

Volunteer Opportunities for the Partnership in Mission Program at Saint Theresa Catholic School

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In association with our school's Partnership in Mission point system, there are many opportunities to get involved in school activities, get to know the faculty and staff, and form friendships with other families. The following outlines most of the volunteer opportunities available and the points awarded for those activities at STCS. During the course of the school year, and sometimes even during the summer months, there may be other opportunities where the school will ask for your help. In those instances, the number of points to be awarded will be discussed at that time.

If you have questions or need additional information, please contact the Business Manager.

Partnership in Mission Program

The goal of the Partnership in Mission Program is to invite families to be active partners in advancing the mission and development objectives of STCS. Each family is required to earn twenty (20) Partnership Points over the course of the school year, with ten (10) of the required points earned from the Fall Festival and the remaining ten (10) points earned from other volunteer activities at the school.

Important Notes:

- Family members, such as grandparents and older siblings, may volunteer and earn points for their family in many of these opportunities; however, they **must have a current Safe Environment certification and background check on file**. There are some cases where points can only be earned as a family, but those cases will be clearly noted in the following descriptions of volunteer opportunities.
- **While volunteering at a school event, volunteers cannot bring younger siblings or other children while working.**

Volunteer Descriptions

STAP Officer Positions:

STAP President (20 points)

The STAP President:

- Presides at all STAP meetings.
- Provides an agenda for all STAP meetings.
- Meets or communicates with school administration prior to each month's STAP meeting for items to be included in the agenda.
- Sets the STAP calendar for the school year, in consultation with administration.
- Fills all STAP officer positions and committee chair positions in consultation with administration.
- Updates STAP bulletin board regularly.
- Provides STAP content for the STCS monthly newsletter.
- Attends Back to School Night, Volunteer Welcome Breakfast, and New Parent Welcome Luncheon.
- Maintains STAP President binder for the current school year, which includes the following:
 - ✓ School calendar
 - ✓ Meeting notes
 - ✓ Meeting attendance
 - ✓ Volunteer sign-up sheets
 - ✓ Flyers
 - ✓ Previous meeting agendas
 - ✓ Important contact information

STAP Vice President/Treasurer (20 points)

The STAP Vice President/Treasurer:

- Attends all STAP meetings.
- Provide meeting attendees list to Office Coordinator.
- Stands in for STAP President when he or she is unavailable.
- Works with the STAP President on meeting agenda, STAP calendar, filling officer and committee positions, and newsletter and bulletin board.
- Meet with Business Manager quarterly for updates on fundraising money received/expensed.

STAP Secretary (20 points)

The STAP Secretary:

- Attends all STAP meetings.
- Takes notes at STAP meetings and types up minutes.
- Sends minutes to STAP President for review and approval.

- Provides typed copy of approved minutes to STAP President for filing.
- Sends Thank-You notes to members outside of STAP and families that go above and beyond for the school. Coordinates with administration on the sending of condolence cards, prayer support, and get-well notes to families in need.
- Supports STAP President and Vice President/Treasurer in needed areas.

STAP Committee Chair and Volunteer Positions:

Room Parent Committee Chair (20 points):

The Room Parent Committee Chair will:

- Attend all STAP meetings and provide committee updates.
- Work with School Administration to make sure each homeroom has a room parent.
- Provide instructions at the beginning of the school year for expectations and communication procedures for all homeroom parents. The instructions and communication procedures will be provided by the STCS Administration.
- Coordinate the homeroom class auction baskets with the Development Coordinator, the Auction Committee Chair, and each room parent.
- Coordinate the class art auction project with the Development Coordinator and each room parent.

Homeroom Parent (5 points)

Each homeroom needs one volunteer who will coordinate the following activities for your homeroom class:

- Auction basket for the Fall Festival auction.
- Class art auction project for the Fall Festival.
- Assist students who need help with their costumes for the All-Saint's Day parade and to assist the homeroom teacher with keeping the students in line during the parade. (PreK-1st grade)
- Teacher Appreciation - work with STAP as a representative for your class.
- Miscellaneous activities as determined by homeroom teacher.

