



# St. Joseph Montessori School

## Family Association Parent Volunteer Sign-Up Form 2009-2010 (Please fill out and return to school by October 2)

Name of Parent(s): \_\_\_\_\_

Name of Child(ren) & Classroom No. \_\_\_\_\_

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

Work/Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Occupation: \_\_\_\_\_

Are you available during school hours on school days?

\_\_\_Y\_\_\_N How many days advanced notice do you need? \_\_\_\_\_

Do you have any skills that might benefit SJMS (musician, artist, handyman, Web site designer, graphic designer, photographer, fundraiser, etc.)? \_\_\_\_\_

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**Please check one or more of the opportunities listed below.** Without the help of all the SJMS families, many SJMS activities would not be possible; our school relies on our community of families to enrich our children's school experience. We strongly encourage parents to volunteer throughout the year. Plus, volunteering is a great way to meet other parents!

\_\_\_\_\_ **Room Parent—2010-11** (Get ramped up for next year. Serve as the liaison between the Family Association and your child's classroom, assist with room needs, and distribute information to parents)

\_\_\_\_\_ **Parent Orientations—2010** (Help in late August to plan the event or help set-up, provide food, and/or clean-up; takes place first week of school)

\_\_\_\_\_ **School Year Kick-Off Potluck—2010** (Assist to organize, set-up, serve, and/or clean-up; takes place in early September on a weeknight)

\_\_\_\_\_ **Grandparents and Special Guests' Day** (Help stuff invitations, solicit food from classrooms, set-up, serve, clean-up, and/or oversee parking; takes place on a Friday in October during a school day)

\_\_\_\_\_ **Spring and Fall Clean-up Day** (Spruce up the grounds on a Friday after school in October and April)

\_\_\_\_\_ **Interest Fair Judges Dinner** (Organize food needs; plan menu, set-up, serve, and/or clean-up; takes place night of Interest Fair in February)

\_\_\_\_\_ **Fall & Spring Book Fair** (Organize, set up, work two-hour shift, and/or tear down; held in September and April)

\_\_\_\_\_ **Staff Appreciation Luncheon** (Organize food needs, help plan menu, set-up, serve, and/or clean-up; help in the classroom while teachers are attending luncheon; takes place on a weekday in late spring at lunch time)

\_\_\_\_\_ **Social Outings** (Assist in organizing social and cultural events for the SJMS community including end-of-year bowling party and back-to-school ice cream social)

\_\_\_\_\_ **Library** (Assist children finding books and check out; during school hours on a regular basis)

\_\_\_\_\_ **Board Committees** (Serve on a variety of committees)

\_\_\_\_\_ **Techno Trek** (Help cheer on walkers and count laps; during school hours after lunch in May)

\_\_\_\_\_ **Annual Fund Remind-A-Thon** (A lighthearted evening making phone calls one evening in late winter reminding parents about the annual fund)

\_\_\_\_\_ **Lost and Found** (Periodically organize and stack lost and found items; three times per year, notify parents that items will be donated to a charity if they are not picked up; donate the items)

\_\_\_\_\_ **Clothing Sales** (Create design for SJMS clothing, research vendors, take and fill orders)

\_\_\_\_\_ **Other Events as Need Arises**  
Please indicate your availability:

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### Winter Festival Activities Committee Chairs

The Winter Festival, a fun family event, will take place on December 6. Below is a list of activities for which we are still seeking chairs or co-chairs. Please indicate if you are willing to serve as chair/co-chair. As in previous years, we need lots of volunteer hours to make this event a success. We will give parents an opportunity to sign up for specific shifts closer to the event.

\_\_\_\_\_ **Chair/Co-Chair of Winter Festival** (Oversee festival committees; plan and lead ongoing meetings)

\_\_\_\_\_ **Children's Raffle** (Solicit items for raffle, sell tickets before and after school during week preceding festival, sell tickets during festival)

\_\_\_\_\_ **Adult Raffle** (Determine raffle item or items, publicize raffle, sell tickets before and after school during week preceding festival, sell tickets during festival)

\_\_\_\_\_ **Bake Sale** (Solicit baked goods, set up, sell, and clean up at festival)

\_\_\_\_\_ **Kitchen** (Plan menu, organize food/beverage needs, sell during festival)

\_\_\_\_\_ **Clothing Sales** (Create T-shirt design; distribute and collect order forms; prepare orders for pick-up)

\_\_\_\_\_ **Decorating** (Determine decorating needs; decorate school Friday before festival)

\_\_\_\_\_ **Storytelling/Face Painting** (Supervise students doing face painting; read or tell stories)

\_\_\_\_\_ **Publicity** (Publicize event, create and distribute newsletters/e-mails regarding festival, create program)

For this year, the auction has been moved to the Spring Gala. With the auction no longer part of the festival and with the new building addition, we have more space for other activities. If you have suggestions for new activities, please note them below.

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We rely on our volunteers to support the staff and students at SJMS. Please note that in order to volunteer alone with children you must comply with the school policy that requires a BCI background check and participation in an approved child abuse awareness class. The class that is provided for free and adopted by the Diocese is "Protecting God's Children." To register for a class, you can go to [www.virtus.org](http://www.virtus.org). If you have questions about this process, call the school office at least 2 weeks before the date you plan to volunteer. Please note that we have many volunteer opportunities for parents who have not yet completed these requirements.