

**ST. TIMOTHY
CATHOLIC SCHOOL**

PARENT VOLUNTEER OPPORTUNITIES



**2009-2010
ACADEMIC YEAR**

Overview – Points for Parents Volunteer Opportunities

Saint Timothy Catholic School is a wonderful place for our children to grow academically and spiritually! The administration and PTO continue to believe that parent involvement and participation in school activities is not only a means to show our support for the faculty and the school, but is absolutely necessary in order to maintain and expand many of the academic and extracurricular services offered by the school to our children. Educational research also demonstrates that children achieve at a higher levels if parents are involved in their child's education. But, most importantly, your children LOVE to see you!

The parents or legal guardians of each family registered at Saint Timothy School are required to earn a minimum of 60 points for combined volunteer services during the current academic year, or a minimum of 12 hours of service. The PTO encourages school families to volunteer at least 3 hours during each school quarter to help support activities throughout the entire school year. Volunteer opportunities are included in this document, and each hour of volunteer service will earn 5 points toward the 60 point requirement.

If, however, your family is unable to participate, you may choose to buy out of the commitment for \$5.00 per point or \$300 per family annually. If you choose to buy out, you should send a check through the office and indicate the payment reflects your family's contribution toward our points program.

If no prior arrangements are made with the Principal and your volunteer hours are not fulfilled, you must pay the equivalent of your remaining hours before the last day of school. The Principal will hold your child(ren)'s report card until this matter is settled. The Points Coordinator will keep you informed on your progress halfway through the school year.

Please note that all volunteers coming in contact with students are required by the Arlington Diocese to undergo a personal background check and complete a VIRTUS child safety training course. To register for an upcoming VIRTUS class entitled "Protecting God's Children," please go to www.VIRTUS.org. VIRTUS training, fingerprinting and background checks must be completed and paperwork submitted to the school office by October 31st.

We recognize that there are some families who already contribute well over the requested 12 hours of volunteer service. We are extremely grateful and hope that your generosity will continue this next school year!

To volunteer for any of the activities listed below, please contact the project coordinator or e-mail your interest to Pointsforparents@Sainttimothyschool.org

Summary of Volunteer Activities

FUNDRAISING

30 year Saint Timothy Auction Gala Celebration - Chairs and Volunteers NEEDED

Time Frame – Event will be in Spring, planning to begin Late Fall/Early Winter

POINTS EARNED: Chairs 60 points, Volunteers 5 points per hour

LATE NITE CATECHISM – Chairperson OPEN Time Frame – OPEN

It is thought that perhaps this could be an event hosted during our 30 year anniversary!

POINTS EARNED: Chairperson – 60 points, Volunteers 5 points per hour

30 YEAR Celebration Run for Fund Race - Chair and Volunteers OPEN Time Frame - Fall

POINTS EARNED: Chair – 60 points, Volunteers – 5 points per hour

Book Fair - School Chairperson, OPEN Time Frame - November/December and Spring

POINTS EARNED: Chair — 60 points, Volunteers 5 points per hour

Box Tops - School Chairperson, OPEN Time Frame -Throughout the year

POINTS EARNED: Chair - 60 points

Campbells Soup Labels - School Chairperson, OPEN

Time Frame -Throughout the year

POINTS EARNED: Chair – 60 points

Car Raffle – School Chairperson, OPEN

Time Frame – Winter and Spring

POINTS EARNED: Chair – 60 points, Volunteers 5 points per hour

Craft Fair – School Chairperson (2 slots available), Committee Leaders, Volunteers – OPEN

Time Frame- September – April

POINTS EARNED: Chairs – 60 points, Committee Leaders – 30 points, Volunteers 5 points per hour; Baked Goods – 5 points

Golf Tournament—School Chairperson, OPEN

Time Frame - Feb-May

POINTS EARNED: Chair - 60 points, Volunteers 5 points per hour

Grant Writing Group—VOLUNTEERS NEEDED

Time Frame: Year long

POINTS EARNED: 5 points per hour of time working on various projects.