Griffin Booster Committee Chair (20 points):

This club is a two-pronged organization. One leg combines the Moms' Club and Dads' Club, two clubs that have a common goal of organizing social activities for their members that provide an opportunity for STCS parents to socialize and become better acquainted. In addition, the Moms' Club sponsors the Welcome Luncheon for all families new to the school, and the Dads' Club sponsors and runs the Griffin Game Nights. The second leg of the Griffin Boosters involves the planning, organizing, and implementation of support for the two largest fundraisers for our school: the **Christmas Gala** and **The Fall Festival**. The Booster Chair will:

- Attend all STAP meetings and provide committee updates.

- Ensure all volunteer and committee positions are filled for the Moms' Club, Dads' Club, Christmas Gala, and Fall Festival.
- Conducts activities and events to promote membership in STAP and the Griffin Booster Club.
- Organize and oversee the Griffin Booster Club to ensure all committee chairs are fulfilling their roles and responsibilities in their various positions.

Moms' Club and Dads' Club Committee Chair (10 points):

The Moms' Club and the Dads' Club Committee Chair will:

- Attend all STAP meetings and provide committee updates.
- Plan and organize monthly social activities for its members in order to promote opportunities for parents to socialize and become better acquainted.

Moms' and Dads' Club Volunteer (1 point per hour)

- Assist in club events as needed.

Welcome Committee Chair (10 points):

The Welcome Committee Chair will:

- Attend all STAP meetings.
- Work with school administration and the Moms' Club to plan and organize a welcome luncheon prior to the start of the new school year for all families new to the school.

Welcome Committee Meal Volunteer (1 point per hour) – Be on hand to welcome new families and assist with the set up and clean up for the Welcome Luncheon for new families.

Griffin Game Night Committee Chair (10 points):

The Griffin Game Night Committee Chair will:

- Attend all STAP meetings.
- Work with school administration and the Dads' Club to organize and run Griffin Game Nights. STCS holds a Griffin Game Night two times each school year, one in the Fall and one in the Spring. Parents get an evening to themselves after they drop off their child(ren) for a night filled with games, food, and refreshments. The game nights are held in the Family Life Center. The committee chair will plan and organize the games, activities, concessions, and volunteers for the game nights.

Griffin Game Night Volunteers

- Check In/Check Out (1 point per 1 hour time slot) – Work the check in table to sign in students or sign out students at the end of the night.
- Set Up/Clean Up (1 point per 1 hour time slot) – Assist in the set up and/or cleanup for the event.
- Supervise (1 point per 1 hour time slot) - Provide supervision for the students in the game/activity sections.
- Concessions (1 point per 1 hour) – Set up, clean up, and sell snacks/drinks.
- The volunteer positions for Griffin Game Night will be posted on our Sign-Up Genius site and shared with families prior to the event.

Christmas Gala Committee Chairs:

Gala Decorations Committee Chair (10 points)

The Decorations Committee Chair will work with the Development Coordinator to:

- Plan and purchase all supplies needed for the decorations.
- Plan and organize committee volunteers in the set up and cleanup of the Gala.

Gala Decorations Volunteers (1 point per hour)

Volunteers are also needed on the day of the event to set up, clean up, and decorate. The number of points to be earned in the various volunteer spots will be on a Sign Genius that will be shared with families approximately one (1) month prior to the Gala.

Gala Promotions Committee (10 points):

The Promotions Committee Chair will work with the Development Coordinator to:

- Organize and work with a committee of volunteers to obtain sponsors or advertisers for the Gala.
- Gather ads and develop the Gala program.
- Ensure all sponsors and advertisers receive recognition.
- Follow up with thank you letters to all sponsors and advertisers.

