

## VOLUNTEER DESCRIPTIONS AND SIGN UP FORM

You are invited to join other adults in Volunteer Service for Holy Ghost School. When children see parents serving others, they see adults as an example of Jesus serving others. Our parents who volunteer and serve become exemplary models for our students.

Read about the many adult service opportunities needed available. Please check off the service in which you wish to participate. **Print this form.** Then **please return the Volunteer Form to the school office with your registration packet.** All parents are required to help with the **Fall Festival** and **Mardi Gras** in order to make these events successful. Thank you in advance for your service.

Eldest Student's Name \_\_\_\_\_ Grade \_\_\_\_ Phone \_\_\_\_\_

Parent's Name \_\_\_\_\_ Chair Event? \_\_\_\_\_ Phone \_\_\_\_\_

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- Athletic Physicals** – Help to check in student athletes and collect fees at the beginning of the school year OR Conduct student athletic physicals in presence of parent/guardian if you are a qualified medical provider
- Before School Playground Monitors** – Supervise students in designated area from 7:40-7:50 AM. You choose day that you are available
- Blue Ribbon Dinner** – In the fall, organize mailings for alumni, parishioners, and current parents, help to organize the Blue Ribbon raffle, advertise, sell tickets, organize dinner arrangements, OR solicit raffle donations
- Book Fair** – A week in October and in March, help librarian set-up and pack away the Book Fair, OR assist in selling merchandise after school
- Concerts** – December and/or May, Assist the music director as needed in transporting equipment to the concert
- Consultative Council** – Advise administration in school matters not related to instruction or personnel, promote the school in the community, establish and execute annual goals and strategic plan for school
- Development Committee** – Help to create new strategic development plan for school, assist in implementation of strategic development plan with the Consultative Council and help promote the school at various community functions
- Fall Festival** – In October, set up and decorate class game booths, work at booths, OR clean up
- Field Day** - Organize games and lead activities for students, help to serve lunch, OR supervise small group of students
- Golf Tournament** – Help collect prizes and sponsors for the Tournament, assist day of the tournament, OR advertise
- Homeroom Parent** – Inform parents about classroom activities, schedule parents to set-up and/or work for the Fall Festival and Mardi Gras, inform parents about Christmas Gift Tradition, assist the teacher when needed
- Lunch Server** – Help with student lunches and clean up; you choose day(s)

- Library Aide** – Shelve and repair books, help to maintain library collection, OR assist in data entry of new books
- Make-A-Difference Day** – In the Fall, coordinate and organize volunteers, help with repairs, maintenance, painting, cleaning, etc.
- Mardi Gras Dinner** – Help to prepare and cook meal, set up, serve, clean up, work game booths OR bingo
- Nursing** – Review student immunization records for NM State compliance, OR assist with vision and hearing screenings of students
- Playground Monitors** – Supervise students in designated areas. Please underline the time in which you would be available: Mornings from 7:45-7:50, Lunch from 11:00-12:30, Afternoons from 3:15-3:45; you choose day(s)
- Product Sales** Organize student’s sales packets, verify orders on final day of the sale, OR organize and help distribute orders to students when boxed orders arrive
- Reading Tutor** – Receive training and then read with individual students from 2:45-3:15 p.m., assist younger students with Accelerated Reader tests; you choose day(s)
- Refreshments** – Prepare refreshments for the following events: Staff Professional Development Days, meetings, Make-A-Difference Day in the Fall, Staff Appreciation Day in January, Science Fair in February, Young Authors Day in May
- Science Fair** –In February, interview students, score and judge the science experiments, review projects prior to experimentation for safety and improvement, OR mentor student who attend Regional Science Fair
- Spelling Bee** – In December, assist in judging the Spelling Bee
- St. Elizabeth Committee** – Help to provide meals for families in need; Example: new baby arrival, ongoing illness, death in the family, parent is TDY, etc. OR Organize meals
- Teacher/Staff Appreciation Day** – Organize and provide a dish for the luncheon, set up and serve luncheon, OR clean up
- Technology** – Assist to maintain hardware, provide technical assistance as needed, review the Technology Plan, review security issues as needed
- Uniform Swap** – Help organize and clean the donated, used uniforms, assist with sales of used uniforms
- Veteran’s Day Mass** – Set up for coffee, provide fruit and snacks, OR clean up
- Walk-A-Thon** - Organize material and snacks before event, monitor students who are walking, tally lap cards, assist with lunch preparation and serving, OR obtain prizes and donations
- Website and Social Media Support** – Assist in supporting the school’s website and Facebook page
- Welcome Committee** – Act as a “Buddy” for families new to the school, answer questions and share information about the school and events, make an initial contact with new parents in August
- Young Author’s Day** – Facilitate small group of students sharing their stories with each other, set up luncheon for adult participants OR clean up