



**St. Virgil Academy / Morris Catholic Junior School  
2010-2011 School Year  
Volunteer Service Agreement – Activity Descriptions**

## **FUNDRAISING**

### **Grocery Gift Cards (On-going):**

The **Co-Chairs** are responsible for general oversight of the program, as well as the volunteers needed to run the program. Co-chairs are responsible for monitoring inventory, ordering new cards from the stores, resolving problems with orders, keeping supply bag stocked, and reconciling books with Grocery Gift Card bookkeeper. Volunteers include a **Bookkeeper** (responsible for oversight of financial data), **Fillers** (fill the grocery gift card orders of school families and assist with the maintenance of the card inventory, and prepare/deliver the deposit slips to the parish office), **Couriers** (pick up gift cards from supermarkets and deliver to SVS), and **Reconciliation Volunteers** (reconcile deliveries of gift cards by couriers and restock gift card box for order fillers).

### **Magazine Drive (September):**

The magazine drive is the first fund-raiser of the year. Coordinators meet with the magazine sales representative; organize volunteers to tabulate sales 4 times at morning meetings over a 3-week period in September, report sales to the magazine company and tally sales.

### **Gift Wrap Sale (October):**

The coordinator prepares a cover note to go home to families with the gift-wrap materials, distributes the materials to the classrooms, tallies the sales, and hands out orders. Volunteers assist with filling and distributing orders.

### **Labels for Education - Campbell's and General Mills (On-going):**

The coordinator communicates to the school and parish the value of collecting these labels and is also responsible for mailing labels to the companies for reimbursement. The coordinator oversees 1-2 volunteers who are responsible for gathering and clipping the labels for reimbursement.

### **Clothing Drive (April):**

The coordinator contacts the parish office to schedule the drive for a Wednesday, Thursday and Friday in the spring, and must make sure the Tracy Center is available for those three days. Next, call the collection company and schedule the pick-up. Flyers advertising the dates of the Clothing Drive are sent to the school families and information is put in the church bulletin. Confirm pickup date and time with the collection company a few weeks prior. On the mornings of the drive, help with collecting during morning drop off and be at school on Friday to organize the 8<sup>th</sup> grade to help load the truck. Order a pizza lunch for the 8<sup>th</sup> grade volunteers.

### **Grant Writing (On-Going):**

Coordinate with the Principal/Dean to investigate grants available that will benefit St. Virgil Academy / Morris Catholic Junior School, collect the required information and complete all forms required for those grants. This work can be done from home using the Internet to search websites and look for opportunities through major corporations. Communicate with school parents through the Wednesday envelope to determine if there are grant opportunities within their workplace.

### **Carnival (May):**

Volunteers staff a variety of booths and sign up for one or two four-hour shifts. Volunteers for the St. Virgil booth, work 4 hour shifts acting as greeters for the school community and answering questions regarding the school. Promotional material is provided for distribution. The School Booth is located in the Carnival's "Kiddie Corner". Volunteers also manage the Jumpy House. Points will be awarded for a 2 shift max, 1 volunteer per family, limited to 25 volunteers, on a first come, first serve basis.

## **ADVANCEMENT**

### **Regular Open Houses**

The Advancement team (Marketing) works closely with the Principal/Dean to plan and organize several Open Houses per year. Parent guides assist the organizers with the visitors during scheduled open houses. Other volunteers are needed to assist with set up, food preparation and clean up.



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**Fantastic Friday Open Houses (Weekly)**

Volunteers are needed to staff weekly morning and afternoon “Fantastic Friday Open Houses” which provide prospective families with tours, opportunities to view classes and chat briefly with teachers and the Principal/Dean.

**Webmaster**

The Webmaster coordinates with the Principal/Dean and the HSA all pertinent updates to the school web site.

**Publicity (flyers, brochures, communications)**

Volunteers are needed to assist the Advancement team (Marketing) with preparing flyers, brochures and other printed material to communicate school events (Open Houses, special Masses, other) to the outside community.

**STEWARDSHIP**

**Parish School Sundays (September & January):**

Coordinator organizes families who volunteer to be greeters and gift bearers at all St. Virgil masses. The Pastor, Principal and Forensics Coordinator organize student lectors and prepare student talks for all the masses.

**Book Fair (November):**

Volunteers assist with set-up, sales, accounting or breakdown. Proceeds from the Book Fair are used to purchase library materials.