Grocery Store Bonus Cards-- School Chairperson, OPEN

Time Frame - August/September

POINTS EARNED: Chair - 30 points

Innisbrook/Wrapping Paper - School Chairperson (2 slots), OPEN

Time Frame - September/October

POINTS EARNED: Chairs - 60 POINTS; Volunteers 5 points per hour

School Store – School Chairperson (2 slots) Time Frame - July – Mid September
POINTS EARNED: 60 POINTS PER VOLUNTEER

Scrip— School Chairperson (1 slot), Volunteers – OPEN Time Frame—Throughout the year/weekly
POINTS EARNED: Chair – 60 points; Volunteer—5 points per hour tallying and filling orders

Used Uniforms- School Chairperson (Slots open for PE, girls, boys and preschool) OPEN
Time Frame -Varies in Year
POINTS EARNED: Chair – 20 points

SOCIAL

Ice Cream Social – Chair and Volunteers OPEN Time Frame - July/August
POINTS EARNED: Chair – 60 points, Volunteers – 5 points per hour

SCHOOL COMMUNITY

PTO Executive Board Member
POINTS EARNED: 60 points

ROOM PARENT for Each Class, K through 8
POINTS EARNED: 60 POINTS

ROOM PARENT COORDINATOR - OPEN Time Frame – August -June
POINTS EARNED: 30 POINTS

LUNCH AND RECESS VOLUNTEERS Time Frame -All Year
POINTS EARNED: 5 POINTS PER RECESS AUGUST – NOVEMBER;
APRIL –JUNE 8 POINTS PER RECESS DECEMBER – MARCH

CPR TRAINING FOR FACULTY AND PARENTS—OPEN
Time Frame – August/September
POINTS EARNED: 5 points per hour

School Decorations, Birthday & Photo Bulletin Board - OPEN, COORDINATOR NEEDED
POINTS EARNED: Coordinator - 60 points and volunteers 5 points per hour

Art Volunteers - Room Moms, coordinator Time Frame - All Year
Volunteers assist Mrs. Sponaugle during art class, helping students complete art projects.
May also assist by hanging student artwork throughout the school as permitted.
Where Accomplished: School
POINTS EARNED: VOLUNTEERS - 5 points per class

Back to School Night OPEN Time Frame--September

POINTS EARNED: Volunteers - 5 points per hour; Attendees – 5 points

Brown Envelope Collation - Coordinator OPEN Time Frame - Monthly
POINTS EARNED: Coordinator 40 points, Volunteers – 5 points per hour

Catholic Schools Week (various opportunities) Time Frame - January

Special Breakfast for teachers – Chairperson and Volunteers OPEN
POINTS EARNED: Chairperson: 40 points; Volunteers – 5 points per hour

Open House for New Students - Volunteers Needed
POINTS EARNED: All volunteers – 5 points per hour

Family Fun Night – Chairpersons and Volunteers Time Frame – Depends on activity
Events might include Bingo Night, Movie Night, and Skate Night.
POINTS EARNED: Event Chair –20 points per event; Volunteers – 5 points per hour

Celebration Book Club – Chairperson OPEN Time Frame: Year Long
POINTS EARNED: 20 POINTS- Coordinator; Donor families receive 1 point for each \$5 of the purchase price of donated books.

Chaperone on Field Trip
POINTS EARNED: 15 points per event

Student Holiday Luncheons (Halloween and Christmas)

Santa’s Workshop—School Coordinator, OPEN Time Frame—November/December
POINTS EARNED: COORDINATOR—60 points; Volunteers – 5 points per hour

Classroom Helper
POINTS EARNED: 5 points per hour

Eighth Grade Graduation Events Time Frame – April – June
Brunch for 8th grade students and parents
Sixth grade parents are asked to coordinate for a brunch on the morning of Graduation for 8th
Points Earned: 5 points per hour.

Reception following Graduation Mass (Evening)
Points Earned: 5 points per hour.

Faculty Christmas Party – Chairperson (2 slots) and Volunteers OPEN Time Frame – October - December

POINTS EARNED: COORDINATOR – Coordinators – 60 points; Volunteers 5 points per hour

Field Day—Chairperson and Volunteers OPEN Time Frame—March – June

POINTS EARNED: COORDINATOR - 60 Points: Volunteers – 5 points per hour

Guardian Angels—School Coordinator, OPEN Time Frame—Throughout the year
POINTS EARNED: COORDINATOR – 60 points

Library Volunteers - Room Moms, contact Time Frame—All Year
POINTS EARNED: VOLUNTEERS—5 points per class

Lions Club Vision and Hearing Tests - School Nurse, coordinator Time Frame: early Fall
POINTS EARNED: 5 points per hour

