

# PACE VOLUNTEER FORM

Family Name: \_\_\_\_\_

Father: \_\_\_\_\_

Mother: \_\_\_\_\_

Email: \_\_\_\_\_

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



**Please mark the committees you would like to join:**

MOM	DAD	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Room Parent</b> (Grade: _____)
		<b>Classroom Parties</b>
<input type="checkbox"/>	<input type="checkbox"/>	Halloween (Grade: _____)
<input type="checkbox"/>	<input type="checkbox"/>	Christmas (Grade: _____)
<input type="checkbox"/>	<input type="checkbox"/>	Valentine (Grade: _____)
<input type="checkbox"/>	<input type="checkbox"/>	Baker/Other (Grade: _____)
		<b>Student Opportunities</b>
<input type="checkbox"/>	<input type="checkbox"/>	Lunch Monitor (Grade: _____)
		Day(s): M T W Th F
<input type="checkbox"/>	<input type="checkbox"/>	Hot Lunch
<input type="checkbox"/>	<input type="checkbox"/>	AR Testing (Grade: _____)
<input type="checkbox"/>	<input type="checkbox"/>	AR Kickoff Breakfast
<input type="checkbox"/>	<input type="checkbox"/>	AR Award Lunch
<input type="checkbox"/>	<input type="checkbox"/>	Library (Grade: _____)
<input type="checkbox"/>	<input type="checkbox"/>	Art Appreciation (Grade: _____)
<input type="checkbox"/>	<input type="checkbox"/>	Book Fair: Fall 2009
<input type="checkbox"/>	<input type="checkbox"/>	Book Fair: Spring 2010
		<b>Events</b>
<input type="checkbox"/>	<input type="checkbox"/>	Halloween Dance
<input type="checkbox"/>	<input type="checkbox"/>	Santa's Workshop
<input type="checkbox"/>	<input type="checkbox"/>	Mother/Child or Father/Child events
<input type="checkbox"/>	<input type="checkbox"/>	No TV Week
<input type="checkbox"/>	<input type="checkbox"/>	Grandparent/Special Person Day
<input type="checkbox"/>	<input type="checkbox"/>	End of School Picnic
<input type="checkbox"/>	<input type="checkbox"/>	Catholic Schools Week
		<b>Support Services</b>
<input type="checkbox"/>	<input type="checkbox"/>	Web Site Committee
<input type="checkbox"/>	<input type="checkbox"/>	Hospitality

MOM	DAD	
<input type="checkbox"/>	<input type="checkbox"/>	Yearbook Photographer (Grade: _____)
<input type="checkbox"/>	<input type="checkbox"/>	Start of School Classroom Cleaning
<input type="checkbox"/>	<input type="checkbox"/>	New Family Fellowship Committee (Grade: _____)
		<b>Office Help</b>
<input type="checkbox"/>	<input type="checkbox"/>	Volunteer in office (Day: _____)
<input type="checkbox"/>	<input type="checkbox"/>	Stuff Weekly Brown Envelope
		<b>Fundraising</b>
<input type="checkbox"/>	<input type="checkbox"/>	Wrapping Paper
<input type="checkbox"/>	<input type="checkbox"/>	Spring Flower Sale
<input type="checkbox"/>	<input type="checkbox"/>	Box Tops for Education
<input type="checkbox"/>	<input type="checkbox"/>	Soup Labels
<input type="checkbox"/>	<input type="checkbox"/>	Market Day
<input type="checkbox"/>	<input type="checkbox"/>	9th Annual Appeal
		<b>Coordinators</b>
<input type="checkbox"/>	<input type="checkbox"/>	Accelerated Reader Prizes
<input type="checkbox"/>	<input type="checkbox"/>	Art Appreciation Co-Chair
<input type="checkbox"/>	<input type="checkbox"/>	Book Fair
<input type="checkbox"/>	<input type="checkbox"/>	Catholic Schools Week
<input type="checkbox"/>	<input type="checkbox"/>	Football Mania/Hoops mania
<input type="checkbox"/>	<input type="checkbox"/>	Market Day Co-Chair
<input type="checkbox"/>	<input type="checkbox"/>	Mother/Child or Father/Child Events
<input type="checkbox"/>	<input type="checkbox"/>	New Family Fellowship Co-Chair
<input type="checkbox"/>	<input type="checkbox"/>	School Sign Weekly Updates
<input type="checkbox"/>	<input type="checkbox"/>	Walkathon