Gala Promotions Volunteers (1 point per hour) – Volunteers are needed at the beginning of the school year for the Gala Promotions Committee. Volunteers on this committee will work with the committee chair to seek out potential sponsors and advertisers for the Gala Program.

Fall Festival Committee Chairs and Volunteer Positions:

Volunteers are needed at the beginning of the school year for the games and crafts committee, the auction committee, and the sponsorship committee. Generally speaking, one (1) partnership point per hour is given. Please note: all families must have ten (10) volunteer points earned from the festival, and we need a great deal of help at the beginning of the school year to get ready for the festival.

Games and Crafts Committee Chair (10 points)

The Games and Crafts Committee Chair will work with the Development Coordinator to plan and organize a committee to run the following at the Fall Festival:

- Gather and test all games prior to the day of the festival. Make any adjustments needed, including repairs, supplies ordered, etc.
- Set up all games and the prize booth at the festival.
- Determine the number of prizes needed for the festival and purchase those prizes.
- Distribute Griffin Bucks for the game and craft booths.
- Signage needed at the game and craft areas.
- Collection of tickets during the festival and reporting of results to the Business Manager.
- Clean Up of games and crafts on day of festival.

Games and Crafts Booth Volunteer (1 point per hour)

Volunteers are needed on the day of the festival to run games and rides, to work in concessions and the Griffin Grill, to work in the Beer Garden, and to help set up and clean up. Two Partnership in Mission Points are awarded for each 2-hour volunteer time slot worked. The festival hourly volunteer positions will be posted on our Sign-Up Genius site and shared with families approximately one (1) month prior to the festival.

Facilities Committee Chair (10 points)

The Facilities Committee Chair will work with the Development Coordinator to plan and organize a committee to implement the following:

- Set Up and Clean Up of festival.

Facilities Volunteer (1 point per hour)

Volunteers are needed on the day of the festival to run games and rides, to work in concessions and the Griffin Grill, to work in the Beer Garden, and to help set up and clean up. Two Partnership in Mission Points are awarded for each 2-hour volunteer time slot worked. The festival hourly volunteer positions will be posted on our Sign-Up Genius site and shared with families approximately one (1) month prior to the festival.

Concessions Committee Chair (10 points)

The Concessions Committee Chair will work with the Development Coordinator to plan and organize a committee to implement the following:

- Signage for the festival.
- Determine menu for the festival.
- Purchase of all supplies and food needed for concessions.
- Set Up/Clean Up.

Concessions Volunteer (1 point per hour)

Volunteers are needed on the day of the festival to run games and rides, to work in concessions and the Griffin Grill, to work in the Beer Garden, and to help set up and clean up. Two Partnership in Mission Points are awarded for each 2-hour volunteer time slot worked. The festival hourly volunteer positions will be posted on our Sign-Up Genius site and shared with families approximately one (1) month prior to the festival.

Festival Volunteer Committee Chair (10 points) – Work with the Development Coordinator to plan and organize a committee for the following:

- Ensure all volunteer spots are filled.
- Parent communications are coordinated and sent to parent volunteers.
- Set up and clean up on the day of the festival.
- Provide volunteer sign in/ sign out at festival.
- Provide all volunteer information to the Office Coordinator after the festival.

Festival Volunteer Table (1 point per hour)

Volunteers are needed on the day of the festival to run games and rides, to work in concessions and the Griffin Grill, to work in the Beer Garden, and to help set up and clean up. Two Partnership in Mission Points are awarded for each 2-hour volunteer time slot worked. The festival hourly volunteer positions will be posted on our Sign-Up Genius site and shared with families approximately one (1) month prior to the festival.

Auction Committee Chair (10 points)

The Auction Committee Chair will work with the Development Coordinator to plan and organize a committee for the following:

- Submit requests and gather items for Silent Auction.
- Work with all homeroom parents to organize classroom auction baskets.
- Enter all auction items into Auction platform (One Cause).
- Gather all auction donations into auction packages.
- Produce all event auction package signage.
- Signage for the auction.
- Set Up/Clean Up of silent auction items.
- Ensure all silent auction donors receive recognition.
- Follow up with thank you letters to silent auction donors.
- Ensure all silent auction winning items are distributed and accounted for.