Marketing Committee - OPEN Time Frame—Year long
POINTS EARNED: 5 points per hour

Math Superstars – OPEN Time Frame – Year Long
POINTS EARNED: Chair 60 points; Volunteers 5 points per hour

Public Relations Group – OPEN Time Frame - As needed
POINTS EARNED: 5 points per hour

Music Volunteers - OPEN Time Frame---All Year
POINTS EARNED: 5 points per class or hour of assistance

Scholastic Book sales by classroom, Volunteers Time Frame: Year long
POINTS EARNED: 30 POINTS

School Picture Day Time Frame—Fall and Spring, 1 day each
POINTS EARNED: Volunteers: 5 points per hour

Science Career Day—VOLUNTEERS NEEDED Time Frame- Spring
POINTS EARNED: 5 POINTS PER HOUR

Science Lab Volunteer – Volunteers OPEN Time Frame – Yearlong
POINTS EARNED: 5 points per class or hour of assistance

Science Fair – Volunteers OPEN Time Frame - Spring
POINTS EARNED: Judges 15 points; Volunteers 5 points per hour

Shakespeare Festival—VOLUNTEERS NEEDED Time Frame: February-May
POINTS EARNED: Chairperson – 60 points, Volunteers 5 points per hour

Year Book- Time Frame—Throughout the year/layout February
POINTS EARNED: COORDINATOR—60 POINTS, CLASS PAGE PARENT – 15 POINTS

Detailed Description of Volunteer Opportunities

FUNDRAISING

30 year Saint Timothy Auction Gala Celebration - Chairs and Volunteers NEEDED

Time Frame – Event will be in Spring, planning to begin Late Fall/Early Winter

This event will celebrate Saint Timothy's 30th Year Anniversary. It is an open event to all school faculty, administration, parish and parent/student community. Volunteers would coordinate with Parish for annual fundraiser auction. Coordinate auction donations from teachers and parents, class basket donations, etc., and work as a liason between the school and the Parish.

40-45 hour time commitment for chairs; 25-30 hour time commitment for committee leaders

Where Accomplished: Home/School/Other

POINTS EARNED: Chairs – 60 points, Committee Leaders – 30 points, Volunteers 5 points per hour

LATE NITE CATECHISM – Chairperson OPEN

Time Frame – OPEN

It is thought that perhaps this could be an event hosted during our 30 year anniversary!

LNC is a one-woman off Broadway comedy show about the catholic faith back in the days when nuns ruled the schools. "Hilarious!" applauds Fox TV News and the thousands who have laughed themselves to tears. As you step into the international hit comedy, the checkered linoleum and habit-clad nun of a Catholic school days-past rush back to greet you. In an audience of fellow "students," Catholics and non-Catholics alike become part of what is sure to be the most hilarious and enjoyable adult catechism class ever attended. Coordinate event with dessert and coffee following.

Where Accomplished: Home/School/Other

POINTS EARNED: Chairperson – 60 points, Volunteers 5 points per hour

30 YEAR Celebration Run for Fund Race - Chair and Volunteers OPEN Time Frame - Fall

Volunteers for this fundraiser would organize and promote a 5k for the school, working closely with the PE Teachers, staff liason, for this event.

20-25 hour time commitment/15-20 volunteers

Where Accomplished: Home/School/Other

POINTS EARNED: Chair – 60 points, Volunteers – 5 points per hour

Book Fair - School Chairperson, OPEN

Time Frame - November/December and Spring

Volunteers assist the Librarian in the coordination, set up and sales during the book fair, held in the Fall and the Spring. There are many opportunities available to work at the book fair.

Minimum 2 hour time commitment/20-30 volunteers

Where Accomplished: School

POINTS EARNED: Chair — 60 points, Volunteers 5 points per hour

Box Tops - School Chairperson, OPEN

Time Frame -Throughout the year

Great opportunity to volunteer at home! Box Tops coordinator counts and packages box tops from students and submits them to General Mills by the October and March deadlines so the school can receive CASH! Chair often promotes fundraising opportunity and runs contests throughout the year to see which class turns in the most box tops — nominal prizes to the winner.

