

SCRIP - 2 CHAIRS**MARKETING CHAIR**

Marketing chair person is responsible for marketing scrip through Weekly Reminder and fliers on as needed basis. Volunteers needed to assist scrip team with weekly and holiday sales.

SPIRIT WEAR - 1 CHAIR

Maintain and order inventory of spirit wear. Sell inventory at registration and various other St. Monica events. Work with Athletic Director and Booster Club to provide spirit wear to coaches and athletes.

ST. MONICA NEWS & WEEKLY REMINDER - 1 CHAIR

Using information provided by school staff and parents, lays out a weekly newsletter and uploads it to the school website. Home & School provides a laptop and training.

SUNSHINE COMMITTEE - 1 CHAIR

Chair is responsible for mailing birthday and holiday cards to the staff. No Volunteers needed.

UNIFORM RESALE - 2 CHAIRS

Volunteers needed to assist with sale at the end of year and at registration.

VARIETY SHOW - 4 CHAIRS

Co-Chairs needed to select date, location, and theme. Recruit and coordinate class directors, write 8th grade script, oversee ticket sales, contract for video taping and sale, recruit and oversee sound/stage crew as well as other volunteers. Class volunteer directors needed for each class.

VOLUNTEER COORDINATOR - 2 CHAIRS

Chairs compile a volunteer list from the volunteer sign-up forms per committee. Chairs compile a master list of committees to distribute at registration.



Learn, Live and Love Through Jesus

ST. MONICA SCHOOL HOME & SCHOOL VOLUNTEER POSITIONS

(please do not return this portion of the form)

HOME & SCHOOL BOARD POSITIONS**VICE PRESIDENTS:**

Co-Chairs are responsible for filling Home & School Chair and Volunteer positions for the following year. Co-Chairs assist Presidents as needed. No Volunteers needed.

SECRETARY:

Chair attends all Home & School meetings and maintains minutes. No Volunteers needed.

TREASURER:

Chair is responsible for the cash flow of Home & School. No volunteers needed.

ADVENT BREAKFAST - 1 CHAIR

Advent Breakfast is a Parish tradition consists of a short play and breakfast for K4-1st grade children. Chairs and volunteers will work together with Ms. Mullaney & St. Monica Sunday School to plan and organize event.

ART FOR YOUTH - 2 CHAIRS

Volunteers will attend a brief presentation regarding art. Give 15 minutes presentation to classes under direction of co-chairs approximately 3 times per year.

BABYSITTING - 1 CHAIR

Chair will secure babysitters in the nursery for magazine sale tally days, set up for dinner dance and Home and School meetings. This is a paid position at \$25.00 per event. Must be Virtus trained. Volunteers are needed to assist with sitting. Volunteers do not need to be available for every event.

BATTLE OF THE BOOKS - 1 CHAIR

Works with library and teachers to facilitate the BOB program.

BULLETIN BOARD - 2-3 CHAIRS

Co-Chairs maintain bulletin boards throughout the school.

CATHOLIC SCHOOLS WEEK - 2 CHAIRS

Volunteers will assist co-chairs with coordinating activities for the week with kick-off assembly, faculty appreciation luncheon/treats, and thank you notes to parishioners in conjunction with principal, teacher representative, and student council.

CHRISTMAS EVE LITURGY - 2 CHAIRS

Co-Chairs will coordinate Christmas Eve 5:00 mass with Fr. Jerry, the music director and Christian Formation. Cast and direct pageants, coordinate layette drive with St. Monica Society and reserve pew and parking space for auction winners. Volunteers will assist committee chair with activities as needed.

CHRISTIAN FORMATION - 1 CHAIR

Chair will act as a liaison between the school and Church communities. Attends monthly Home & School meetings to report on activities. No Volunteers needed.

CLINIC - 1 CHAIR

Chairs are responsible for coordinating schedule for volunteers. Volunteers offer first aid to sick or injured students. Volunteers will be trained. No medical background is necessary.

COMPUTER LAB - 1 CHAIR

Volunteers needed to assist students during computer lab time.

ENRICHMENT - 1 CHAIR GRADES 1-5 and 1 CHAIR JR. HIGH

Work directly with Maria Schram to develop and execute programs for voluntary student enrichment. Programs will be delivered during student lunch hours and may include speakers or classes approved by Mrs. Schram.

GYM UNIFORMS - 2 CHAIRS

Co-Chairs needed to inventory, order and sell gym uniforms. Volunteers assist with the sale at Registration.

HOSPITALITY - 2 CHAIRS

Co-Chairs needed to provide refreshments for Home and School meetings, dinner dance set up and various other events. Volunteers needed to bake.

KINDERGARTEN PARTY

Host - host the party at their home.

Co-Host- assists with invitations, coordinating volunteers for food/drinks etc.

LIBRARY - 2 CHAIRS

Volunteers needed to read to children, shelve books, assist librarian.

LUNCHROOM - 2 CHAIRS

Chairs will coordinate lunchroom parent work schedule. Volunteers needed to assist Lunchroom persons on an as needed basis for "no-shows" or planned substitutions.

MAGAZINE SALE - 2 CHAIRS

Volunteers are needed to tally orders on "Turn in" days.

MEMORY BOOK - 2 CHAIRS

Oversee the collection of individual, school and extra-curricular photos, layout memory book, and sell and distribute Memory book at registration. A volunteer is needed for every grade to provide photos of each class' events.

PICTURE DAY - 1 CHAIR

Volunteers needed to assist chair with picture day held in September.

MULTICULTURAL ARTS - 2 CHAIRS

Volunteers needed to assist with special events/projects.

PUBLICITY/MARKETING - 1 CHAIR

Chair will work with Development office to coordinate media coverage of School activities, and to create and update St. Monica publications as needed. No Volunteers needed.

REBATE COORDINATOR - 1 CHAIR

Chair needed to coordinate collection of soup labels and cereal box tops for rebate programs. No Volunteers needed.

REGISTRATION DAY

Volunteers needed to assist co-presidents and co-vice presidents with registration process including set-up and distribution of registration materials. Registration Day-August 2009.

ROCKY'S LUNCH - 2 CHAIRS

Co-Chairs needed to publicize and organize lunch. Volunteers needed to assist with pickup and distribution on the day of event. This lunch takes place in conjunction with Antique Show.

ROOM PARENT COORDINATORS - 2 CHAIRS

Co-Chairs are responsible for assigning room parents to each class. Room Parent Coordinators also organize and plan the Staff Appreciation Luncheon/Dinner in March. Room Parents assist teachers with fieldtrip, chaperones, organizing special events/parties and coordinating class auction donation for Dinner Dance.

SAFETY SERVICES - 1 CHAIR

Chair needed to work closely with Principal Schram promoting safety.

SCHOOL BOARD DELEGATE - 1 CHAIR

Chair acts as liaison between School Board and Home & School. No Volunteers needed.

SCHOOL CALENDAR - 1 CHAIR

Chair is responsible for creating, printing and distributing school calendars. No Volunteers needed.

SCHOOL DIRECTORY - 2 CHAIRS

Co-Chairs are responsible for compiling and distributing school directories. No Volunteers needed.

SCHOOL PAK - 2 CHAIRS

Co-Chairs are responsible for marketing, ordering and distributing school pak. One volunteer needed to assist in delivering paks to classrooms for registration day.