*\*\* Please see the pages that follow for an explanation of each event or activity and the contact person. Feel free to contact the coordinating parent for additional information.*

# VOLUNTEER OPPORTUNITIES

**Classroom Parties:** Contact: School Office  
Halloween, Christmas and Valentine's Day. Volunteers are needed to plan and run the party, which may include games and goodie bags. Bakers are needed to help with the party food.

## ***Student Opportunities:***

**Lunch Monitors:** Contact: Sheri Potter & Michele Miller  
Monitor a grade during the 20-minute lunch and 20 minute recess period. This commitment can be as little as 1 lunch period per month or many lunch periods.

**Hot Lunch:** Contact: Lisa Gasparo & Laurie Schmitz  
Help with setup, serving and cleanup on Wednesdays from 11:00am to 12:30pm twice a month.

**Accelerated Reader:** Contact:  
Help students in grades K and 1 take weekly-computerized accelerated reader comprehension tests.

**Kick-off Breakfast/Award Luncheon:** Contact: Chris Isdale  
Assist with setup, serving and cleanup at the breakfast and/or lunch for grades K to 5 in September and May.

**Library:** Contact: Cathy Morello  
Help the students select and checkout books during class library time.

**Art Appreciation:** Contact: Kim Gartlan  
Present monthly artist's work, from the "Picture Parent's Program" to a class. One artist each month, presentation material provided.

**Book Fair:** Contact:  
Book Fairs are held in November and April each year. Assist students in selecting and purchasing books.

## ***Events***

**Halloween Dance:** Contact: Denise Miller  
Setup, monitor or cleanup at the annual Halloween dance held the end of October.

**Grandparent/Special Persons Day:** Contact: Laurie Schmitz  
Plan, setup, serve or cleanup at the school hospitality.

**Santa's Workshop:** Contacts: Angela Rexer, Dina Ruffolo  
Santa's workshop is held one day in late November. Help the students select just the right gift and assist with gift-wrapping.

**NO TV Week:** Contact: Chris Isdale  
Plan activities for No TV week.

**End of School Picnic:** Contact: Stacey Riggs  
Plan, setup, serve or cleanup at the End of School picnic held at Cerny Park or the Activity Center on the last day of school.

**Mother/Child or Father/Child Event:** Contact:  
Plan event for students and parents.

**Catholic Schools Week:** Contact:  
Plan Teachers Appreciation Luncheon and All-School Field Trip.

## ***Support Services***

**Website Committee:** Contact: Julie Hentz  
Assist in maintaining the school website.

**Hospitality Committee:** Contact: Sandy Schneider  
Bake/cook, setup, serve or cleanup at various social events throughout the school year.

**Yearbook:** Contact: Pam Wack  
Photographers: Take pictures of student activities and sports events, classroom parties and activities throughout the year. Submit the pictures to the yearbook committee.

**Annual Start of School Cleaning/Classroom Setup:**  
Contact:  
Help get the school and classrooms ready for the first day of school. Distribute and open boxes of books and workbooks. Clean desks and equipment. Check computer equipment. Etc.

**New Family Fellowship Committee:** Contact: Kim Gartlan  
This is an opportunity to make a new school family feel right at home. You will be matched with a new school family who you will contact prior to the start of school to answer questions, meet and get to know.

**Office Help:** Assist with photocopying, stuffing weekly brown envelopes, eye and hearing exams, school sign and other office work.

## ***Fundraising:***

**Wrapping Paper:** Contact: Chris Isdale  
Collect and tabulate wrapping sales envelopes from the classroom to submit to the Contact. Assist on the day of delivery by putting boxes in class order for after-school pickup.

