

ASSUMPTION-ST. BRIDGET SCHOOL 2018-19 FAMILY SERVICE HOUR VOLUNTEER OPPORTUNITIES

Our ASB community thrives because of the tremendous gift of talent provided by all parent, guardians, students, other relatives, friends and neighbors.

Each family (grades K – 8) is required to complete a minimum of 35 hours to the school or parishes, including ONE HOURS OF TRAFFIC DUTY PER CHILD. The requirement for Pre-K families is a MINIMUM of 18 hours to the school or parishes. We strongly encourage at least 5 hours of service to your parish.

We have created an online form for families. Please use it to indicate what areas you are interested in volunteering for the 2018-2019 school year.

- **To access the form, visit this link: www.asbschool.org/parents/volunteering**
- **Each parent/guardian/volunteer can fill out the form specific to them.**

Volunteer position availability is dependent on the commitment of the person currently holding the specific position. All positions will not be available each year but let us know if you would be interested in a position in the future.

Thank you for all that you do for ASB. It is greatly appreciated!

The following lists are intended to be brief overviews of various volunteer opportunities at ASB. The ASB Parent Board has published this resource to help encourage more parents, guardians, and community members to become involved in volunteering at ASB.

While the approximate hourly commitments for volunteer opportunities is included, if you need more information please contact the 2017-2018 and then 2018-2019 Parent Board Representative for the category of interest.

PARENT BOARD PRESIDENT

The Assumption-St. Bridget Parent Board (PB) is the primary channel for parents and guardians to become involved in supporting the school. The Parent Board's primary duties include informing parents about volunteer opportunities, school activities, policies and plans. PB is responsible for securing strong volunteer leadership to meet school needs, leading school fundraising activities and providing educational opportunities for parents. Parent association volunteer activities are directed by the Parent Board.

Each year Parent Board recruits parents/guardians to lead specific committees. These committee chairs are supported by volunteers who sign up through the school's Volunteer Form.

PARENT BOARD:

- The ASB Parent Board is comprised of 12 ASB parents/guardians representing parents of children in all grades.
- A focus of the Board is to meet the commitment of contributing to the annual operating budget through various fundraisers.
- Parent Board ensures that volunteer positions are filled so that this primary goal is met.
- Parent Board promotes community building and enrichment programs for parents, guardians, and children involved with the school and facilitates parent communication.
- Parent Board Representatives are elected for a two-year term.

VICE PRESIDENT

PARENT EDUCATION COORDINATOR:

- Working with the Parent Board, and school community, to determine parent education opportunities.
- This includes lining up speakers for ASB parents. Events can be open to the wider community.
- Organizing event site reservations.
- Creating awareness through the ASB Parent Ed section of the weekly newsletter, school website, and the Parent Board website website.
- Coordinating ASB parent peer group programs when desired. (3-5 hours per month)

PARENT BOARD WEBSITE ADMINISTRATOR:

- Maintain and update the ASB Parent Board website.

CLUBS AND ENRICHMENT

AFTER SCHOOL CLUB LEADS:

- Each spring, the parent board survey is conducted to determine which clubs will be offered the following year.
- Club offerings change each trimester and parent leads and volunteers are needed for each club.
- Hours of commitment vary with the club offering.

ART PARENTS:

- Art Parents is a combination art history/hands-on art program taught to grades K-5 by parent volunteers.
- Six to seven times during the school year, Art Parents present a Presentation Board slide show and a related art project.
- There are three ways to get involved*:
 1. **Chairing the whole program** (Chair) - The Art Parent Chair(s) plans the curriculum, prepares slideshows, organizes art materials and trains parent volunteers to teach in the classroom.

Monthly time commitment varies from 4-40 hours per month.

2. **Coordinating the volunteers** for one grade K-5 (Grade Level Coordinator) - The Art Parent Grade Level Coordinators (one for each grade K-5) work with the teachers and grade volunteers to make sure each lesson is scheduled, staffed and run smoothly.

Monthly time commitment varies from 1-2 hrs. per month in addition to in class time (or 6-12 hours annually of home prep and 14-20 hrs. in classroom)

3. **Art Parent classroom volunteer.** Simply have fun with the kids in the classroom by helping the kids with the projects.

Monthly time commitment varies from 2-3 hours per month or however much time you can provide.

*Any volunteer who would like to participate in this program is welcomed. Any Art Parent volunteer who would like to take on a month's lesson is welcomed to do so.

FACILITIES

UNIFORM RECYCLING:

- The Uniform Recycling coordinator organizes the distribution of used uniforms in late August, arranging a time for uniforms to be made available at school before it starts, and keeps the donated items organized throughout the school year.
- Recruitment of additional volunteer staff is always an option.
- All used uniforms are collected and stored at Mary House.

Monthly time commitment is about 1 hour, except in August when it is about 6 hours.