15-20 hour time commitment

Where Accomplished: Home

POINTS EARNED: Chair - 60 points

Campbells Soup Labels - School Chairperson, OPEN **Time Frame -Throughout the year**
Campbells Label coordinator collects qualifying Campbell's product labels throughout the year and submits them for school equipment and other items. Coordinator often promotes fundraising and runs contests throughout the year to see which class turns in the most labels—nominal prizes to winning class. Great opportunity for a parent who cannot be at the school to volunteer!

15-20 hour time commitment

Where Accomplished: Home

POINTS EARNED: Chair – 60 points

Car Raffle – School Chairperson, OPEN **Time Frame – Winter and Spring**
Set up and attend coordination meeting with All Saints. Print, sell tickets after mass, stuff envelopes and process tickets on Thursdays.

20-25 hour time commitment

Where Accomplished: Home and School

POINTS EARNED: Chair – 60 points, Volunteers 5 points per hour

Craft Fair – School Chairperson (2 slots available), Committee Leaders, Volunteers – OPEN

Time Frame- September – April

Volunteers would coordinate annual craft fair. Coordinate vendors, marketing .

30-35 hour time commitment

Where Accomplished: Home/School/Other

POINTS EARNED: Chairs – 60 points, Committee Leaders – 30 points, Volunteers 5 points per hour; Baked Goods – 5 points

Golf Tournament—School Chairperson, OPEN **Time Frame---Feb-May**

This event is scheduled for early May. A minimum of 3-4 people are needed to coordinate the event. Many opportunities to help including advertising sales, ticket sales after Mass, set-up/hospitality on the day of the event.

15-20 hour commitment/3-4 volunteers minimum needed

Where Accomplished: Home/School/Other

POINTS EARNED: Chair - 60 points, Volunteers 5 points per hour

Grant Writing Group—VOLUNTEERS NEEDED **Time Frame: Year long**

Volunteers would research grants, teacher awards and other charitable donations available to the school, either in the form of cash or school specific items. Person would work closely with Principal and faculty to ascertain their needs.

30-40 hour time commitment/3-5 volunteers

Where accomplished: Home primarily

POINTS EARNED: 5 points per hour of time working on various projects.

Grocery Store Bonus Cards-- School Chairperson, OPEN

Time Frame—August/September

Another great at home volunteer opportunity! Coordinator promotes fundraising opportunity and offers to collect Giant Bonus Card numbers from parents and log this information into the computer to qualify the school for cash rewards. Most of the work for this is completed by October.

Approx 5-10 hour time commitment

Where Accomplished: Home

POINTS EARNED: Chair - 30 points

Innisbrook/Wrapping Paper - School Chairperson (2 slots), OPEN

Time Frame - September/October

This is the first fundraiser of the school year and it usually starts/ends in September and October. Volunteers needed to tally orders and offload and distribute orders to students/parents when they arrive. Coordinator distributes additional Innisbrook Flyers throughout the year to extend fundraising efforts. Promote and encourage on-line sales throughout the year.

20-25 hour commitment/6-9 volunteers needed

Where Accomplished: Home/School/Other

POINTS EARNED: Chairs - 60 POINTS; Volunteers 5 points per hour

School Store – School Chairperson (2 slots)

Time Frame—July – Mid September

Parents needed to coordinate and stock the School Store. The store will be operated on a weekly basis, as well as at special events such as Open House and other times throughout the year. The store will stock basic school supplies such as paper, pencils, pens, folders, etc. and possibly some spirit wear items. Funds from the store will go to *insert fund*.

2 volunteers at beginning of school year.

Where Accomplished: Home/School

POINTS EARNED: 60 POINTS PER VOLUNTEER

Scrip— School Chairperson (1 slot), Volunteers - OPEN

Time Frame—Throughout the year/weekly

Volunteers help tally and fill school orders on Monday mornings (tally orders) and Friday afternoons (fill and distribute school orders). Volunteers may also help sell Scrip during Holiday season at the Parish after masses.

Time commitment varies depending upon number of volunteers

Where Accomplished: School and Home

POINTS EARNED: Chair – 60 points; Volunteer—5 points per hour tallying and filling orders

Used Uniforms- School Chairperson (Slots open for PE, girls, boys and preschool) OPEN

Time Frame -Varies in Year

Volunteers sort used uniforms by size and offer them for sale at the Open House and various times throughout the school year. Volunteers also make sure uniforms are clean and without tears, etc.

