



Parents Guild Volunteer Form 2007-2008

If you are a parent or grandparent who would like to help make this year a special one for your SJCS student, we need you! Please take a few minutes to look over the many volunteer opportunities listed below. After completing the form, please return it to school by August 21, 2007.

Our goal is 100% participation by all our Middle School & High School families!

Parent's Name(s) _____ Phone Number (H) _____ (C) _____
Student's Name(s) _____ Parent's Email _____
Grade(s) _____
Bi-Lo BonusCard Number (12 digits) _____

HOSPITALITY

Coordinate, provide refreshments, and/or help with receptions and hospitality throughout the year.

Welcome Back Family Social - August 25, 2007	<u>Coordinators:</u> Barbara Key & Andrea Sexton	Helper _____
Parent Orientation Pasta Supper - September 13, 2007	<u>Coordinator:</u> Denise Dziad	Helper _____
Grandparents Day – October 5, 2007	<u>Coordinator:</u> TBD	Helper _____
Admissions Open House Reception – November 11, 2007	<u>Coordinators:</u> Lisa Wolski & Collette Kauffman	Helper _____
Pre-Prom Reception – April 26, 2008	<u>Coordinators:</u> Lori Stein, Kathy Devon, Anita Rinz	Helper _____
8 th Grade Convocation – May 16, 2008	<u>Coordinator:</u> Lisa Osborn	Helper _____
Senior Luncheon - May 23, 2008	<u>Coordinators:</u> Maureen McCaustland, Rachel McCanless, Janet Bailey, Marie Kernell	Helper _____
Rising Senior Luncheon - May 23, 2008	<u>Coordinators:</u> Missy McLearn & Sharon Kopscik	Helper _____
End-of-year Faculty Luncheon – June 2, 2008	<u>Parent's Guild Board</u>	Helper _____

GRADUATION COMMITTEE

This group will be responsible for decorating the church, planning/providing the Baccalaureate Mass Reception on May 30, 2008, helping graduates with caps and gown the morning of Commencement on May 31, 2008, and other special touches that make graduation memorable. Many volunteers are needed for the weekend activities, as this is a heavily attended event.

Coordinator: Margaret Lagnese Helper _____ Will provide desserts and/or finger foods _____

SPECIAL EVENTS

Help by chaperoning, coordinating & serving lunches, and assisting with planned activities during special events.

Catholic Schools Week Pasta Dinner – February 2, 2008	<u>Coordinator:</u> Denise Dziad	Helpers _____
Catholic Schools Week Faculty Luncheon – TBD	<u>Coordinators:</u> Julie von der Lieth & Letta White	Helpers _____
After-Prom Event – April 26, 2008	<u>Coordinator:</u> Marie Kernell	Helpers _____

SCHOOL STORE

Assist with the sale of snacks and food items, school supplies, and St. Joseph's logo items throughout the school year. Please check the day(s) and time(s) you will be available to help. *Times may vary due to changes in school schedule.*

Store Managers: Lisa Wolski & Andrea Boyle / Food & Supplies Buyer: Cathy Cleys / Store Accounting: Clare D'Onofrio

___ Mon. ___ Tues. ___ Thurs. ___ Fri. ___ Wed. from 1:15 to 1:45 P.M.

___ from 7:30 A.M. to 8:00 A.M. ___ from 10:30 A.M. to 12:15 P.M. ___ from 3:00 P.M. to 3:30 P.M.

LUNCH VOLUNTEERS

Volunteers are needed to meet lunch deliveries, check the order, and distribute lunches from 10:15 A.M. to 12:30 P.M.

Times may vary due to changes in school schedule.

Coordinator: Sheri Benore ___ Mon. ___ Tues. ___ Thurs. ___ Fri.

OFFICE VOLUNTEERS

Weekly Mass- Help needed in the office during Mass to allow front office employees to attend. Mass is usually held on Friday's from 10:00-11:15 A.M. Yes, call me___

Stand-In for the Receptionist - Help needed in the office when the receptionist may need to be away from her desk for a few hours. Work would include answering calls and checking in visitors. Yes, call me___

WAYS & MEANS COMMITTEE

This involves checking into potential fund raising opportunities and overseeing implementation of various projects.

Coordinator: Karen Joseph Helper ___

SCRIP FUNDRAISING PROGRAM

This involves ordering, organizing, and delivering the SCRIP certificates. Knowledge of Excel will be helpful in this area.

Coordinators: Cathy Champ & Kathy Litzinger Helper ___

CARRABBA'S NIGHT & STATE OF THE SCHOOL NIGHT- Date TBD

Coordinators: Lori Stein & Kathy Devon Helper ___

CONCESSION WORKERS – Bi-LO CENTER

Volunteers are needed to assist in selling concessions at various Bi-LO Center events throughout the year.

Coordinators: Karen Joseph & Nancy Hegarty Helper ___

PRAYER CHAIN/ PRAYER REQUEST

This group will offer prayers for the special intentions of members of our St. Joseph's family in times of need.

Coordinators: Andrea & Brendan Sexton Prayer Chain Member ___

