



Excellence Grounded in Faith

CATHOLIC
ACADEMY

2017-2018

Volunteer Booklet



Dear Parents/Guardians,

Welcome back to school! This is your All Saints Catholic Academy Volunteer Booklet. Volunteering is a **great way** to learn about your child's school. Your time and talent, at school or home, help provide programs that benefit all of our kids.

All volunteers are required to complete **Protecting God's Children**, a class designed to ensure child-safe environments by teaching adults tools to help children. The three hour training is offered occasionally during the school year at locations throughout the diocese. Visit www.dioceseofjoliet.org/protecting.asp for a workshop schedule or for more information.

The following pages describe committees and activities which need volunteers. Please take a few minutes to look through the booklet and place a check mark next to the areas that interest you on the summary page. Fill out your name & contact information below, and send this page along with the checklist on the following page back to ASCA.

As you can see, there is plenty to do. Thank you for volunteering! Please be sure to turn in this page and the checklist that follows. If you have any questions, please contact Theresa Cunningham, SHPP President, at tacunningham@comcast.net.

Please return this page along with the checklist to the school by Friday, Sept. 1st.

Your Name [Please Print]: _____

Phone: _____

Email: _____

Child(ren) Name(s) and Homeroom:

ASCA Volunteer Check List

Please review the opportunities listed below, check-off those of your interest and return the form to the ASCA main office by Friday 9/1. Descriptions are available at the ASCA website. The committee chairs will contact prospective volunteers directly.

- | Check | Activity/Committee | Activity/Committee | (continued) |
|--|---|---|---------------------------------|
| Athletics Association Committees: | | Jr. High Events- 7th Grade: | |
| <input type="checkbox"/> | Athletics Slideshow Coordinator | <input type="checkbox"/> | Fall Fun Fair |
| <input type="checkbox"/> | Boosters | <input type="checkbox"/> | No Cooking in the Kitchen |
| <input type="checkbox"/> | Secretary | <input type="checkbox"/> | Out of Uniform Days |
| <input type="checkbox"/> | Finance Coordinator | Jr. High Events- 8th Grade: | |
| School Board Committees: | | <input type="checkbox"/> | Yearbook Signing Party |
| <input type="checkbox"/> | Technology | <input type="checkbox"/> | 8 th Grade Breakfast |
| <input type="checkbox"/> | Education | <input type="checkbox"/> | Class T-shirt |
| <input type="checkbox"/> | Facilities | <input type="checkbox"/> | Class Yard Signs |
| <input type="checkbox"/> | Marketing & Communications | <input type="checkbox"/> | Legacy Gift |
| <input type="checkbox"/> | Finance | | |
| SHPP Committees: | | <input type="checkbox"/> | Lunchroom Help |
| <input type="checkbox"/> | Book Fair | <input type="checkbox"/> | Recess Duty |
| <input type="checkbox"/> | Community Outreach | <input type="checkbox"/> | Room Parent Coordinator |
| <input type="checkbox"/> | Daddy Daughter Dance | <input type="checkbox"/> | SCRIP |
| <input type="checkbox"/> | Faith Formation | <input type="checkbox"/> | Teacher Appreciation |
| <input type="checkbox"/> | FUN Raising | | |
| <input type="checkbox"/> | Fundraising - NEW | | |
| <input type="checkbox"/> | Hospitality | | |
| <input type="checkbox"/> | Mother/Son Event | | |
| General Volunteer Opportunities: | | <input type="checkbox"/> | Uniform Exchange |
| <input type="checkbox"/> | Allergy/Health | <input type="checkbox"/> | Volunteer at Large |
| <input type="checkbox"/> | Yearbook Committee | <input type="checkbox"/> | SCRIP |
| <input type="checkbox"/> | Altar Linens | <input type="checkbox"/> | New Family Welcome Team |
| <input type="checkbox"/> | Box Tops & Labels for Education | <input type="checkbox"/> | Grandparents Club - NEW |
| <input type="checkbox"/> | Classroom Volunteers | <input type="checkbox"/> | School Parent Liason |
| <input type="checkbox"/> | Dinner Dance Auction | <input type="checkbox"/> | Your Parish _____ |
| <input type="checkbox"/> | Eucharistic Ministers | | |
| <input type="checkbox"/> | Fall Fun Fair | <input type="checkbox"/> | Art Awareness |
| <input type="checkbox"/> | Field Days | | |
| <input type="checkbox"/> | Gift Wrap Sales Fundraiser | | |
| <input type="checkbox"/> | Grandparents Day | | |
| <input type="checkbox"/> | Health Office Assistance | | |
| <input type="checkbox"/> | Hearing and Vision Screening Assistance | | |

Name: _____
Email: _____
Phone: _____

As you read through this document look for these symbols to help find something that is right for you:



Flexible hours and/or evenings/weekends



Can be done from home and/or with young children



During school hours and involves working directly with students

All Saints Athletic Association (ASAA)



Athletic Slide Show Coordinator

Works with parents of the various teams to gather photos and then put them into a slide show to present at the sports banquet.