**Spring Flower Sale:** Contact: Colleen Brummel  
Collect and tabulate flower sale orders from the classroom to submit to the Contact.  
Assist on the day of delivery for after-school pickup.

**General Mills Box Top:** Contact: Te Reid  
Collect, batch and give General Mills box tops to Contact.

**Campbell Soup Labels:** Contact: Ruthie Kelke  
Collect, batch and give soup labels to Contact.

**Market Day:** Contacts: Jeannette Berg,  
Assist with Market Day pickups, usually Saturday mornings. Dads and students needed to carry boxes to cars in the parking lot.

**Annual Appeal:** Contact: Patrick McGowan  
Stuff envelopes for annual appeal.

**Football Mania/HoopsMania:** Contact:  
Organize these gaming fundraisers.

**2<sup>nd</sup> Annual Walkathon:** Contact  
Plan and organize the school walkathon.

**Fun Fair:** Contact: Sheri Potter & Cathy Fladeland

# ROOM PARENT VOLUNTEERS

The responsibilities of room parents vary from grade to grade. *Typically*, the lower the grade the greater the responsibility (i.e. more planning). Listed below are examples of the types of events for which room parents organize. **Room parents DO NOT DO EVERYTHING, but must be comfortable in calling/contacting others to help.** This is not a comprehensive list; teachers may ask you to help in other ways too.

**Classroom parties** – There are usually three parties per year (Halloween, Christmas and Valentine's Day). **You contact the parents planning each party about 3 to 4 weeks in advance to remind them of the party date and time.** You are not responsible to plan or attend any parties, just to make sure that the parents that signed up for the party are working on it. Receipts for the parties may be submitted to the office, for up to \$1 per student per party. (OCTOBER, DECEMBER AND FEBRUARY)

**Phone Tree List** – Room parents are responsible for calling the "oldest and only" children in their grade when we have school or parent meeting cancellations, typically due to inclement weather or emergency school repairs. "Oldest and only" children in the school are designated in the school directory with an asterisk (\*) next to their name. You may be contacted by the Principal, School Secretary, School Board President or other designated person. You may choose to make all the calls yourself, divide them with one or two other parents in the class or have each parent call the name below theirs. The important thing is to get the calls done as quickly as possible. Students being dropped off at PEAK may leave home as early as 6:30 A.M. Other students head for the bus as early as 7:30 A.M.

**Fundraisers:** Coordinate classroom projects for fundraising (for example, a class basket for Autumnfest or the Chili Cookoff).

**Curriculum Night:** Curriculum Night is held in September and each grade is responsible for providing an item for hospitality. The hospitality coordinator will contact you with a specific requirement. Contact your bakers to provide the item. (SEPTEMBER)

**Catholic Schools Week Open House** – The open house is held the last Sunday of January after all Masses. Each grade is responsible for providing refreshments and a representative after each Mass to answer questions and give school tours. The hospitality coordinator will contact you with a specific requirement. Contact parent volunteers on your list. (JANUARY)

**Faculty Birthday Treats** – The room parent arranges for a treat for the class to share with their teacher. Verify with the office or teacher that the teacher will be in school on the day that you plan to bring the treat. In addition, room parents will be assigned staff and part-time faculty birthdays. For staff that do not have students, you may wish to bring a small bouquet of flowers or a plant.

**Faculty Staff Meetings** – The faculty staff meetings are held bi-weekly throughout the year and each grade is responsible for providing hospitality. The hospitality coordinator will contact you with specific requirements. Contact your bakers to provide the items.

**Grade Specific Events** – These specific room parents are responsible to coordinate the following events with the teacher and parents in their class.

*1<sup>st</sup> grade* - Graduation reception for Kindergarten directly following their graduation.

*3<sup>rd</sup> grade* – Breakfast for 2<sup>nd</sup> grade directly following School May Crowning

*7<sup>th</sup> grade* – Baking for 8<sup>th</sup> Grade Confirmation Reception and coordinating 8<sup>th</sup> Grade Graduation Reception directly following Graduation Mass.

*8<sup>th</sup> grade* – Organize hot lunch pop sales and slide show at Graduation dinner, if desired.