

# St. Mary School Volunteer Sign-Up

2009-2010

Name: \_\_\_\_\_ Children's Names: \_\_\_\_\_

Grades: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Preferred Days and Times: MON TUES WED THURS FRI \_\_\_ AM \_\_\_ PM VIRTUS Training /Abuse Policy signed: \_\_\_ Yes \_\_\_ No

\*Volunteers that work during the school day are asked to not bring their children  
(Exceptions would include helping with a classroom party or on a day that school is not in session)

| <u><i>In-School Volunteer Opportunities</i></u> | <u><i>Job Description</i></u>   | <u><i>Time Required*</i></u> | <input checked="" type="checkbox"/> |
|---|---|------------------------------|-------------------------------------|
| <b>Teacher's Aide</b>                           | Assist the classroom teacher with bulletin boards, and other non-instructional duties.  | ½ day per week               |                                     |
| <b>Office Aide</b>                              | Run copies, assist students in the nurse's station, answer the phone.<br><b>NOTE:</b> requires a high degree of confidentiality                                     | ½ day per week               |                                     |
| <b>Library Aide</b>                             | Assist in keeping the library organized. This includes shelving books, checking out books and assisting Mrs. Schif in providing all the library services available. | ½ day per week               |                                     |

*\*The time required for any volunteer opportunity can be adjusted to your needs; any time you have to give is greatly appreciated*

| <u><i>Other Volunteer Opportunities</i></u>                   | <u><i>Job Description</i></u>   | <u><i>Time Required</i></u> | <input checked="" type="checkbox"/> |
|---|---|-----------------------------|-------------------------------------|
| <b>Student Tutors</b>   | Work with students in a variety of ways, listen to them read, review basic math facts, assist them in ongoing homework  | As needed                   |                                     |
| <b>Room Mothers/Fathers</b>                                   | Organize class parties and other activities in cooperation with the teacher. Contact Melinda Wheeler at 788-8701 or mswheler1@cox.net.  | As needed                   |                                     |
| <b>Bus Monitor</b>  | Assist in getting children on the bus safely and monitoring students while they wait for the bus.   | 30 min.                     |                                     |
| <b>Fundraising</b>  | Work with Home & School on the annual fundraiser.   | As needed                   |                                     |
| <b>Athletic Coaches</b>                                       | For Volleyball ____, BB (Boys __ or Girls __) Track (Boys __ or Girls __) and Cheerleading ____, Cross Country ____.<br><b>Coaches must be certified through the Catholic School League and have Virtus training.</b>     | Seasonal                    |                                     |
| <b>New Family Sponsor</b>                                     | Middle School families interesting in "sponsoring" new families. Current families would be asked to act as a contact for new parents who might have questions or need help "getting around".                              | As needed                   |                                     |
| <b>Baking<br/>Health Days<br/>Picture Days<br/>Pizza Days</b> | ___ Assist by baking for classroom parties & other functions during the school year<br>___ Assist with screening children for dental, hearing & vision tests<br>___ Assist with picture day<br>___ Assist with pizza days | As needed                   |                                     |

| <u><i>Facilities Maintenance</i></u>  | <u><i>Job Description</i></u>  | <u><i>Time Required</i></u> | <input checked="" type="checkbox"/> |
|---|--|-----------------------------|-------------------------------------|
| <b>Grounds<br/>Electrical<br/>Plumbing<br/>Painting<br/>General Construction<br/>Basic assembly</b> | ___ Mowing, weeding, painting, general maintenance, snow removal, OWLS garden.<br>___ Assist with basic electrical needs<br>___ Assist with basic plumbing needs.<br>___ Help do painting occasionally.<br>___ Help with framing, and general remodeling.<br>___ Example: put together a shelf unit. | As needed                   |                                     |

**\*Note:** All volunteers are appreciated and must remember that they work in a setting where information that they see or hear must be kept confidential for the sake of the students, staff and school. All volunteers must have a Diocesan Handbook of Suspected Abuse form filled out and on file with the Parish and have the Virtus training before working with students. All information is confidential and must be on hand prior to working in a community setting.