Boosters/Spiritwear Coordinator

Boosters Club supports our school athletics program via fund raising and promotions. Volunteers are also needed develop fund raising ideas and see them through to implementation. Booster sell concessions, working the admissions. Boosters also help organize the end of season Sports Banquets and any another fundraising they implement

Secretary

The secretary works on coordinating communication between the athletics board and team parents. Also, handles registration and team assessments and so much more.

Allergy/Health Committee



If you have allergy or other health concerns for your children this committee will be of interest to you. Providing an advisory role for school events, parental support group, and awareness campaigning are some of our goals.

Box Tops for Education/Campbell's Labels



Collect and count Box Tops and Campbell's Labels for Education collected from the children's classrooms and publicize the program. work can be done primarily from home.



Dinner Dance Auction

This event, which will be held on March 17, 2018, needs many volunteers to be a success. Opportunities include finances, solicitations, printed materials, publicity, advertising, decorations, music, volunteer coordination, registration, raffles, auctions, technology, checkout, cash out, pick up, secretary, group party planning, thank you letters, and general volunteering.



Eucharistic Ministers



Eucharistic Ministers are needed to serve as scheduled at weekly Wednesday 8:15 am school masses. Eucharistic Ministers should be certified (please provide documentation of certification); however, new Eucharistic Ministers are welcome (a training session will be provided).

Fun Fair



This crowd favorite is an annual 7th grade fundraiser. Parents are requested to contribute their time or talent to put together this event.



Field Days



Staff activity stations and supplement the nurses station at the end of year Field Days celebration.



Gift Wrap Sales Fundraiser

Lend your time to this annual fundraiser. Volunteers are needed in November to help with order distribution during a couple of school days. Help will be needed to verify orders and to help set up delivery of product when it comes in. Usually before a day or two before school starts and a few after school with one day after mass.

Grandparents Day

Help with this ever-popular school event in November. Volunteers are needed to help plan the event. We will also be looking for help in set up for the day of and parking lot help, morning greeters to help greet the grand grandparents & check them in, provide refreshments, sell library books and direct them to classrooms in the school.



Hearing and Vision Screening

Assist students, staff and test screeners during Hearing and Vision test days on 2 dates in the Fall and 2 dates in the Spring of each school year.



Junior High Events

Help coordinate and execute various activities and fundraisers specific to the junior high students. We have separate 7th and 8th grade groups and the 7th graders are in need of a lead coordinator.





Lunchroom Support

Help in the cafeteria- preparing the cafeteria, supervising students, and cleaning up. This is a great way to see your children during their school day and younger siblings are welcome to join you. Time period is 11:00 - 12:10. We ask that you arrive 5 minutes early and check in with the Lunchroom Coordinator. There will also be a need for a volunteer to work the sale table of milk and water. On Wednesday's there will be an opportunity to sell at the ice cream table.

New Family Welcome Team

The New Family Welcome Team works to provide social opportunities and information for newly enrolled ASCA families. This committee helps welcome and acclimate the new families into our community by serving as an information source throughout the entire academic year.



Recess Duty



Supervise recess on a rotational but regular basis. This is perfect opportunity if you have younger children who can come along with you. The daily time period is 11:20am to 12:20 pm.



School Parish Liaison

Help coordinate activities with our sponsoring and supporting parishes. These people will help 'build a bridge' from parish to school by coordinating parish Bulletin Board maintenance, community building events at church and mass, and help to plan Catholic Schools Week activities and masses.



School Board

Technology & Education Committee-Technology ensures that the schools' technology infrastructure meets needs, helps develop a long-range technology plan, researches options for technological enhancement, and sees sources of discounted/donated equipment.

Education oversees curriculum changes and helps to implement differentiated instruction. Members also provide researched based educational programming and material resources at appropriate instructional levels.

Facilities-Plans and provides for, and supervises the required maintenance and necessary capital improvements of the school.

Marketing & Communication- Promotes All Saints Catholic Academy and enhances the school's external communications within our parishes and community. To accomplish this, we meet monthly to discuss our marketing efforts keeping our message in line with the school's vision for increased enrollment and visibility in the community. Our goal is to be the preeminent Catholic education choice in the area and we believe this starts with proper marketing. Our key activities include: parish bulletin updates, developing communications and staffing Open Houses and Enrollment efforts, creating and developing promotional materials for recruiting efforts and to maintain current enrollment. Volunteers need not have marketing backgrounds to be part of this committee, only a willingness to help get our message and our brand out to the community.

Finance- Works with the school's business manager and principal to create a budget for the upcoming school year based on history, anticipated enrollment, and staffing changes and other income and expenses. Once we create a budget it is presented along with recommended tuitions to the school board for approval, and then once approved to the Board of Trustees and final approval by the Executive Committee. Throughout the school year, the finance committee works with the business manager to review actual income and expenses in conjunction with the budget. At the end of the fiscal year, the committee recommends spending/reserves with any surplus/deficit. Volunteers would attend Tuesday evening finance meetings, approximately 4 per year. They would help review and participate in discussions during the budget process and during the school year as actual income/expenses occur.