**Christmas Store (December):**

In early December, a Christmas Store for the students is set up in the Tracy Center. This is a two day event. The Coordinators are responsible for identifying and scheduling the crafters and vendors, organize volunteers to cover set-up, all store hours, and clean-up, as well as public relations for the event. **Need 2 Coordinators and 25 volunteers.**

**International Food Day (January):**

The coordinators organize the student lunch held on the Wednesday of Catholic Schools Week. They communicate to parents, requesting food preparation. They organize volunteers to prepare and warm food, set up, serves the food, and clean up. **Need 2 Coordinators and 25 volunteers.**

**Family Social (January):**

To kick off Catholic Schools Week, the Family Life Board member works with the school principal and organizes this event for the beginning of Catholic Schools Week. 20-25 Volunteers are needed to set up and clean up.

**Parades (St. Patrick’s Day Parade in March and Memorial Day Parade in May):**

The Coordinator works with the parish sponsor, (if there is a designated sponsor) on the parade theme, organizes the activity i.e., permission to participate with Parade Committee, submits PR material, communicates information to the school and parish, and coordinates volunteer “marchers.”

**Alumni Outreach Committee (Ongoing):**

The volunteers work with the Principal/Dean to plan events for and develop a database of SVS Alumni.

**FAMILY AND COMMUNITY**

**Scout Leader (Boy or Girl) (On-Going):**

Volunteers mentor our children by teaching them community caring, life and leadership skills outside the classroom. Each troop has its own designated time set up by the leader(s). Each class has the potential for both a Boy and Girl Scout troop. Leader and Assistant Leader positions are available. Leaders are also responsible for getting photos of special events to the PR Committee.



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**Class Parent (Ongoing):**

Each class has two to three class parents who coordinate class parties; organize parent activities or socials; organize teacher breakfasts during Catholic Schools Week; coordinate getting class photos of special events. The class parents will also assist the teacher with coordinating the class trip. This includes meeting with the teacher early in the school year to understand what might be an appropriate, worthwhile and educational trip for the children. Research possible trips and turn over a packet of ideas to the teacher for review. Once the teacher has selected a trip, the Class Parents will take care of administrative work related to the trip: securing date, reserving bus, printing permission slips, pulling study sheets/guides off trip websites, etc.

**Computer Aides (Weekly):**

Volunteers are needed to set up computers on Monday morning and put the computers away Wednesday before lunch.

**Library Aide (Weekly):**

Volunteers work in the school library for 2 hours one day each week for the entire school year. (Available times are between the hours of Wednesday 12:30 – 2:30 p.m. and Thursday or Friday 8:30 a.m. – 2:30 p.m.). Duties include shelving, typing, filing and assisting with students. Bi-weekly hours are available and should be worked out with and approved by the school librarian. Individuals choosing bi-weekly service would only receive 8 points.

**Lunch Aide (Weekly/Biweekly/Substitute):**

Duties include lunch set-up, serving lunch, clean up, snack sales and general supervision from 10:30 a.m. – 12:30 p.m. one day a week or one day every other week. Substitutes must be available on short notice and are credited with actual hours worked. Please indicate preferred day of the week on the line.

**Recess Monitor (Weekly/Biweekly/Substitute):**

Volunteers will supervise outdoor playground recess, gym recess, or classroom recess from 11:00 – 12:30. Substitutes must be available on short notice.

**Nazarene Day (Fall/Spring):**

The Coordinator communicates with the Principal/Dean to confirm what jobs need to be done, coordinates volunteers, and provides refreshments for the workers (which will be reimbursed). Volunteers do maintenance work at the school and church. This includes painting, cleaning, raking, grounds upkeep, etc.

## **ATHLETIC DIRECTOR AND COACHES**

**Athletic Director**

Responsibilities include confirming volunteer coaches for each sport, acting as the liaison to the various leagues, and answering any questions coaches may have regarding respective league participation and play, etc. Review financial information from the previous year to set fees for each sport with the objective that, overall, sports will be self-sufficient after specific sports related fundraisers. Attend two basketball league meetings, one planning meeting and one scheduling meeting - at which time games for each basketball team are scheduled with the AD's from other schools in the league. Coordinate gym availability for basketball practice with the Parish Office and others who use the gym (Parish Prep and Youth Group Leaders, Scout Leaders, School Office/calendar, Parish Calendar, etc.). Develop the actual basketball game and practice schedule. Distribute it to coaches and the parish office (to reserve on the calendar). Act as contact for the head of the Referees for all basketball teams. Address parents and students at the Sports Dinner in the fall. Order trophies for all student athletes. Introduce coaches and hand out trophies at the Student Awards Ceremony in June.

