

# Volunteer Opportunity Descriptions – St. Joseph School & Home School Association

## Blessings to all the Volunteers who Make the School Great for the Children!

Please indicate your desire to help or get more information by circling the events below.

(This form is also available online by visiting the HASA section of the St. Joseph website: [www.stjoeschool.org](http://www.stjoeschool.org))

Name(s): \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Notes: \_\_\_\_\_

**Adult's Only Themed Party (Such as 80's Party, Dancing Through the Decades, etc.) (E):** Adults-only fundraising event with dinner & dancing; help with planning & day-of-event setup, tickets, cleanup

**Adult Happy Hour (E):** Adults-only event at a local restaurant

**Orioles Family Night (E):** Families attending an Orioles game together at Camden Yards; coordinate ticket sales & distribution

**Grandparents' Day (D):** Providing hospitality, school navigation, & parking navigation for Grandparent visitation day

**Lunch with Santa (E):** Help to gather supplies & setup, run a fun station or serve food, and help cleanup post-event

**Family Bingo (E):** Help serve food, run prizes, check Bingo

**Parent/Child Family Fun (E):** (Such as Father/Daughter, Mother/Son, Mother/Daughter, Father/Son) Planning & day-of-event setup & cleanup

**Trunk or Treat (E):** Located in the parking lot around Halloween; cars park & decorate trunks, distribute to trick-or-treaters – setup, navigation, ticket sales

**Roller Skating Party (D):** After-school during Catholic Schools Week; ticket sales & coordination with rink

**Fall Family Fundraiser (D,E):** HASA's largest fundraiser – marketing, sorting & distributing purchases

**School Lunch Program (D):** Served throughout the week; prepare & distribute hot lunch 10:30-12:30 on designated days. (Mon & Fri – Good Taste Catering distrib. only; Tues & Thurs: Chick Fil A – 1<sup>st</sup> Tues, Hot Dog Day – 2<sup>nd</sup> Tues, McD Chicken – 3<sup>rd</sup> Tues, Hamburger Day – 4<sup>th</sup> Tues, Pizza Day – 1<sup>st</sup> & 3<sup>rd</sup> Thurs, Subway Day – 2<sup>nd</sup> & 4<sup>th</sup> Thurs)

**Chick Fil A Spirit Days (F):** Coordinating with the store in Perry Hall

**Picture Day (D,E):** Coordinating with the students and professional photographers on designated picture days

**Holiday Sip & Shop (E):** Event in late fall bringing in various vendors for holiday shopping; setup, contact with vendors

**Joe Corbi Pizza (E):** Advertise & work with local Joe Corbi rep; distribute sold items

**Lenten Seafood Sale (F):** Coord. sale with local restaurant

**St. Joseph School 5K (E):** Help planning & executing 5K race; water distribution, timing, food setup, race coord.

**Used Uniform Sale (D,E):** Sorting & organizing, sales

**Santa's Secret Workshop (D,E):** Children's Christmas sale; help to create gifts, run errands, setup, sales, shopping help

**Chicken Dinner Bazaar (E):** Games of chance during Parish Fall Chicken Dinner; organize games & setup, collect donated baskets & cakes, prize distribution

**Hospitality Committee (D,E):** Assist in setup or cleanup, serving various HASA lunches/dinners/hospitality events

**Yearbook (F):** School-wide yearbook; photography, layout, distribution

**Race for Education (D):** Accounting/recording help needed before, during, or after school and/or help on race day

**Book Fair (D):** Help needed for set-up, cashier, break-down

**Development & Marketing (D,E):** Graphic design, mailings, school tours, advertising, photography

**Grant Writing & Fundraising (D,E):** Support school fundraising campaigns with applications or writing

**Room Parent (D,E):** Assist homeroom teacher with parties, trips, calls, etc. Two will be chosen for each homeroom except for 8<sup>th</sup>, where 3 per homeroom are chosen

**Print Room (D):** Half-day AM or PM, weekly or twice/month duplicating worksheets, class dittos. Training provided on user-friendly machine

**Milk Assistant (D):** 11:30-12:30; scheduled once every few weeks, counting & distributing milk

**Classroom Coverage (D):** Supervise a class for a short duration in case of a teacher emergency

**Technology Helper (D):** Skilled individual to help with troubleshooting software or hardware and help as needed

**School Event Hospitality Helper (D):** Run errands for and/or set table for gatherings or meetings

**Greeter Desk Representative (D):** Answer phones, greet guests, deliver items to classrooms, office duties

**Principal Scholar Dinner (E):** Dinner sponsored by the school to celebrate academic achievement for the previous year; hospitality setup & logistics

**Large Copy On-Call Helper (F):** Able to generate copies of flyers, certificates, or other school wide mailings or programs periodically upon request.

**Christmas Show (E):** A school-wide play requiring set design for both experienced and inexperienced volunteers

(D) Volunteer opportunity with primary responsibility during the school day – may require Shield the Vulnerable training

(E) Volunteer opportunity with primary responsibility during the evening or on weekends (D,E) Volunteer opportunity with primary responsibility during both the school day and in the evening/weekend (F) Volunteer opportunity where timing is flexible