SCRIP

Help process and place orders with SCRIP service and local vendors. Processing occurs Monday mornings. Also help needed in pickup up SCRIP from local area vendors as well as assembling completed orders on Wednesday mornings. This is done in the school cafeteria and takes approx. 1 hour each Monday and Wednesday morning. Supervised children are allowed.



SHPP Book Fair

Work with Book Fair operators, setup and take down merchandise displays, help students and parents make book selections, escort children to and from classrooms to the fair, or process sales at the October and March book fairs.



SHPP Community Outreach Committee

Help this committee with a variety of community outreach projects. The main tasks involve collecting trash and turning it into treasures. To this end, we need help collecting items at school, counting them, and delivering to organizations, and newsletter inserts. Activities have included clothing, food, and sneaker collections, and Christmas caroling at local nursing homes. We also have a mass annual effort to set up and coordinate families' service performance off site on Martin Luther King Day.



SHPP Daddy Daughter Dance

Help create a special night for our girls and their dads. Includes many aspects of party planning, including decorations, invitations, finances and registration, set up and clean up, refreshments, organizing a craft, music and dance.





SHPP Faith Formation Committee

Help this committee organize activities to aid in furthering the Faith Formation of All Saints Families and promote the Catholic faith. Help make decisions on which events will be conducted this year.



SHPP Hospitality Committee

Plan or provide food for events such as staff lunches provided during Catholic Schools week, conferences, and Teacher Appreciation week. Other events include Grandparents Day reception, New Families reception, and Teacher Christmas party. If you volunteer to help this committee, you will be added to a distribution list to receive periodic email requests for food preparation, staffing and setup and cleanup duties at various events throughout the school year. Participate only in those events that are convenient for you.



SHPP Mother/ Son Event

Help in planning and executing a special activity for our boys and their moms.

SHPP Teacher Appreciation

Show our teachers appreciation through activities planned by the SHPP Activities Committee. These events occur for Teacher Appreciation week in May and also during our Christmas gift program for the teachers and staff.





Uniform Exchange

Collect and sort uniform pieces for school uniform exchange that occurs at the end of the school year.

Volunteer-At-Large

These volunteers are All Saints parents who are willing to lend a hand when various volunteer opportunities arise during the school year. Volunteers receive periodic emails notifying them when help is needed and can volunteer when it is convenient. This is a great way to volunteer occasionally at the school without committing to a regularly scheduled obligation.



Yearbook Committee

Plan development of a student-created school yearbook. We are in need a someone to lead the effort as well as support staff. Much of the work is done on-line. Please consider whether this opportunity might be right for you.



FUN Raising

Plan and organize events for the entire school such as Trunk or Treat, Parents Night Out and other fun events. Opportunities include finance, advertising, registration to name a few.



Classroom Volunteer



Each fall during Curriculum Night at school each classroom will provide an opportunity to sign up for various in-class duties such as:

- ▶ **Room Parent Coordinator-** Provides information and guidance to each room parent for each grade. Communicates with teacher and room parent as to what is expected.
- ▶ **Room Parent** - Help with class parties (includes Halloween, Christmas and Valentines Day), coordinating parent volunteers, organizing group gifts, etc. Teachers liaise directly with their room parents and SHPP has a Room Parent Coordinator to offer overall direction relative to the parties. As the Room Parent, you are the point of contact for all Party Helper Volunteers. You must provide clear communication with the teacher, helpers, and the room parent coordinator. To keep all communication clear please copies the teacher, helpers and room party coordinator.
- ▶ **Auction Project-** Organize and execute a chosen project for your child's class and liaise with the Dinner Dance Auction Committee.
- ▶ **Junior Achievement-** Conduct 8 weekly classroom sessions, approximately 45 minutes each, focusing on community leadership. This occurs mid-March through May. All materials and guidelines are provided.
- ▶ **Field Trip Chaperone-** Attend field trips with your child's class.
- ▶ **Art Awareness** - Teach the children various artist and complete an art project. Artist will be given to you.
- ▶ **Community Outreach** – Help organize events for your class

Sign up for these duties is not included in this summary but will be done per teacher and classroom soon after the start of the school year.





Altar Linen Assistance

Parent Volunteers are asked to consider assisting with the preparation and care of the Altar Linens used for our all-school liturgies. This volunteer effort requires minimal time, but is an important element needed for our school Masses.



Junior Achievement Program Coordinator

Each class has one or two volunteers to conduct approximately 5-6 lessons on money management. One should attend the training program after the first of the year. Lesson plans are provided.



Health Office Assistance

As needed to attend to sick and injured children while school nurse is out of the office. Medical experience is preferred.





Art Awareness

IMPORTANT: No artistic talent or experience is required.

Art Awareness is a volunteer-run classroom program that is being offered from 1st to 5th grade. Its purpose is to develop an appreciation and love of art among children by introducing them to different artists and letting them try out selected techniques in a FUN atmosphere.

Three sessions will be offered during the school year. We are looking for volunteers to serve as coordinators, lecturers, and room aides. Lesson plans can be made available or you can just use your creativity.