**Assistant Athletic Director:**

Attend meetings with the Athletic Director and assist with the scheduling of games and gym time. Purchase and distribute any needed equipment. Inventory, distribute, and eventually collect uniforms for basketball and softball. Confirm that there are volunteers to coordinate sports related fundraisers. Follow up with volunteers to be sure these events take place.

**Athletic Coach/ Assistant Coach:**

Coach your child's practices and games: Girls Softball, Boys Baseball, Girls Basketball, Boys Basketball, Cross Country



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## **ATHLETICS OTHER**

### **Basketball Snack Bar:**

The Snack Bar Coordinator orders supplies from various vendors, buys supplies while out grocery shopping (will be reimbursed), and prepares cash deposits for the parish office. The coordinator also provides directions to team parents about communicating snack bar procedures to snack bar workers (all parents of participating students are scheduled to work the snack bar). Hot food preparation, such as sausage and peppers, meatballs, etc. can be made for the night of games and kept warm in the crock pot (cost to be reimbursed).

### **Sports Angels (September):**

The coordinator sends out flyers in the white envelope in early September regarding this promotion, collects the donations and cuts out the angels to be placed on a designated location in the school. The funds raised through this program will be used to offset the costs incurred during the sports' season (i.e., meet fees, referees, umpires, etc.) The sponsor will get his or her name on the angel along with a message to their child, family, or team.

### **Sports Dinner (November):**

The Coordinator organizes the event, communicates all details to families, collects donations, and organizes the volunteers to find restaurant donors, set up the cafeteria/gym, help serve, and clean up.

### **Field Day (Spring):**

In May or early June, the entire school participates in an athletic competition. Under the direction of the Physical Education Instructor, volunteers assist in running the day's athletic events. **Need minimum of 20 Volunteers.**

## **OTHER EXTRACURRICULAR**

### **Forensics (On-Going):**

The Varsity Coordinator works with the Catholic Forensics League before the end of the school year to outline the type and number of competitions for the upcoming school year. This individual is also responsible for completing the application forms for each competition meet. Both Varsity and Junior Varsity Coordinators hold practice sessions with the students to prepare them for the meets, and reviews/edits interpretive reading, declamation, and oratory pieces submitted by the 6 students competing. Often Coordinators will need to find literature pieces for the students. Volunteers assist with practices and meets. There are three meets per year. Forensics applies to the 5<sup>th</sup> through the 8<sup>th</sup> grades.

### **Science Fair Coordinator (Spring):**

Coordinate Science Fair including inviting judges (6 judges from the 3<sup>rd</sup>-5<sup>th</sup> grade parents and 3 judges with R&D backgrounds from the surrounding pharmaceutical companies), providing their orientation, set up, working with the Publicity Committee for photos, and providing refreshments to the judges. Also, review and refine evaluation criteria for judging projects as it applies to the junior high students. The Coordinator is also responsible for getting the awards together.

### **Spring Musical Theatre:**

Spring presentation of a musical open to the entire student body. The Coordinators organize the event, arrange and oversee rehearsals, direct the volunteers, and communicate show details to the SVS community. Volunteers are needed to sell tickets the night of the show, make props, and assist the coordinators with the students during rehearsals and the night of the musical. Additionally, volunteers are needed to assist with set design and construction, costumes, lighting, producing and publicity. Please indicate area of interest.

### **School Wide Reading Program (Spring):**

Volunteers assist the librarian in planning, organizing and running the school wide reading program. This usually takes place in the spring and runs between 6 & 8 weeks. Volunteers must be available during school hours.



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## **GIFT AUCTION**

### **Co-Chairs**

Oversee operations and organization of the Gift Auction. Responsible for receiving all donations from the solicitors, logging donations in, and passing on to the basket committee or ad journal committee. Responsible for selecting date, venue, and menu, obtain all licenses for various raffles and are responsible for the final proof of the ad journal. The co-chairs write monthly Wednesday updates to keep school families informed of progress and work closely with all committee coordinators and are available for consult. This is a year-long commitment.

