10
F231	Concessions, Basketball The Concession Committee helps the Athletic Coordinator find volunteers, organize, and supervise the concessions/scoreboard and scorebooks during the Basketball Home games. This is a great committee for parents with children in the sport. 3 people	10

Athletic Coaches

Coaches, under the direction of the Athletic Director, are needed to teach skills, promote sportsmanship, plan strategies, and coach at games, etc. during the season. Varsity teams are 7th and 8th Grade and Cub teams are 5th and 6th Grade.

	<u>Job Description</u>	<u>Service Hours</u>
F570A	Coach: Boys Varsity-Fall Soccer	25
F570B	Coach: Boys Varsity-Winter Basketball	25
F570C	Coach: Boys Varsity-Spring Baseball	25
F570D	Coach: Girls Varsity-Fall Soccer	25
F570E	Coach: Girls Varsity-Fall Volleyball	25
F570F	Coach: Girls Varsity-Winter Basketball	25
F570G	Coach: Girls Varsity-Spring Softball	25
F570H	Coach: Boys Cub-Fall Soccer	25
F570I	Coach: Boys Cub-Winter Basketball	25
F570J	Coach: Boys Cub-Spring Baseball	25
F570K	Coach: Girls Cub-Fall Soccer	25
F570L	Coach: Girls Cub-Fall Volleyball	25
F570	Coach: Girls Cub-Winter Basketball	25
F570N	Coach: Girls Cub-Spring Softball	25

IHMCS Advisory Council and Home and School

The IHMCS Advisory Council and Home and School Committee leadership positions are not filled through the LOVE Agreement. However, participation in either of these groups does fulfill your family's Love Service Hours. If you are interested in either position, please respond to the request for nominations made each spring.

<u>Job Description</u>	<u>Service Hours</u>
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F601 **IHMCS Advisory Council** 80

The Advisory Council is established to provide help and advice to the Pastor and Principal in the governance and management of the school. Areas of focus include: PR/Marketing, Policy and Evaluation, Strategic Planning, Development, and Finance. As an Advisory Council member you will oversee a functional committee as well as attend Council meetings.

F602 **Home & School Committee Leadership** 30

Home and School leadership positions are filled in the spring for a two-year term which begins the following July, with the exception of the chair who serves a third year. The purpose of the Home and School Committee is to facilitate and oversee the efforts within the school for fundraising, volunteer coordination, and service. Committee meetings are usually held once a month during the school year.

IHMCS Advisory Council Functional Committees

The IHMCS Advisory Council Members oversee the committees noted below. Each year the committee chair, in conjunction with the principal, is charged with defining the number and nature of volunteer openings based on anticipated work and project requirements. For those interested, membership on a committee is a great way to get more involved in the school and in the efforts of the Advisory Council. Review the information outlined below and if appropriate, express your interest. A Council member will contact all those expressing interest once the school year starts and advise them of the status of volunteer openings.

	<u>Job Description</u>	<u>Service Hours</u>
F610	Marketing Committee Volunteers are needed to help the Marketing representative on the Advisory Council to implement the marketing and PR efforts for the school. We'll have lots of great things going on this year to continue our ongoing push to recruit new families. Involvement doesn't require any expertise. The Committee is involved in Mailings, Open Houses, Booths at Fairs, the Website, Advertising, etc. and will meet on a regular basis from mid-Fall through March	Needs Volunteers 20
F611	Policy & Evaluation Committee Volunteers are needed to help the Policy and Evaluation representative on the IHMCS Advisory Council. Help to review and incorporate policies for the governance and direction of the school and work with the Council to assess and measure the efforts of the school and Council. The committee will meet on a regular basis throughout the school year. Individuals interested in policy and measurement should consider volunteering.	20
F612	Development Committee Volunteers are needed to help the Development representative on the IHMCS Advisory Council. The Development Committee will oversee the completion of the capital campaign effort and work to research practices and establish a process and approach for ongoing development efforts. Individuals interested in efforts related to development and raising donations should consider volunteering.	20
F613	Finance Committee Volunteers are needed to help the Finance representative on the IHMCS Advisory Council. This committee will help to establish tuition rates and related tuition procedures. They will also propose and oversee an annual budget and establish procedures for the allocation of financial assistance. The committee will meet on a regular basis throughout the school year. Individuals with a finance background or interest should consider volunteering	20