

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

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In conjunction with our *Partnership in Mission* point system, there are many opportunities to become 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. Throughout the school year, and sometimes 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. It is important to understand that the cost to educate each child in a private school far exceeds the amount charged for tuition per child. In order to make up for that gap, the School must conduct fundraisers each year. **We need many volunteers to make these events successful; therefore, each family is required to earn twenty (20) Partnership Points over the course of the school year. Ten (10) of the required points must be 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 a background check on file with the School.** 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.**
- For information on obtaining Safe Environment Certification, please contact the Office Coordinator.

Volunteer Descriptions

OUR STAP ORGANIZATION

The Saint Theresa Association of Parents (STAP) is the parent organization for STCS. This organization provides parents, teachers, and School administration the opportunity to work together to supplement and enrich the education of our students. It is also the School's most important ally when it comes to achieving fundraising goals. STAP does this by:

- Providing assistance to teachers and administration in the classroom and at various events.
- Holding fundraisers to supplement educational materials.
- Supporting School and family interaction.

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 School administration.
- Works with School administration to fill all STAP officer positions and committee coordinator positions.
- Updates STAP bulletin board regularly.
- Provides STAP content for the STCS monthly newsletter.
- Attends Back to School Night, the Volunteer Welcome Breakfast, and the New Families' Luncheon.
- Organizes, promotes, and runs the Volunteer Welcome Breakfast.
- Maintains the *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.
- Provides the list of meeting attendees to the STAP President and the Office Coordinator.
- Stands in for the STAP President when he or she is unavailable.
- Works with the STAP President on the meeting agendas, STAP calendar, newsletter, bulletin board, and filling officer and committee positions.
- Meets quarterly with the Business Manager for updates on fundraising money received/expensed.
- Works with the STAP President to organize, promote, and run the Volunteer Welcome Breakfast.
- Attends Back to School Night, the Volunteer Welcome Breakfast, and the New Families' Luncheon.

STAP Secretary (20 points)

The STAP Secretary:

- Attends all STAP meetings.
- Takes notes at STAP meetings and prepares minutes for approval.
- Sends minutes to STAP President for review and approval.
- Provides digital copy of approved minutes to STAP President and School Administration, to be distributed to all STCS families.
- Supports STAP President and Vice President/Treasurer in needed areas.
- Works with the STAP President to organize, promote, and run the Volunteer Welcome Breakfast.
- Attends Back to School Night, the Volunteer Welcome Breakfast, and the New Families Luncheon.

STAP Coordinators and Volunteers

Griffin Booster Club Coordinator (10 points)

The Griffin Booster Club Coordinator brings together two important aspects of our parent organization. The Booster Club Coordinator works with the Moms' and Dads' Club Coordinator to organize and promote social activities for our school parents. The Booster Club Coordinator also works with the coordinators from the various fundraisers and service committees of STAP to organize, promote, and run activities of those committees. The Griffin Booster Club Coordinator serves to unite the women and men of Saint Theresa Catholic School through fellowship, service, and spiritual community.

The Griffin Booster Club Coordinator:

- Attends all STAP meetings and provides committee updates.
- Conducts activities and events to promote membership in STAP and the Griffin Booster Club.
- Works with the Moms' and Dads' Club Coordinator to make sure activities are held each school year.
- Works with the Griffin Game Night Coordinator to organize, promote, and oversee the Griffin Game Nights. The Game Nights are held twice during the school year.
- Works with the Spirit Dinner/Lunch Committee Coordinator to plan events.
- Works with the Square 1 Art Committee Coordinator to promote this fundraiser.
- Works with the Service Projects Coordinator to organize, promote, and run the Fall and Spring service projects.
- Works with the Uniform Closet Coordinator to plan and run uniform drop-off and shopping days.
- Attends Back to School Night, the Volunteer Welcome Breakfast, and the New Families' Luncheon.

Griffin Game Night Coordinator (10 points)

The Griffin Game Night Coordinator:

- Attends all STAP meetings as needed and provides committee updates.
- Works with school administration to plan, organize, promote, and run the Griffin Games Nights held twice each school year.