8-12 hour time commitment/3-4 volunteers

Where Accomplished: Home/School

POINTS EARNED: Chair – 20 points

SOCIAL

Ice Cream Social – Chair and Volunteers OPEN

Time Frame - July/August

This event is a chance for “new” Saint Timothy families to meet “old” families before the start of the school year. It may be held in the lunch room. Volunteers purchase ice cream, toppings, utensils, etc., set up and clean up the lunch room and serve ice cream.

2-3 hour time commitment/6-12 volunteers

Where Accomplished: Home/School

POINTS EARNED: Chair – 60 points, Volunteers – 5 points per hour

SCHOOL COMMUNITY

PTO Executive Board Member

Executive Board members serve annually. Duties include attending monthly Executive Board meetings and general PTO meetings. Board members carry out duties specific to the office they hold as set forth in the PTO by-laws and assist the Principal with various matters as the need arises. Executive Board members also set PTO budget and fundraising goals.

Where Accomplished: School/Home/Other

POINTS EARNED: 60 points

ROOM PARENT for Each Class, K through 8

Room parent works closely with teacher to plan and implement various classroom activities throughout the year. Room parent also serves various other functions, including coordinating classroom projects and/or baskets for the gala, implementing plans for celebrations during Catholic Schools Week, and other functions. Room Parent duties **DO NOT** pertain to academic issues in the classroom (i.e., Room Parents do not grade papers, stuff Friday Folders, etc.)

25-40 hour time commitment

Where Accomplished: Home/School/Other

POINTS EARNED: 60 POINTS

ROOM PARENT COORDINATOR - OPEN

Time Frame – August -June

This is a room mom who has served before who can be the point of contact for all the current K-8 room moms. The coordinator will work with room moms to answer questions, inform them of school traditions, etc.

POINTS EARNED: 30 POINTS

LUNCH AND RECESS VOLUNTEERS

Time Frame—All Year

Volunteers supervise the lunchroom or bus barn/playground area during recess. On indoor recess days, volunteers will be assigned to supervise students during recess in the classroom. Volunteers monitor children's whereabouts, keeping them out of prohibited areas.

2 hour time commitment per turn/2-3 volunteers needed per day

Where Accomplished: School

**POINTS EARNED: 5 POINTS PER RECESS AUGUST – NOVEMBER;
APRIL –JUNE 8 POINTS PER RECESS DECEMBER – MARCH**

CPR TRAINING FOR FACULTY AND PARENTS—OPEN

Time Frame – August/September

One or two volunteers needed to assist the School Nurse in scheduling and organizing a CPR certification course for faculty and parents to be held on a Saturday in mid- to late September. The goal of this program is to ensure that there are always certified CPR providers on the school grounds in case of an emergency. *Please contact the School Nurse if you are interested in this activity.*

5-8 hour time commitment/1-2 volunteers

Where Accomplished: Home/School

POINTS EARNED: 5 points per hour

School Decorations, Birthday & Photo Bulletin Board - OPEN, COORDINATOR NEEDED

Coordinator sets up ongoing decorations in the school lobby. Volunteer would print out the names and birthdates of children in the school celebrating a birthday for the current month to be placed on the bulletin board near the school office. Also would print out digital photos submitted by classrooms to display. Requires minimal time at school, so a good opportunity for a parent who cannot devote time to volunteering at the school for long periods of time.

2-3 hour time commitment per month/4-6 volunteers

Where Accomplished: School

POINTS EARNED: Coordinator - 60 points and volunteers 5 points per hour

Art Volunteers - Room Moms, coordinator Time Frame - All Year

Volunteers assist Mrs. Sponaugle during art class, helping students complete art projects. May also assist by hanging student artwork throughout the school as permitted.

Where Accomplished: School

POINTS EARNED: VOLUNTEERS—5 points per class

Back to School Night OPEN Time Frame--September

Volunteers coordinate with office staff as to what is needed for Back to School Night. Duties may include copying, setting up refreshments, used uniform sale table, PTO table, etc.

1-3 hour time commitment/2-4 volunteers

Where Accomplished: School

POINTS EARNED: Volunteers - 5 points per hour, Attendance – 5 points

Brown Envelope Collation - Coordinator OPEN Time Frame - Monthly

Volunteers assemble the monthly brown envelopes.

