

ST. MARY'S SCHOOL

VOLUNTEER OPPORTUNITIES & PARENT ADVISORY COUNCIL (PAC) INFORMATION

Volunteers are the key to the richness and quality of St. Mary's School. It is through volunteers that we can offer diverse programs without increasing tuition. Volunteerism is also the heart of our Catholic tradition. Our children will learn the value of service work through our example.

The following is a list of volunteer opportunities for you and your family at our school. Some are done just once a school year (school picnic) and others may be going on throughout the school year (lunchroom help).

Fall

Elden's Receipt Program (September-March)

If you shop at Elden's you can raise money towards the purchase of classroom supplies. From September through March, drop your receipt in the St. Mary's bin at Elden's or turn it in to the St. Mary's School Office. We need 1-2 people to regularly tally up and bundle the receipt totals and submit them to Mr. Sladek. Last year's collection allowed us to purchase physical education equipment, an overhead projector, a globe, an art drying rack, and many more classroom supplies. Time commitment: 1 hour per week. Also, be sure to promote this at school and church.

Adopt-a-Highway Ditch Cleaning (October)

St. Mary's School has adopted County Rd 17 (just East of town off Hwy 27). We are responsible for cleaning the 3-mile stretch every fall. We need 1 or 2 people to coordinate the date, time, and volunteers, and contact the Highway Department.

Vision Screening (October)

Every year in October the students have a vision screening. Four volunteers are needed for one day to assist the school nurse with this screening. Your job will be to assist the nurse and keep track of the child's score. You will receive general and easy instructions on how to mark eye test scores.

Grandparents/Special Friends Day (October)

Every fall St. Mary's students host an afternoon with Grandparents or a Special Friend at our school. The afternoon includes a prayer gathering service, activities, and refreshments and cookies in the school. About 6-8 volunteers are needed to help coordinate the activities, serve, and assign families to bring in cookies.

Fall Dance Social (October)

This is a social event for families to get together and have some fun. It is usually held around Halloween, so costumes and dancing are encouraged! You will be organizing the set-up, snacks, drinks, music, decorating, and teardown for this event.

Teacher Conference Meals (November)

Conferences are held mid-November. The teachers work all afternoon and into the evening so snacks and a light evening meal are provided at the school. Two volunteers are needed to coordinate the meals/snacks donated by families for the teachers. You would be in charge of contacting families to prepare and bring food in, setting it up, and cleaning up.

Magazine Sales (November)

Magazine subscription sales and renewals is an optional participation fundraiser. This is an opportunity for your family and friends to subscribe or renew their magazine subscriptions for the coming year. St. Mary's School gets \$.40 of every subscription dollar. The program runs for 3 days. *Please note that the invite postcards that are filled out by students are not sent to the address until after January 1st.*

Calendar Raffle Fundraiser (November-February)

Annual fundraiser. This is one of our major fundraisers for the school. Each family is required to sell 12 tickets at \$20 each. We begin selling calendar raffle tickets in November and finish February 28th. There are opportunities to sell your tickets at weekend Masses. Many of our parishioners look forward to this event. Last year we raised \$23,000. With 100 % participation, we could raise even more.

Winter

Art Adventure (December)

This program brings art into the classroom. About 4-6 volunteers are needed to present art pieces and activities to each classroom. This is about a 6-hour commitment. A 4-hour training session is available, if you choose, at the Minneapolis Art Institute, which provides volunteers with the background of the artwork/activities. Several parents have already attended this training session and can fill you in rather than you going to the Art Institute.

Staff/School Christmas Wish Display (December)

Each year a volunteer is needed to display teacher gift ideas for the school and the teacher's classrooms. Rather than coming up with a gift idea on your own for your class teacher, you can pick a "wish" off the display. Participation in this is optional. Time commitment: 1 or 2 people, 1 ½ hours to hang the display on school wall and send information home to families.

Teacher Conference Meals (February)

Conferences are held mid-February. The teachers work all afternoon and into the evening so snacks and a light evening meal are provided at the school. Two volunteers are needed to coordinate the meals/snacks for the teachers. You would be in charge of contacting families to prepare and bring food for the teachers, setting it up, and clean up. If you are not a coordinator, we need volunteers to donate a food or snack item.

Junior Great Books (February/March)

Share your love of reading! This program is like a class book club. Students have the option of joining. Volunteers are needed to meet with small groups of students once a week for 10 weeks to facilitate a discussion about the story read for that week. They usually meet during the lunch break. A two-day training workshop is available. Materials and sample lesson plans for each story are provided. Students in grades 3-6 can participate in this "Book Club" program. The number of students signed up will determine the number of volunteers needed.

Penny Challenge (During Lent)

During the Lenten season on Fridays, classrooms collect pennies. At the end, the money is donated to a specific cause or organization. We need 2 volunteers to collect pennies every Friday.