Griffin Game Night Volunteer (1 point per 1 hour time slot). The volunteer positions for Griffin Game Night will be sent through the School's Sign-Up Genius site and shared with families prior to the event.

- Check In/Check Out – Works the check-in table to sign in students or sign out students at the end of the night.
- Set-Up/Clean-Up – Assists in the set-up and/or clean-up for the event.
- Supervise - Provides supervision for the students in the game/activity sections.
- Concessions – Set-up, clean-up, and sell snacks/drinks.

Moms' and Dads' Club Coordinator (10 points)

The Moms' and Dads' Club Coordinator:

- Attends all STAP meetings and provides committee updates.
- Plans and organizes 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) assists in club events as needed.

Room Parent Coordinator (10 points)

The Room Parent Coordinator:

- Attends all STAP meetings as needed and provides committee updates.
- Works with School administration to make sure each homeroom has a room parent. This includes distributing parent interest forms at Back to School Night.
- Provides 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.
- Coordinates the class art auction project with the Art Teacher and each homeroom parent.
- Communicates with homeroom parents regarding needs and special events to support STCS.

Homeroom Parent (5 points)

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

- Class art project for the Gala auction.
- Teacher Appreciation - work with the Teacher Appreciation Coordinator and the Office Coordinator as a representative for the class.
- Miscellaneous activities as determined by the homeroom teacher.

Service Projects Coordinator (10 points)

The Service Projects Coordinator:

- Attends all STAP meetings as needed and provides committee updates.
- Works with School administration to plan and coordinate school sponsored service projects in the Fall and Spring semesters.
- Acquires items needed for service projects.
- Creates flyers and parent communications to promote the projects.

Community Service Projects Volunteers are needed at various times throughout the year. **PLEASE NOTE: Points are not awarded for Community Service Projects.**

Spirit Dinners/Lunches Coordinator (10 points)

The Spirit Dinners/Lunches Coordinator:

- Attends all STAP meetings as needed and provides committee updates.
- Works with the Office Coordinator to organize and schedule at least 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.
- Coordinates events with various restaurants/organizations.
- Creates flyers and parent communications to promote the events.
- Follows up with all restaurants/organizations to obtain funds received at each event.

Square 1 Art Coordinator (10 points)

The Square 1 Art Coordinator:

- Attends all STAP meetings as needed and provides committee updates.
- Sends communications to STCS parents for the Square 1 Art project.
- Works with the Art Teacher and/or Homeroom Parent to coordinate the project.
- Gathers and submits the student artwork to Square 1 Art.
- Communicates with families to explain and encourage participation in Square 1 Art.

Teacher Appreciation Coordinator (10 points)

The Teacher Appreciation Coordinator:

- Attends all STAP meetings as needed and provides committee updates.
- Works with School administration to plan and coordinate Teacher Appreciation Week.
- Works with the Office Coordinator to create the Sign-Up Genius for donations needed for Teacher Appreciation.
- Coordinates the set-up and clean-up of all Teacher Appreciation meals and activities.

Teacher Appreciation Volunteer (1 point per hour). Volunteers are needed to assist with set-up, clean-up, collecting of food and beverage donations, and decorating.

Uniform Closet Coordinator (10 points)

The Uniform Closet Coordinator:

- Attends all STAP meetings as needed and provides committee updates.
- Works with School administration to plan and coordinate uniform drop-off and sale dates.
- Creates flyers and parent communications to promote the uniform drop-off and sale days.

ATHLETICS

Volunteer Head Coach for an Athletic Team (10 points)

The Head Coach for an Athletic Team:

- Maintains timely communication with the Athletic Director on all aspects of the team, e.g. practices, games, game results, problems.
- Sets up court or field for all practices.
- Runs all practices.
- Attends all team games and practices.

Assistant Coach for an Athletic Team (10 points). **Volunteers must sign up to be an Assistant Coach.**

The Assistant Coach is expected to:

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

Athletics Concessions Coordinator (10 points)

The Athletics Concessions Coordinator will work with the Office Coordinator to organize volunteers to staff concessions for all home games and tournaments.