10 hour time commitment

Where Accomplished: School

POINTS EARNED: Coordinator 40 points, Volunteers – 5 points per hour

Catholic Schools Week (various opportunities)

Time Frame - January

Special Breakfast for teachers – Chairperson and Volunteers OPEN

Volunteers will set up, prepare and clean up for an annual teacher's breakfast during CSW.

1-3 hour time commitment/6-10 volunteers

Where Accomplished: Home/School

POINTS EARNED: Chairperson: 40 points; Volunteers – 5 points per hour

Open House for New Students - Volunteers Needed

This committee will need volunteers to set up, prepare and clean up refreshment table in lobby for Open Houses during Catholic Schools Week. They will also provide school tours to prospective parents.

1-2 hour time commitment/1-3 volunteers needed

Where Accomplished: School

POINTS EARNED: All volunteers – 5 points per hour

**Family Fun Night – Chairpersons and Volunteers
activity**

Time Frame – Depends on

Volunteers would organize a Family Fun Night and promote with PTO. Committees would include games, prizes, food, etc. Would work with faculty and parents to ensure sufficient volunteers, activities, etc. These include Movie Night, Bingo Night, Skate Night.

10-15 hour time commitment/15-20 volunteers

Where Accomplished: Home/School/Other

POINTS EARNED: Chair – 20 points per event; Volunteers – 5 points per hour

Celebration Book Club – Chairperson OPEN Time Frame: Year Long

Parents, children, and families may contribute new, library-bound books to the school library to commemorate a birthday or other special event. Librarian will keep a list of “most-wanted books” that would be welcome additions to the library. Books contributed will be marked with a special book-plate and will be read aloud (if possible) to the donor's class during weekly library time. **GREAT AT-HOME PROJECT!**

15-20 hour time commitment

Where Accomplished: Home/School

POINTS EARNED: 20 POINTS- Coordinator; Donor families receive 1 point for each \$5 of the purchase price of donated books.

Chaperone on Field Trip

Chaperones the students on school sponsored Field Trips.

Time commitment varies/volunteer requirement varies

Where Accomplished: School/Other

POINTS EARNED: 15 points per event

Student Holiday Luncheons (Halloween and Christmas)

Santa's Workshop—School Coordinator, OPEN

Time Frame—November/December

This annual event allows students to do holiday shopping for family members. Typically held in early December. Volunteers needed to set up the shop, assist students with purchases and clean up after the Shop closes.

2-4 hour time commitment/15-20 volunteers

Where Accomplished: School

POINTS EARNED: COORDINATOR—60 points; Volunteers – 5 points per hour

Classroom Helper

Volunteers assist the Room Parent or Faculty Member with different events throughout the year.

Please indicate your interest in this type of volunteer service to your child's homeroom teacher at the start of the school year.

Time commitment varies/ volunteer requirement varies

Where Accomplished: School

POINTS EARNED: 5 points per hour

Eighth Grade Graduation Events

Time Frame – April – June

Volunteers needed to coordinate various events surrounding 8th Grade Graduation in June.

Brunch for 8th grade students and parents

Sixth grade parents are asked to coordinate for a brunch on the morning of Graduation for 8th grade students and parents. Would require coordination of food, set up, serving the brunch, and clean up of parish hall, etc.

Points Earned: 5 points per hour.

Reception following Graduation Mass (Evening)

Seventh grade parents are asked to coordinate a reception in the parish hall following the 8th grade Graduation Mass. Would require coordination of food, set up, serving the reception, and clean up of parish hall.

Points Earned: 5 points per hour.

Faculty Christmas Party – Chairperson (2 slots) and Volunteers OPEN October - December

Time Frame –

Coordinate annual faculty Christmas Party. Request donated food, drinks and desserts from grades. Sets-up and cleans-up. Coordinates volunteers for assistance.

10-15 hour time commitment/20-35 volunteers

Where Accomplished: Home/School

POINTS EARNED: COORDINATOR – Coordinators – 60 points; Volunteers 5 points per hour

Field Day—Chairperson and Volunteers OPEN

Time Frame—March – June

Volunteers work with and assist the PE teacher to implement Field Day festivities in May or June. Several committees may be created, including game committee, award committee,

food/snack committee, etc. Coordinator will also schedule volunteers to work throughout the day on field day.