TRAFFIC:

- The traffic coordinator is responsible for organizing parent volunteers to control traffic and students during the morning drop off time.
- The coordinator uses Sign-Up Genius to assign traffic duty each month.
- The coordinator is responsible for getting an updated list of parent names and emails for each child in the grade from one Room Parent per grade. They then assign traffic duty to parents for every school day.
- Traffic coordinators are responsible for making sure the Room Parents send out a reminder email before the beginning of each month about the importance of traffic duty and the consequences for missing their duty or being late.
- The coordinator attends the beginning of the year Room Parent meeting to distribute schedules and explain the program.
- It is up to the coordinator to make sure that a clear explanation of traffic patterns is distributed to the school community.

Monthly time commitment is about 2-3 hours.

CARPOOL/POGO COORDINATOR:

- Serves as the point of contact for parents and POGO which is the preferred app for ASB parents to organize and schedule carpools.
- Coordinator works with POGO to promote the app within the ASB community and can answer questions for ASB parents.

Monthly time commitment is about 1 hour via email.

LOST & FOUND:

- The Lost & Found Coordinator is responsible for sorting the "Lost and Found" bin each week and returning labeled items to the School Office.
- The coordinator is responsible for donating unclaimed items without name labels to charity
- Uniform items will go to uniform recycling.
- The coordinator submits notices and reminders to the office for distribution in the Wednesday newsletter

Monthly time commitment is approximately 2-3 hours.

SCRIP

- The success of the SCRIP program comes from the help of many dedicated volunteers. SCRIP committee members may commit their time in the following ways:
 1. **Inventory & Ordering:** One or two people are needed to order SCRIP from the distributor and local sellers. This job works with the ASB accounting office and will be responsible for making sure SCRIP is on hand to sell and fill orders. These volunteers will organize SCRIP cards and report inventory at the end of each month.
Monthly time commitment is about 3-4 hours.
 2. **Standing Orders Lead:** These leads will coordinate the monthly standing orders for families, and ensure that orders are correct and automatic deductions are processed. Leads will enlist volunteers for filling orders, and coordinate delivery to families via the Wednesday envelopes.
Monthly time commitment is about 6-7 hours.
 3. **Standing Orders:** Standing Order volunteers fill monthly orders and place them into the Wednesday envelopes. Monthly SCRIP is processed around the 10th of each month.
Monthly time commitment is about 2-3 hours.
 4. **Thursday Orders Lead:** The Order Lead organizes a SignUpGenius and enlists weekly volunteer to help process orders for receipt on Thursdays.
Monthly time commitment is about 3-4 hours.
 5. **Thursday Orders:** A team of Thursday volunteers inputs orders into the computer, fills orders from inventory, and delivers to classrooms each Thursday morning. The team consists of 3-4 volunteers per week.
WEEKLY time commitment is about 1-2 hours.
 6. **Parish Scrip Leads:** Parish Leads coordinate with their respective parish SCRIP sales after Masses. Leads enlist volunteers through SignUpGenius to sell once per month September thru June. This coordinator trains new volunteers and sends reminders to volunteers regarding procedures
Monthly time commitment is about 1-3 hours per parish.
 7. **Parish Scrip Sales:** Volunteers sell SCRIP after Mass to parishioners at your parish. Please note your home parish when signing up for parish sales. Middle school students looking for service hours are welcome to assist their parents.
Monthly time commitment will vary based on your availability and parish needs.
 8. **Corporate/New Sales and Marketing:** One volunteer is needed to market/promote the SCRIP program to ASB friends & family. This person would also work with team leaders to acquire new SCRIP vendors.
Monthly time commitment is about 2-3 hours.

DEVELOPMENT

AUCTION:

- The auction is one of ASB's largest fundraisers of the year and requires a team of 3 chairs.
- The 2018 ASB Auction will be in December 8th at Fremont Studios
- Chairs are responsible for establishing the theme of the event
- Chairs coordinate a team of sub-committees which are responsible for various aspects of the event
- YOU CAN VOLUNTEER FOR ACTIVITIES BEFORE, DURING, OR AFTER THE AUCTION!

HALLOWEEN CARNIVAL:

- This is a family carnival with emphasis on community building.
- The Carnival needs 2 chair people, whose responsibilities include working closely with room parents from all grade levels and a team of volunteers to coordinate Halloween booths, decorations, activities, food, clean-up, and ticket sales.
- The procurement of donated food items is encouraged.
- Procedures and contacts are provided in the Chair manual.
- Planning for the carnival begins in the summer and builds until the event in late October.

WALKATHON:

- The walkathon will be held in the spring of 2019.
- We will need 2-3 Chairs to lead this easy fundraiser with the support of the school Development Director.
- Help with the day of events such as lap counters/monitors, set-up, organize students, etc.

BOX TOPS FOR EDUCATION:

- Promote and processes the Box Tops for Education labels within the school and parish communities.

TECHNOLOGY RECYCLING:

- We recycle printer cartridges and cell phones, bringing additional income to ASB School year-round.
- Volunteers will collect recycled items from the donation box at ASB school, sort and send items to recyclers.

