

**St. Mark School & Parent Club  
Volunteer Opportunities  
2016/2017 School Year**

Welcome to the 2016/2017 school year! Here is your opportunity to help your school. Please take a moment to review the following information. Please return this completed form to your child's homeroom teacher or the school office as soon as possible but no later than **Monday, September 12, 2016**. Thank you!

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**\*\*\*Please check areas in which you would be interested in helping.\*\*\***

\_\_\_\_\_ **Lead Room Parent:** Needed almost exclusively during school hours to assist teacher with various needs of the classroom: class parties, projects, field trips, recognition days and more. Days, times, and duties are determined by each classroom teacher. As Lead Room Parent you will be responsible for contacting other class parents (from an established roster of those willing to participate).

Child's Name (include last if different):

Grade/Teacher:

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\_\_\_\_\_ **Room Parents:** Opportunities to help during school hours and on your own time to assist teacher and Lead Room Parent with various needs of the classroom: bake for class parties, help with academic needs in the classroom, assist with holiday programs and religious celebrations, special events and more.

Child's Name (include last if different):

Grade/Teacher:

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**OVER**

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- Caritas Committee:** A committee made up of families and their children that seek to share Christ's love for others by volunteering within our community. This includes monthly sandwich making to help aid the homeless.
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- Catholic Schools Week** (January 29 - February 3): Volunteers are needed at various times during CSW to coordinate various events, assist with faculty luncheon and appreciation gifts.
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- Dining for Dollars:** Volunteers are needed to plan monthly or bi-monthly events with local restaurants. St. Mark School earns a percentage from all sales.
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- Muffins in the Morning**(Oct. 5)/**Doughnuts at Dawn**(Nov. 11): Volunteers are needed to help shop, set-up and clean-up for event where students may invite someone special to join them for a before-school snack.
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- Drama Club (Grades 5-8):** Assist with presentation of annual spring play.
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- Halloween Party (Kindergarten – 4<sup>th</sup> Grade)** (Setup October 27/Party October 28): Volunteers are needed to help organize, donate supplies, set-up, escort children, run games and clean-up. This event is held during school hours.
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- Camp Chris Fundraiser (5<sup>th</sup> Grade):** Volunteers are needed to help organize a cookie dough sale in March and help with delivery/pick-up of sales in April. Funds raised are used to defray the costs of students' Camp Chris retreat in 6<sup>th</sup> grade.
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- 8<sup>th</sup> Grade Project Funding:** Volunteers are needed to help organize a Pie Sale in Oct. and help with delivery/pick-up of sales in Nov. Funds benefit 8<sup>th</sup> Grade activities such as Graduation, Appreciation Dinner and Carnival.
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- Night at the Races** (February 11): This adult-only event is Parent Club's largest fundraiser. Volunteers are needed for pre-planning, ticket sales, food and beverage coordination, set-up, sideboards, betting windows and clean-up.
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- Out to Lunch Program:** Volunteers must be available on Wednesdays and/or Fridays during the lunch hour to help distribute lunches that have been pre-ordered through our online ordering program.
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- Run for the Arts** (June 3): Volunteers are needed to be on the Race Committee for the 5K race/1 mile walk which supports the art, music & drama programs. Volunteers will also be needed to assist before and on the day of the race.
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- \$ave Around Coupon Book** (September): An annual fundraiser, selling books with money-saving coupons. Coordinated through the school and St. Mark students.
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- Staff Appreciation Activities:** Volunteers needed for events relating to Teacher Appreciation Day, Administrative Professional's Day, Principal Day, etc.
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- Uniform Exchange:** Volunteers are needed to help set-up, run and clean-up sales.
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- Volunteer from Home:** Opportunities to help from home on your own time with various fundraising and school needs.

The Parent Club is often asked to assist other organizations within the Parish. An email will be sent from the Parent Club when these requests come in to ask for volunteers.

**PLEASE NOTE:** All in-school volunteers are required to have a background check and fingerprints taken, as well as Virtus training. Virtus sessions may be found on the internet ([www.virtusonline.org](http://www.virtusonline.org)) or check the bulletin. There is a fee involved for fingerprinting. Results should be mailed to Mrs. Cocita.