10-15 hour time commitment/20-35 volunteers

Where Accomplished: Home/School

POINTS EARNED: COORDINATOR - 60 Points: Volunteers – 5 points per hour

Guardian Angels—School Coordinator, OPEN Time Frame—Throughout the year

Volunteers will assist new Saint Timothy families who enter the school at the start of the year or after the beginning of school, helping them get acquainted to various aspects of the school including carpool, PTO volunteer requirements and other volunteer opportunities, school calendar, etc.

4-8 hour time commitment/3-5 volunteers

Where Accomplished: School

POINTS EARNED: COORDINATOR – 60 points

Library Volunteers - Room Moms, contact Time Frame—All Year

Volunteers assist the Librarian during library time, helping children choose age-appropriate books for check out. Volunteers also assist in checking books out and in, as well as reshelving and cataloging new acquisitions.

Where Accomplished: School

POINTS EARNED: VOLUNTEERS—5 points per class

Lions Club Vision and Hearing Tests - School Nurse, coordinator Time Frame: early Fall

Annual vision and hearing screenings courtesy of the Lions Club. Volunteers would assist the School Nurse in various ways, including escorting children to and from the screening and some aspects of the vision and hearing testing.

3-4 hour time commitment/3-5 volunteers

Where Accomplished: School

POINTS EARNED: 5 points per hour

Marketing Committee - OPEN

Time Frame—Year long

This committee works to get the Saint Timothy School name out to local newspapers and other venues by submitting articles and photos of school activities for publication. A great opportunity for an at-home parent who is not able to get to the school frequently to volunteer. Must have a computer capable of handling larger photo files.

15-20 hour time commitment/1-2 volunteers

Where Accomplished: Home/School

POINTS EARNED: 5 points per hour

Math Superstars – OPEN

Time Frame – Year Long

POINTS EARNED: Chair 60 points; Volunteers 5 points per hour

Public Relations Group – OPEN

Time Frame - As needed

Volunteers needed to attend Open Houses, Back-to-School night and other events with new and prospective families. These volunteers would be “ambassadors” for the school, answering questions and promoting the school and its mission.

POINTS EARNED: 5 points per hour

Music Volunteers - OPEN

Time Frame---All Year

Volunteers assist the Music Teacher with classes, holiday events and other celebrations.

POINTS EARNED: 5 points per class or hour of assistance

Scholastic Book sales by classroom, Volunteers

Time Frame: Year long

Volunteers from each classroom would distribute Scholastic book orders and sometimes create a flyer highlighting specials and “of interest” books, then tally and forward orders to be fulfilled. Usually monthly order forms. Volunteers would also distribute materials once they are received. Especially popular in the lower grades, and teachers earn FREE classroom materials with orders.

Please indicate your interest in this volunteer opportunity to your child’s homeroom teacher at the beginning of the school year!

10-15 hour time commitment/1 volunteer per class

Where Accomplished: Home

POINTS EARNED: 30 POINTS

School Picture Day

Time Frame—Fall and Spring, 1 day each

Volunteers would escort students from classroom to picture taking area, help straighten students before being photographed.

2-3 hour time commitment in Fall and in Spring/2-3 volunteers

Where Accomplished: School

POINTS EARNED: Volunteers: 5 points per hour

Science Career Day—VOLUNTEERS NEEDED

Time Frame- Spring

In conjunction with the Science Fair (see below), volunteers are needed to coordinate a Science Career Day/Days as part of Science Fair Week. Responsibilities would include researching and scheduling speakers and presenters whose expertise is in various areas of science (ex.: veterinary medicine, forensics, etc.)

15-20 hour time commitment/2-3 volunteers

Where Accomplished: Home/School

POINTS EARNED: 5 POINTS PER HOUR

Science Lab Volunteer – Volunteers OPEN

Time Frame – Yearlong

Volunteers assist the Science Teacher with lab.

POINTS EARNED: 5 points per class or hour of assistance

Science Fair – Volunteers OPEN

Time Frame - Spring

Volunteers will assist faculty in setting up of science fair projects presented by upper grades.

2-3 hour time commitment/5-7 volunteers

Where Accomplished: School

POINTS EARNED: Judges 15 points; Volunteers 5 points

Shakespeare Festival—VOLUNTEERS NEEDED

Time Frame: February-May

Coordinator and volunteers needed to coordinate with the 8th grade teacher to plan and participate in Diocesan Shakespeare Festival.