Concessions Volunteer (1 point per 1 hour time slot). The Concessions Volunteer will sell beverages and snacks during home games and tournaments.

FALL FESTIVAL

The Development Director oversees all committees for the Fall Festival. PLEASE NOTE: All Families must earn ten (10) volunteer points from the festival, and we need a great deal of help at the beginning of the school year to get ready for the festival.

Raffle Ticket Sales (1 point per 2 books sold). All families will receive raffle tickets at Back to School Night. Each student is asked to sell ten (10) books to receive five (5) Partnership in Mission Points.

Festival Sponsor (1 point per \$60 in sponsorship). Families will be awarded points for sponsorship of our Fall Festival. Families can earn one (1) point per \$60 in sponsorship. Sponsors of the Fall Festival will receive recognition at all School fundraising events for the remainder of the school year.

Festival Beer Garden Coordinator (10 points)

The Festival Beer Garden Coordinator will work within a budget to plan and organize a committee to implement the following:

- Determine the inventory of items to be sold in the Beer Garden.
- Working with the Business Manager, purchase the needed inventory.
- Determine and secure signage for the Beer Garden.
- Manage the set-up and clean-up of the Beer Garden.

Festival Beer Garden Volunteer (1 point per hour): **NOTE: MUST BE TABC CERTIFIED.** The Festival hourly volunteer positions will be posted on our Sign-Up Genius site and shared with the families approximately one (1) month prior to the festival.

Festival Concessions Coordinator (10 points)

The Festival Concessions Coordinator will work within a budget to plan and organize a committee to implement the following:

- Determine the menu of items to be sold in Concessions.
- Working with the Business Manager, purchase the needed inventory.
- Determine and secure signage for Concessions.
- Secure all equipment and supply vendors needed for Concessions, including the ice machine vendor, cotton candy supplier, etc.
- Manage the set-up and clean-up of the Concessions Area.

Festival Concessions Volunteer (1 point per hour) The Festival hourly volunteer positions will be posted on our Sign-Up Genius site and shared with the families approximately one (1) month prior to the festival.

Festival Facilities Coordinator (10 points)

The Festival Facilities Coordinator will work within a budget to plan and organize a committee to implement the following:

- Set-up and clean-up of the Festival grounds.
- Determine the number of tables, chairs, tents, etc. needed for the festival and secure those rentals with the vendors.
- Secure the rides and games for the Festival.
- Determine electrical requirements and supplies needed for the Festival grounds.
- Secure janitorial services for the Festival.

Festival Facilities Volunteer (1 point per hour) Volunteers are needed to help with set-up and clean-up. 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 Games & Crafts Coordinator (10 points)

The Festival Games & Crafts Coordinator will work within a budget to plan and organize a committee to implement the following:

- Determine the games and crafts for the Festival.
- Secure vendors needed for the games and crafts.
- Acquire all supplies needed for games and crafts.
- 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 crafts at the Festival.
- Distribute Griffin Bucks for the games and crafts booths.
- Secure all signage needed in the games and crafts areas.
- Collection of tickets during the Festival and reporting of results to the Business Manager.
- Clean-up all games and crafts on day of Festival.

Festival Games & Crafts Booth Volunteer (1 point per hour). Volunteers are needed on the day of the festival to run the games and assist with the crafts. 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 Coordinator (10 points)

The Festival Griffin Grill Coordinator will:

- Work with the Festival Concessions Coordinator to plan and manage the Griffin Grill.
- Work with the School Administration to determine the Grill menu for the Festival Concessions.
- Set-up and clean-up the Griffin Grill Area.

Festival Griffin Grill Volunteer (1 point per hour). The Festival hourly volunteer positions will be posted on our Sign-Up Genius site and shared with families approximately one (1) month prior

Festival Prize Coordinator (10 points)

The Festival Prize Coordinator will work within a budget to plan and organize a committee to run the prize booth for the Festival to implement the following:

- Determine the number and types of prizes needed for the Festival and submit the purchase request to School Administration.
- Determine and acquire the signage needed for the prize booth.
- Set-up and clean-up the prize booth.
- Inventory the prizes at the completion of the Festival and report the figures to the Business Manager.