Festival Auction Volunteer (1 point per hour)

Festival volunteers are needed at the beginning of the school year for the games and crafts committee, the auction committee, and the sponsorship committee.

Volunteers are also needed on the day of the festival to run games and rides, to assist with the silent auction, to work in concessions and the Griffin Grill, to work in the Beer Garden, and to help set up and clean up. Two Partnership in Mission Points are awarded for each 2-hour volunteer time slot worked. The festival hourly volunteer positions will be posted on our Sign-Up Genius site and shared with families approximately one (1) month prior to the festival.

Festival auction donors – families will be awarded points for a donation of a product or service to the silent auction. One (1) point per each \$60 earned on the sale of that product or service will be awarded. **This does not apply for donations to the classroom auction basket.**

Festival Sponsorship Chair (10 points)

The goal of the sponsorship committee is to obtain sponsors to cover the cost of the festival. The Sponsorship Chair will work with the Development Coordinator to plan and organize a committee for the following:

- Organize a committee of parent volunteers to seek sponsorship. This may include dividing the volunteers into groups to contact past sponsors, businesses known to support/sponsor, and other Catholic churches not associated with a school, etc., and then conduct weekly meetings with the committee members to check progress.
- Ensure all sponsors receive items and recognition as indicated according to the sponsorship tier selected.
- Follow up and thank you notes to all sponsors.

Festival Sponsorship Volunteer (1 point per hour)

Festival volunteers are needed at the beginning of the school year for the games and crafts committee, the auction committee, and the sponsorship committee.

Festival sponsors – families will be awarded points for sponsorship of our Fall Festival. Families can earn one point per \$60 dollars in sponsorship.

Festival Beer Garden Committee Chair (10 points)

The Beer Garden Committee Chair will work with the Development Coordinator and the Dads' Club to:

- Organize and run the Festival Beer Garden.
- Set-up and clean-up of the beer garden.
- Purchase all the alcohol.

Festival Beer Garden Volunteer (1 point per hour) NOTE: Must be TABC Certified

Volunteers are also needed on the day of the festival to run games and rides, to work in concessions and the Griffin Grill, to work in the Beer Garden, and to help set up and clean

up. Two Partnership in Mission Points are awarded for each 2-hour volunteer time slot worked. The festival hourly volunteer positions will be posted on our Sign-Up Genius site and shared with families approximately one (1) month prior to the festival.

Festival Griffin Grill Committee Chair (10 points)

The Griffin Grill Committee Chair will work with the Development Coordinator and the Concessions Chair to:

- Determine the menu for the festival concessions.
- Purchase all the supplies needed for the grill.
- Set up and cleanup of the grill area.

Festival Griffin Grill Volunteer (1 point per hour)

Volunteers are also needed on the day of the festival to run games and rides, to work in concessions and the Griffin Grill, to work in the Beer Garden, and to help set up and clean up. Two Partnership in Mission Points are awarded for each 2-hour volunteer time slot worked. The festival hourly volunteer positions will be posted on our Sign-Up Genius site and shared with families approximately one (1) month prior to the festival.

Square 1 Art Committee Chair (10 points)

Each year, children create fun pieces of artwork that can be printed on coffee mugs, calendars, mouse pads, etc. The Committee Chair for Square 1 Art is the primary liaison between Square 1 Art, the school, and the parents.

The Square 1 Art Committee Chair will:

- Attend all STAP meetings.
- Work with school Development Coordinator to organize communications to STCS parents for the Square 1 Art project.
- Works with the Art Teacher and/or Homeroom Parent to coordinate the project.
- Gather and submit the student artwork to Square 1 Art.
- Communications with families to explain and encourage participation in Square 1 Art.
- Organize a committee of volunteers to distribute the art purchases to parents.

