

St. Clement of Rome School

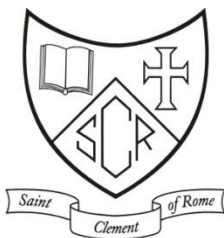
VOLUNTEER DESCRIPTION FORM

2017-2018

Event	Description	Approximate Date	Approximate Time Commitment
Boo Bash/ Sock Hop	Volunteer for the event to perform various duties.	Last weekend in October	1-2 hour shift
Bookstore	Sell bookstore items at Co-Op meetings and Book Day.	Before Co-Op Meetings Book Day	1 hour shift
Breakfast with Santa	Volunteer for the event to perform various duties	Saturday in December	1-3 hour shift
Bunny Bingo in collaboration with cheerleaders	Volunteer for the event to perform various duties	During the , Easter season, Saturday afternoon	3 hour shift
Craft Fair	Volunteer for the event to perform various duties	October 14, 2017	2-3 hour shift
Craft Fair Food Committee	Volunteer for the event to sell food and drinks.	October 14, 2017	2-3 hour shift
Faculty Appreciation Lunch	Volunteer for the event helping to serve lunch and clean up.	Monthly	2 hour shift
Gala	Volunteer before and the day of the event to help secure and pick up donations, ticket sales, etc.	December-April	2-3 hour shift depending on the role
Health Screenings	Volunteer to assist with screening the children	Twice a year	Half day once/twice a year
Hospitality	Volunteer to assist committee chair with picking up food, setting up, monitoring food tables and cleaning up.	Co-Op meetings/Special events	1-2 hour shift
Lagniappe (2 chairs)	Volunteer to help with various lagniappe projects as requested by committee chairs.	All year long	Work can be done at night for many of the activities
Lunch Volunteers	Volunteer to assist the cafeteria staff during lunch distribution time, serving lunch to the children.	Lunch times at school	1-2 hour shift
Room Mother	Volunteer to work closely with Administration/Teachers/Co-Op to plan events throughout the year.	All year long	Phone calls, emails, meetings
School Supplies	Volunteer to help with the coordinator of the event to check-in, sort, and prepare supplies to distribute to parents at Book Day	August—Book Day (and possibly a few days before)	2-3 hour shift
City Park Night	Volunteer to help sell tickets, work check-in tables, etc.	September 9, 2017	1-3 hour shift
Teacher Appreciation Week	Volunteer to help with specific appreciation events, such as breakfast buffet set up, clean up, treats for teachers.		1 hour shift as needed

Volunteers	Volunteer to help the coordinator secure adult and student volunteers for various events. Fill out Service Hour paperwork.	All year	1-3 hour shift
Welcome Wagon	Volunteer to call the new parents and welcome them.		Phone calls as needed

There are many opportunities to volunteer at St. Clement throughout the year. If you would like to know more about any of these events, please email, text, or call Tara Centanni Reese – Co-Op President at centanni@bellsouth.net or (504)343-0589.



St. Clement of Rome School

CO-OP VOLUNTEER OPPORTUNITIES

2017-2018

The following is a list of school related activities for which parent volunteers are needed. Please check items of interest and return this form to school. A chairperson will contact you before the event. Thanks for your support!

All volunteers MUST attend the Safe Environment Class and have a background check conducted. The calendar for Safe Environment classes is listed at http://www.arch-no.org/safe_environment. St. Clement will host a class on Tuesday, September 5, 2017 at 7 p.m..

Co-Op Functions:

- _____ Hospitality (Refreshments for Co-Op meetings, Grandparents Day and Others)
- _____ Co-Op Meetings (Sell 50/50 and door prize tickets)
- _____ School Supplies (Set up and distribution of supplies for book day)
- _____ Sweatshirts (Sell on book day and at Co-Op meetings)
- _____ Bookstore (Sell SCR items on book day and at Co-Op meetings)
- _____ Book Day
- _____ Craft Fair
- _____ Religion in the Home
- _____ Book Fair
- _____ Faculty Appreciation Week
- _____ Cafeteria volunteer: Monday Tuesday Wednesday Thursday Friday
(please circle day/s)

Weekly Bi-Weekly Monthly
(please circle frequency)

- _____ *Recycle Uniforms*
- _____ *Welcome Wagon*

- Social Events:**
- _____ Back to School Luncheon
 - _____ Grandparents Day
 - _____ Lenten Fish Fry
 - _____ Bunny Bingo
 - _____ Boo Bash/Sock Hop
 - _____ Breakfast with Santa
 - _____ Spring Gala
 - _____ Spring Sock Hop/Movie Night

- Health & Safety:**
- _____ Scoliosis Screening
 - _____ Vision & Hearing Screenings

Name: _____
(please print)

Home #: _____

Work #: _____

Cell #: _____

Email: _____
(please print)