Festival Prize Booth Volunteer (1 point per hour). The Festival hourly volunteer positions will be posted on our Sign-Up Genius site and shared with the families approximately one (1) month prior to the Festival.

Festival Volunteer Coordinator (10 points)

The Festival Volunteer Coordinator will plan and organize a committee for the following:

- Create the Sign-Up Genius for Festival volunteers.
- Create the ticket envelopes used for the rides and games for the Festival volunteers.
- Gather all supplies needed for the volunteers.
- Ensure all volunteer spots are filled.
- Ensure parent communications are coordinated and sent to parent volunteers.
- Set-up and clean-up of Festival Volunteers area.
- Provide volunteer sign-in/sign-out at Festival.
- Provide all volunteer information to the Office Coordinator after the Festival.

Miscellaneous Festival Volunteer (1 point per hour). Volunteers are needed to be runners, work the First Aid Booth, collect raffle tickets, etc. These positions will be posted on our Sign-Up Genius site and shared with the families approximately one (1) month prior to the Festival.

SPRING GALA

The Development Director oversees all committees for the Spring Gala.

Gala Auction Donations Coordinator (10 points)

The Gala Auction Donations Coordinator will work with the Development Coordinator to plan, organize, and lead a committee for the following:

- Solicit donations by visiting area businesses, using mailers and phone requests.
- Pick up donations.
- Work with Room Parent Coordinator to plan class art auction project.
- Gather all action donations into auction packages.
- Ensure all silent auction donors receive recognition (banners, signs, etc.).
- Ensure all silent auction winning items are accounted for and distributed.

Gala Auction Donations Volunteers (1 point per 1 hour). Volunteers are needed to serve on the Gala Auction Donations Committee.

Gala 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.

Gala Auction *One Cause* Coordinator (10 points) (*One Cause* is the School's auction software).

The Gala Auction *One Cause* Coordinator will work with the Development Coordinator to plan and organize a committee for the following:

- Once all auction donations have been organized into packages, the committee members will take pictures of the packages and the package information into *One Cause*.
- Once all auction donations have been entered into *One Cause*, the committee members are responsible for printing all auction package display information from *One Cause* and setting up the package displays.

Gala Auction One Cause Volunteer (1 point per hour) Volunteers are needed to serve on the Gala Auction *One Cause* Committee.

Gala Decorations Coordinator (10 points)

The Gala Decorations Coordinator will work with the Development Director to:

- Assist in the planning and acquisition of Gala decorations.
- Supervise a committee of volunteers to set-up and clean-up Gala decorations.

Gala Decorations Volunteers (1 point per hour) Volunteers are needed to set up, clean up, and decorate for the Gala, as well as assist in the Gala auction. 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.

STUDENT ACTIVITIES

Fall House Field Tournament (5 points per day)

Chaperones are needed for this 2-day, overnight event for 6th-8th Grade students. This event is held each year during the first semester.

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

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

Lunch Volunteer (1 point per 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 Mass to sit with the classes of the younger age groups to assist the teacher. **Please Note: You will be asked to sit where help is needed most. We cannot guarantee that you will sit with your child or your child's class. In addition, as per school policy, volunteers cannot bring siblings or other children will working.**

Spring Middle School Retreat (5 points per day)

Chaperones are needed for this 2-day, overnight event for 6th-8th Grade students. This event is held each year during the second semester.

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 Ring-a-Coke Booth Coordinator (5 points)

The Ring-a-Coke Booth Coordinator:

- Organizes and manages the School sponsored Ring-A-Coke booth at the Parish Bazaar.
- Coordinates the donations of 2-liter soda bottles for the event.
- Works with the Office Coordinator to set-up the Sign-Up Genius to recruit volunteers to staff the booth.
- Ensures the set-up and take-down of the booth.

Ring-a-Coke Volunteer (1 point per 1 hour time slot) - Volunteers are needed to cover each shift. The volunteer positions for the Bazaar will be shared with families through Sign-Up Genius prior to the event.