Spring

Fish Fry/Book Fair (March/April)

This is a community event and served in the school gym on a Friday night during lent. We also hold our library Book Fair with proceeds going to our school library. Responsibilities for the Fish Fry include organizing food, serving, set-up, teardown, cooking, and cleaning.

Annual Casino Night Fundraiser (March/April)

Our first year for this fund raising event was 2009 and it was a hit! This is a school fundraiser for adults only and the whole community is invited to join us. The night includes hors d'oeuvres, live and silent auctions, gaming tables, and much more. Many of last year's planners are back to do it again and make it even better. The group begins planning in September.

Speech Judges (April)

Volunteers are needed to judge the 3rd-6th grade speech contests. Volunteers will use scoring sheets provided to rate the students. Time commitment is 2-3 hours for 1 or 2 days depending upon class size.

Staff Appreciation (May)

Every year parents show their appreciation and gratitude to the teachers and staff. Two people are needed to coordinate volunteers to assist with providing lunch for the teachers, answer phones, help in the lunchroom and playground while the staff is on "lunch break."

End-of-Year School Family Picnic (May)

Our picnic is held on the school playground and is open to all staff, students, and their families. It is held on a weeknight in May. Responsibilities include ordering food, set-up, teardown, clean up, and organizing volunteers.

All School-Year Projects

Lunchroom Helper

We have one full-time cook and need volunteers to help prep and serve during the lunch hour, usually 10:30-12:15. Volunteers usually commit to one week, but the week could be shared with someone. (You are responsible for shared arrangements.) You can also volunteer for more than one week per year. We would like to have about 40 volunteers. A sign-up sheet will be available at Open House.

Library Assistant

Our librarian needs assistants to help with projects throughout the school year. We will contact you if a volunteer is needed.

School Memory Book

This committee works on putting together the annual school Memory Book. One or two volunteers are needed to take and collect pictures throughout the school year and compile them into a book for students to purchase. There is a software program provided by our school photographer company that helps you put the book together.

Sunday Coffee & Rolls

St. Mary's School hosts Sunday Coffee & Rolls the first Sunday of each month. Each grade is assigned a month. Your class PAC Rep will remind your class when it is your turn. Wear your St. Mary's gear! This is our opportunity to thank our church for their support of our school. The church pays for 45% of your child's tuition. You will need to set up, serve, and clean up after each Mass. We would like to have at least 2 families per Mass, but the more the merrier.

Classroom Help

Some teachers and classrooms have opportunities for you to help. The teacher will let you know.

Pastoral Council

One or two members are needed to serve on the Pastoral Council, which advises the pastor on parish policy. The Council meets monthly. The entire parish community and St. Mary's School benefit from these services. This is a 3-year term commitment which begins in June. Your name would be entered into the election in the spring. Contact the Parish Office or Troy Sladek for an application. This is our school's voice to the Pastoral Council.

Board of Education Member

Each year one or two new members are needed to serve on this governing, policy-making board. The Board oversees all educational programs within the parish. Membership is a 3-year commitment. The Board meets monthly from August to May. New members are elected in the spring and attend an organizational meeting in August. Contact the Parish Office or Troy Sladek for an application, or to talk with a current Board member.

PAC – Parent Advisory Council

PAC was formed in 1989. The purposes of PAC are to: keep each family informed of the happenings at school that pertain to education programs, tuition, and extra-curricular activities, etc.; become involved in the decision-making process by having input in educational decisions which affect our children; help coordinate school service projects and fundraising efforts. We encourage parents to attend the meetings and become active in PAC. Meetings are held at 7:00 p.m. on the second Tuesday of each month during the school year.

PAC Positions & Responsibilities

PAC Chair – Lead the monthly meetings, set agenda and keep the PAC Committee on task throughout the school year.

PAC Co-Chair – Back-up and assist the PAC chair. Move into chair position next school year.

PAC Secretary – Take minutes at monthly PAC meetings and submit for website viewing.

PAC Treasurer – Take care of the PAC checking account and report at monthly meetings. Report on where we are in our fundraising efforts.

PAC Volunteer Coordinator – Help organize and solicit volunteers for all volunteer opportunities throughout the year. Work with specific event coordinators.

PAC Volunteer Co-Coordinator – Work with coordinator and move into coordinator position next school year.

PAC Classroom Representative – Each grade should have two volunteer family representatives. As a PAC Rep you will keep your class informed of upcoming school events and organize your class when it's your turn to host Sunday Coffee & Rolls at Church. Each grade is also assigned a social activity to coordinate. As a PAC Rep, you will coordinate or delegate the planning of this activity. (Please note: the individuals who planned your grade's social activity last year have created a file on the event for you to reference.)

If you are interested in becoming a part of PAC, contact this year's PAC chair or any other parent who has served on PAC.