### **Solicitation Committee**

Co-chairs prepare the solicitor packets and meets with the volunteer solicitors during the “kick off” meeting. Co-chairs would also be responsible for updating solicitors of donations received through the mail, as well as picking up donations in the parish and school offices. Information about businesses, as well as letters to the businesses, is provided from the gift auction database. Activity begins in November and ends in early February. While soliciting, aid in placing posters advertising the gift auction, in local businesses. Solicitors may solicit as little or as much as your time permits. Children welcome and encouraged!

### **Basket Committee**

The Committee will coordinate with the Gift Auction Co-Chairs and, working within an established budget, purchase items for gift baskets. Also, the committee will coordinate baskets from SVS families, including follow-up in January. After the Gift Auction, follow up on number of tickets in each basket. The Co-chairs will oversee volunteers to design, create, and decorate baskets as donated items are delivered. The volunteers must be available on the day of the auction to layout baskets and do inventory on baskets. Activity begins in December and ends in March. Must be available 1 to 2 days per week, Mon – Thurs from 10 to 2. No children please.

### **Grand 50/50 Raffle Committee**

Coordinator organizes all areas of the 50/50-work with printer to purchase tickets, mail and track ticket orders, coordinate bulletin announcements for ticket sales, collect and deposit funds, and organize volunteers to sell tickets at masses and area businesses. Activity begins in December and ends in March. Children welcome and encouraged!

### **Invitation and Ticket Committee**

Two coordinators are needed to coordinate table seating, ticket assignments, and oversee volunteers the night of the Gift Auction at the registration desk. Activity is from the end of January through March, including the night of the Auction.

### **Auction Night Committee**

Volunteers work either as floor workers, 50/50 sellers, Apron raffle sellers, Grand prize ticket sellers, voucher runners, hand out baskets, registration desk, sell basket tickets. You must sign up for a minimum of 1 hour shift. You may sign up for multiple shifts. No Children allowed at the auction. You must purchase a ticket to the auction.

## **Other Gift Auction Activities (Subject to Approval by Co-Chairs):**

### **Accounting**

Need 4 volunteers to work the night of the auction behind the scenes, handling all aspect of monies for the evening. Counting, distribute funds where needed, make change, tally income, and make deposit at the end of the evening. Work entire night of the auction in the accounting room.

### **Mail Distribution**

Coordinate with the Gift Auction Co-Chairs the mailing of solicitation letters, Ad Journal requests, Invitations, and Thank you letters to donors using a merge of Word and Excel files. Duties include printing letters, stuffing envelopes, attaching mailing labels to letters and invitations, and mailing. There are 4 separate mailings: October, January (2) and April. Children welcome.

### **Ad Journal Committee**

Coordinate the Ad Journal and Gift Auction Program including design, word processing, printing and assembly. Activity begins in November and ends in early March.



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**Children's Art Auction Committee**

The coordinator works with the art teacher to identify art projects for each grade, purchase materials, and finish projects (framing, etc). The Coordinator and volunteers assist the art teacher during class, while children work on artwork for auction. Also, you will need to oversee the bidding of the art auction the night of the auction. Need 2 Coordinators and 1 volunteer. Activity begins in September and ends in March. Must be available to work during school hours. Children not recommended.

**Silent Auction Committee**

Research, solicit and obtain exciting, original, high end items needed to auction off the Night of the Auction. Coordinator contacts people who have previously made donations to determine if they can do so again. If needed, make additional appeals through the church bulletin and the SVS white envelope. Write descriptions of auction items for the Ad Journal, prepare displays for the night of the Auction, and send thank you letters to the donors. Coordinator will need to oversee the bidding of the Silent items during the night of the auction. Activity begins in September and continues until the thank you notes are sent after the Auction.

**Goody/Surprise Bag & Centerpiece Committee**

Two coordinators work closely with co-chairs to coordinate, and solicit the actual 500 goody bags and 55 floral centerpieces. In addition to soliciting items for inside the bags, volunteers keep inventory of items in bags, arrange and receive the bulk items. You will be responsible for arranging, stuffing, filling, and transporting goody bags and surprise gift bags. After the auction, you will be responsible for mailing thank you letters. Activity begins in September and continues until the thank you notes are sent after the Auction.

**Security for the Day/Night of the Auction**

Volunteers needed to work the day patrolling the banquet venue from 12:00pm to 5:00pm. Volunteers needed the night of the auction, behind the scenes from 5:00pm to 10:00pm, and escort the night deposit to the bank.