AMAZON SMILE/CLASS BUNDLE:

- Promote Amazon Smile & Class Bundle programs year round within the school and parishes.
- Responsible for running informational leads in the weekly newsletter and in classrooms.

SCHOOL SERVICES

HOSPITALITY:

- With the help of recruited volunteers, the coordinator of Hospitality is responsible for planning, setting-up, monitoring, and cleaning up several social events during the school year.
 - Events include: First Day of School coffee hours, Curriculum Nights, Grandparents Day, and Catholic Schools Open Houses.
- The coordinator is responsible for replenishing supplies used during the year (budget provided).
- A comprehensive file of information on all aspects of the job has been created.
- Committee volunteers are needed for baking, set-up, serving, and clean-up at events.

Commitment for Hospitality Chair is approximately 40 hours for the year.

8TH GRADE GRADUATION:

- Two 6th and 7th grade parents are needed to help coordinate, plan and organize the 8th grade graduation breakfast and reception.
- Both events are hold on GRADUATION DAY in June.
- The breakfast coordinator organizes a team of 7th grade parents to help plan, organize, serve and clean-up the breakfast at St. Bridget or Assumption Parish (already reserved).
- The graduation reception coordinator organizes the team of 6th grade parent volunteers to plan, serve and clean-up the reception following graduation at St. Bridget or Assumption Parish.

The commitments are approximately 20 hours for the breakfast and 10 hours for the reception.

FACULTY APPRECIATION:

- The coordinator organizes a team of parent volunteers to plan and implement special events and surprises for the faculty throughout the year.
- Events include: luncheons, treats and the end-of-the year staff appreciation luncheon.

The commitment is approximately 4-5 hours per month.

WELCOME PROGRAM COORDINATOR:

- The Program Coordinator manages the process of welcoming new families to ASB.
- Duties include reaching out to room parents, admissions, front office, Athletic Director, and teachers to ensure a consistent and informative introduction to ASB School.

The commitment is about 2 hours per month.

PARENT AMBASSADOR COORDINATOR:

- The coordinator oversees 3 lead volunteers who organize Parent Ambassadors with (1) Open Houses (2) Parishes (3) Community to help build awareness of the school, and recruit new families.
- The coordinator helps identify and recruit new Parent Ambassadors each Spring.
- Coordinator conducts a training in the Fall for Parent Ambassadors.

- The Coordinator, and 3 lead volunteers, receive Parent Board minutes and any other pertinent information to share with the community and parishes.

PARENT AMBASSADORS:

- Parent Ambassadors welcome prospective parents to the Open House events in October, November, and January/February during the school day.
- Ambassadors accompany, and lead, school tours answering questions and offering parent perspective (talking points provided).
- Also help with communication and activities at local parishes and community outreach.

ROOM PARENT COORDINATOR:

- The Room Parent Coordinator provides all communication from the school and distributes to Room Parents.
- Coordinator facilitates the Room Parent Orientation during the first week of school.
- The Coordinator works with the School Services Parent Board member to find Room Parents each summer and update the Room Parent handbook each year.

The time commitment is approximately 20 hours per year.

ROOM PARENTS:

- Room Parents coordinate parent involvement for class parties, programs, and classroom activities.
- Communicate school activities and information with your class parents.
- Support class teachers as it relates to areas where your teacher needs parent support.

TREASURER

SCHOOL STORE COORDINATORS:

- The two coordinators organize the ordering and distribution of school store inventory.
- Orders take place approximately five times a year and are approved first by the Parent Board.
- The coordinators help market the store and publish fliers and emails for store sale events.
- Coordinators recruit necessary staff to run the school store for approximately two hours a week.
- The coordinator's time commitment is approximately 3 hours per month. The largest amount of time involves June and August/September
- Pre-ordering ordering and September distributions happen prior to the start of school, and the first week of school.

COMMUNICATIONS & COMMUNITY RELATIONS

PARISH/SCHOOL LIAISON:

- One liaison for each parish is required for this committee.
- Liaisons should be familiar with both school and parish personnel and programs, and be able to function as a source of information for either the school or the parish.

The commitment is approximately 1-2 hours each month.

OFFICE SUPPORT (WEDNESDAY ENVELOPE):

- Part of the team of parents who make sure all the ASB families receive their Wednesday Envelope.
- Sign up for 2 or more Wednesdays per month.
- Collate and assemble the packets from 8:30 to 10 am on Wednesday mornings.
- A more abbreviated commitment is found on Thursday mornings for 30 minutes to 'un-stuff' the envelopes (1.5 hours per week).

FATHER DAUGHTER DANCE & MOTHER SON EVENT:

- These community building events are easy and fun ways to get involved. Each event requires 2-3 Chairs to plan and execute the 2 annual events.
- Work with a committee to plan all logistics of the events to include music, food, decorations, prizes.
- Help with the day of logistics including set up and clean up.