Spirit Dinners and Lunches Committee Chair (10 points):

- Attend all STAP meetings.
- Work with the school Office Coordinator to organize and schedule four (4) spirit dinners and/or lunches—two (2) per semester. Ideally, these events are scheduled and approved at the beginning of the school year for the first semester, and at the beginning of the second semester for the last half of the school year.
- Follow up with all restaurants/organizations to obtain funds received at each event.

Teacher Appreciation Committee Chair (10 points):

- Attend all STAP meetings.
- Work with school administration to plan and coordinate Teacher Appreciation Week.

Teacher Appreciation Volunteer

Volunteers are needed to assist with set up, clean up, food/beverage donations, and decorations.

Service Projects Committee Chair (10 points)

- Attend all STAP meetings.
- Work with school administration to plan and coordinate school sponsored services projects in the Fall and Spring of the school year.

Other Volunteer Opportunities

Attending STAP Meetings – 1 point (per family) for each meeting attended.

International Day Volunteers

Presenter (5 points) – At least one presenter is needed for each country to plan and present information about the chosen theme, history, food, art, culture, etc.

Server (1 point per 1 hour time slot) – Several volunteers are needed to prepare and serve food items representative of each country.

Set Up/Clean Up (1 point per 1 hour time slot) – Several volunteers are needed to set up and clean up for this event.

Parish Bazaar (1 point per hour)

Saint Theresa Catholic Church hosts an annual Bazaar each April. Our school hosts the Ring a Coke game booth. Volunteers are needed to cover each shift in our school-sponsored game booth. The volunteer positions for the Bazaar will be posted on our Sign-Up Genius site and shared with families prior to the event.

House Field Tournament (5 Points per day)

Chaperones needed for this 2-day, overnight event for 6th-8th graders. This event is held each year in the Fall and House members compete in various physical competitions.

Community Service Projects

Volunteers needed at various times throughout the year. Volunteer positions will be posted on our Sign-Up Genius site and shared with families shortly before the day of the event.

Points are not awarded for Community Service Projects.

Middle School Retreat Chaperone (5 Point per day)

Chaperones are needed for this 2-day, overnight retreat for 6th-8th graders.

Field Trip Chaperone (2 points)

Field trips enrich the instructional program by taking advantage of the outstanding educational resources in our community, these outings supplement classroom study. Teachers shall coordinate field trip plans and arrange for additional parent chaperones, working closely with the Office Coordinator.

Lunch Volunteer (1 point per 1 hour)

Volunteers are needed each day for the following:

- Assist younger students as needed.
- Clean tables and chairs after each lunch period.

Mass Volunteer (1 point per Mass, per family) -

Volunteers are needed during Friday Mass to sit with each class in the younger age groups and to assist the teacher. **Please note that you will be asked to sit where we need the most help and that does not guarantee you will sit with your child and/or your child's class.**

Field Day Volunteer – (1 point per 1 hour time slot)

Field Day is a day of Olympics-inspired field games that focus on friendship, competition, and self-control. Volunteers are needed for:

- Supervise and run the field games.
- Assist with set up and clean up.

Volunteer positions for Field Day will be posted on our Sign-Up Genius site and shared with families shortly before the day of the event.

Athletics:

Volunteer Coach for Athletics (10 points)

Volunteers may sign up to coach the school's various athletic teams. A coach is expected to:

- Maintain timely communication with the Athletic Director on all aspects of the team (i.e., practices, games, game results, problems, etc.)
- Set up and run all practices.

- Attend **all** team games and practices.

Volunteer Assistant Coach for Athletics (10 points)

Volunteers must sign up to be an Assistant Coach for the school's various athletic teams. The Assistant Coach is expected to:

- Assist the Head Coach in running practice and at games.
- Attend all games and practices.

Concessions Volunteers (1 point per 1 hour time slot)