



CATHOLIC  
ACADEMY



*Excellence Grounded in Faith*

2018-2019

# **SHPP 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](http://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 SHPP at [SHPP@ascacademy.org](mailto:SHPP@ascacademy.org).



# ASCA Volunteer Check List

Please review the opportunities listed below, check-off those that interest you, and return the form to school Committee chairs will contact prospective volunteers directly.

**Events Committee:**

- Meet and Greet Picnic
- School Supply Kit Distribution
- Father Son Event
- Mother Son Event
- Mother Daughter Event
- Daddy Daughter Dance
- Trunk or Treat

<b>Name:</b> _____
<b>Email:</b> _____
<b>Phone:</b> _____

- Teacher Appreciation Week
- Grandparents Day
- Parents Night Out

**Community Outreach:**

- Martin Luther King Day of Service
- SCARCE
- Collection for Hesus House

- Homeroom Philanthropy Projects
- Cereal Collection at Meet and Greet

**Faith Formation :**

- Celebrate Your Heritage/Celebra tu Herencia

**Fundraising:**

- Yankee Candle
- Butter Braid
- Caring Cent
- Holiday Shop

- Amazon SMILE
- Lynch Creek Farm Christmas Greenery
- Boosterthon

**SCRIP:**

- Scrip

**Hospitality:**

- Dinner for Conferences
- Christmas Party

- New Family Welcome
- Teacher Appreciation Week

**Book Fair:**

- Fall Book Fair

- Spring Book Fair

**Room Parents Committee:**

- Christmas Party
- Valentine's Day Party

- Halloween Party

**Art Awareness:**

- Art Awareness

**Allergy Action Committee:**

- Allergy Action Committee



# Events

## **Meet and Greet Picnic**

Works with ASCA Admin on planning and logistics of annual back to school event.

## **School Supply Kit Distribution**

Organize, assemble team and deliver school supply kits to classrooms prior to Meet and Greet.

## **Mother Son Event**

Help in planning and executing a special activity for our boys and their moms. This event in the past has included a Wolves Hockey Game, as well as an outing at Dave and Busters.

## **Father Son Event**

Help in planning and executing a special activity for our boys and their fathers. This year's event is a White Sox baseball game at Guaranteed Rate Field.

## **Mother Daughter Event**

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

## **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.

## **Teacher Appreciation Week**

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.

## **Trunk or Treat**

Plan and coordinate this annual event that brings the ASCA school community together for some Halloween fun.

## **Parents Night Out**

Plan and coordinate an evening of fun for students. This event has taken place in December.

## **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 grandparents (and VIP – Very Important Persons), check them in, provide refreshments, sell library books and direct them to classrooms in the school.

## **Community Outreach**

### **Martin Luther King Day of Service**

Plan and coordinate different service opportunities for students to participate in during Day of Service out in the greater Naperville/Aurora community.

### **SCARCE**

Plan and coordinate our annual collection of used school supplies.

### **Collection for Hesed House**

Plan and coordinate the collection of needed items for Hesed House, a local homeless shelter.

### **Homeroom Philanthropy Project**

Plan and coordinate grade level philanthropy projects that build others centeredness and compassion in our students.

### **Cereal Collection at Meet and Greet**

Plan and coordinate the collection and delivery of cereal collected at Meet and Greet to Loaves and Fishes.

## Faith Formation

### Celebrate Your Heritage / Celebra tu Herencia

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

## Fundraising

Volunteers are needed to help coordinate and execute these fundraising activities that help support the school.

- **Yankee Candle** – takes place in early September.
- **Butter Braid** – takes place in November.
- **Caring Cent** – a rounding up donation program that will be activated in September.
- **Amazon SMILE** – a percentage of sale donation program that will be activated in September.
- **ASCA Holiday Shop** – a fun opportunity for students to purchase gifts during December for nominal amounts.
- **Lynch Creek Farms Christmas Greenery** – an online opportunity for families to purchase high quality wreaths and other greenery in November.
- **Boosterthon** – a school-wide virtues based activity that happens in May.

## 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.

## Hospitality

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. The following events are included but not limited to:

- Dinner for Conferences
- Teacher Appreciation Week
- Christmas Party
- New Family Welcome events
- Grandparents Day

## **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 Fall and Spring book fairs.

- Fall Book Fair
- Spring Book Fair

## **Room Parents Committee**

- Provides information and guidance to room parents for each grade. Communicates with teacher and room parent as to what is expected.
- Help with class parties (includes Halloween, Christmas and Valentine's Day), coordinating parent volunteers, organizing group gifts, etc.

## **Allergy Action Committee**

Provide an advisory role for formation of the approved snack list, parental support group, and awareness campaigning. You do not need to have a child with an allergy to participate.

## Art Awareness

Teach the children various artist or styles, and complete an art project. Artist can be given to you and prepared lessons plans are available if interested. No artistic ability or knowledge required but always welcome.