20-30 hour time commitment/One Coordinator and 6-8 volunteers

Where Accomplished: Home/School

POINTS EARNED: Chairperson – 60 points, Volunteers 5 points per hour

Year Book- Time Frame—Throughout the year/layout February

Volunteers will assist the teacher yearbook coordinator in taking and collecting photos of class and school events throughout the school year and working on yearbook layout. May also assist in collecting and tallying yearbook orders.

One parent from each class is also needed to create the “class page” for the yearbook.

8-12 hour time commitment/6-8 volunteers

Where Accomplished: Home/School

POINTS EARNED: COORDINATOR—60 POINTS, CLASS PAGE PARENT – 15 POINTS

AFTER-SCHOOL STUDENT ENRICHMENT PROGRAMS

Band – Volunteers OPEN

Time Frame – September- June

Volunteers needed to assist the band instructor one day a week after school. Primarily supervision of students during band instruction time.

2 hour a week time commitment/2-3 volunteers

Where Accomplished: School

POINTS EARNED: 5 points per hour

Battle of the Books – Volunteers OPEN

Time Frame: September-May

Volunteers would meet monthly with participating 5th and 6th grade students after school to read and discuss the books chosen for the annual Battle of the Books competition.

Approximately 25 books will be read and discussed over the course of the year, culminating in a County-wide competition where students participate in a question-and-answer type format. Coordinator would work closely with the 6th grade Language Arts teacher and the Librarian.

25-30 hour time commitment for Coordinator/2-3 volunteers

Where Accomplished: School

POINTS EARNED: 60 Points for Coordinator, 5 points per hour for volunteers

CYO – Chairperson OPEN

Time Frame—Varies with sport

Volunteers needed to coach and commission CYO sporting events, including track, basketball and tennis.

30-50 hour time commitment/8-10 volunteers

Where Accomplished: Home/School/Other

POINTS EARNED: Coordinator and coaches - 60 Points

Creative Writing Club—Volunteers OPEN

Time Frame- Sept. – June

Volunteers would meet with participating students after school bi-weekly to explore all aspects of creative writing as well as Great Books. The Club would also publish a Student Anthology at the end of the year. This club would be open to *insert grades*.

25-30 hour time commitment/Coordinator and 2-3 volunteers needed

Where Accomplished: School

POINTS EARNED: Chairperson- 60 POINTS, Volunteers 5 points per hour

Odyssey of the Mind- Volunteers OPEN

Time Frame – Year long

Odyssey of the Mind is an international educational program that provides creative problem-solving opportunities for students from kindergarten through college. Kids apply their creativity to solve problems that range from building mechanical devices to presenting their own interpretation of literary classics. They then bring their solutions to competition on the local, state, and World level. Volunteers would meet twice a month with students to assist them in the Odyssey process and prepare them for local competition. See www.odysseyofthemind.com for more information.

25-30 hour time commitment/Coordinator and 2-3 volunteers

Where Accomplished: School

POINTS EARNED: Chairperson - 60 points; Volunteers 5 points per hour

School Newspaper - Volunteers OPEN

Time Frame – Year Long

Volunteers would meet twice a month with participating students in grades 4 –8 after school to publish a monthly student newspaper. Newswriting, photography, layout and other elements of newspaper publication will be explored by participants.

25-30 hour time commitment/Coordinator and 2-3 volunteers

Where Accomplished: School

POINTS EARNED: Chairperson - 60 points; Volunteers 5 points per hour

Science Enrichment Club – Volunteers OPEN

Time Frame-Year long

Volunteers would assist Mrs. Nunez with a Science Enrichment program, to include experiments and other hand-on learning experiences. This program would meet twice a month after school.

20-30 hour time commitment/2-3 volunteers

Where Accomplished: School

POINTS EARNED: 5 points per hour

Scout Leaders – OPEN

40 hour time commitment

Where Accomplished: School and Home

POINTS EARNED: Leaders - 60 points; Volunteers 5 points per hour

Spanish Club— VOLUNTEERS NEEDED

Time Frame—Year long

Volunteers would offer Spanish instruction after school. The coordinator must have experience with the Spanish language! The club intends to meet two times a week this year,

one after-school session for younger students and one after-school session for older students. Volunteers may also assist in preparation for club meetings, including xeroxing materials and preparing other learning materials for use on club meeting days.

15-25 hour time commitment/4-6 volunteers

Where Accomplished: School/Home

POINTS EARNED: Chairperson – 60 points; Volunteers – 5 points per hour