

St. John the Baptist School

Handbook of Parent Volunteer Opportunities & Fundraising

2018-2019

Each family is required to either volunteer 20 hours during the school year or pay \$200.

Volunteers at the school **must** complete the following:

- Attend a Virtus session (register at www.virtus.org)
- Complete background check
- Sign a Volunteer Code of Conduct

*Tracking Forms and further information can be found in the school office or online at www.stjohnnyb.org

Descriptions of Volunteer Opportunities

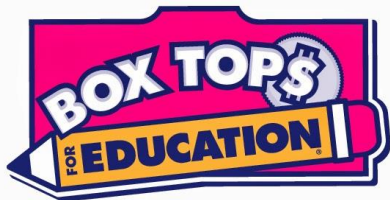
BOOK FAIR: Contact: Library/Media Specialist - Mrs. Shawna Moore

Description: This event provides books & materials to our school and classroom libraries. Volunteer opportunities include chairing the event, setting up and taking down displays, assisting children with purchases and cashiering.

When: Days before and during Fall Parent/Teacher Conferences & during Ice Cream Social
Time Commitment: Two hours or more



BOX TOPS for EDUCATION: Contact: Nathalie Peffer



Description: Students collect Box Tops from participating packages and bring them to school. Each Box Top is worth a given amount of money. Volunteers needed to collect, sort & count Box Tops labels for submission several times per year.

When: Throughout the school year, with 2 larger submissions in Fall & Spring.

Time Commitment: One or more hours, may work at home

CLASSROOM VOLUNTEERS: Contact: Individual teachers

Description: Assisting teachers cutting, die cuts, cleaning up a classroom, reading or writing and miscellaneous activities as needed by individual teachers.

When: During school hours or take-home projects as needed

Time Commitment: Varies



COACHING: Contact: Mr. Kevin Miley

Description: Parents coach St. John's students in 5th-8th grade sports including soccer, baseball, softball, basketball, track and in K-8th grade sports including wrestling and swimming.

When: Fall (soccer), Winter (basketball, wrestling) Spring (swimming, baseball, softball, track)

Time Commitment: The specific sport season



CONCESSION STAND FOR ATHLETICS: Contact: Mr. Kevin Miley

Description: During basketball games and tournaments, food and drinks are sold in the gym. Volunteer opportunities include organizer (to purchase supplies, coordinate volunteer scheduling, and oversee funds) and parent volunteers to run the stand.

When: During basketball season

Time Commitment: One hour or more



DRAMA CLUB: Contact: Christine Reynolds

Description: Be a part of the SJB Drama Fall production!

Opportunities include: assistant director, musical director, tech/stage director, admin. assistant, costume chair/committee, pianist, lighting or sound coordinator, publicity committee, tickets, student logo design contest, T-shirts, program, videographer/photographer, buy-a-star coordinator, concession, cast party.

When: September and October

Time Commitment: Varies by job



GROUNDSKEEPER: Contact: Joy Thienes



Description: Do you have a green thumb and an artistic eye? Then you would be the perfect person to help us keep the area outside of the school office beautiful! We need someone to keep the pot there full of seasonally appropriate material and the plot of land in front of Mrs. Laird's office watered and weeded.

When: all year

Time Commitment: 20-60 minutes/time

GRAPHIC DESIGN: Contact: Mrs. Michelle Barsness

Description: Skilled graphic designers to assist with publications, advertising, publicity pieces, etc. Great opportunity to volunteer from home.

When: As needed throughout the year

Time Commitment: Varies



HOLIDAY DECORATING: Contact: school office



Description: Assist with the decoration of the school during holiday times.

When: As needed throughout the year

Time Commitment: Varies

ICE CREAM SOCIAL: Contact: Joy Thienes

Description: A Spring indoor carnival for students and their families.

Volunteer opportunities include set up; clean up, food concessions, raffle, games & prizes.

When: 5:30-8:30 - Spring 2018

Time Commitment: Two or more hours



JUNIOR ACHIEVEMENT: Contact: Mr. Steve Steffl

Description: Volunteer teaches planned economic lessons and activities using Junior Achievement Program.

When: Assigned times from teachers

Time Commitment: Five 30-45 minute lessons and parent training given by Junior Achievement



LIBRARY ASSISTANT: Contact: Library/Media Specialist - Mrs. Shawna Moore

Description: Library volunteers help with shelving books, cleaning/straightening shelves, checking books in/out, overdue notices, book repair, displays, compiling book lists on OPAC and assisting the librarian with numerous other projects.

When: Throughout the school year

Time Commitment: Varies



MARATHON FUNDRAISER: Contact: Christina Mueller

Description: Students walk, run, or ride a bike around Central Park in Roseville, to raise funds for St. John's. Many volunteers needed before and during the Marathon. This is a fun event to work at right in the beginning of the year. It is a wonderful way to meet a lot of people.

You Can Do It!

Be of Service!



Keep Nonpublic
Education on the Move!



All monies pledged are turned over by the participants directly to the school, or education activity of the choice.



When: Varies times in September and October

Time Commitment: One hour or more

MARKETING COMMITTEE: Contact: Michelle Barsness



Description: Do you have some great ideas about how to market SJB School? If you are dedicated to helping move your marketing ideas forward, we welcome you to consider joining our fun team of volunteers.

When: Monthly meetings and/or e-mail check-ins

Time Commitment: Varies

PARENT TEACHER ORGANIZATION (PTO): Contact: Jenny Schmitz



Description: Do you want the opportunity to help create a safe, challenging, inspiring and fun community for your children, their teachers and yourself? Then join the PTO! You can join by coming to a monthly meeting or by helping us organize and implement a fun activity for the school.

When: Monthly meetings and as desired

Time Commitment: Varies as able

PARKING LOT SAFETY PATROL: Contact: Joy Thienes

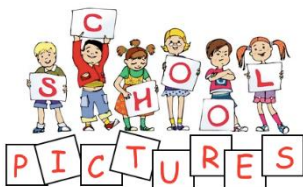
Description: Set up cones at 3:45 and assist students as they safely leave school to the Church parking lot.

When: Each school day beginning at 3:45

Time Commitment: One to five days a week during the school year



PICTURE DAY: Contact: Joy Thienes



Description: SMILE! Help is needed combing hair and readying our students for photos.

When: September 27, 2018 and November 5-6

Time Commitment: All morning

RECESS PARENT/GRANDPARENT: Contact: Joy Thienes

Description: Help ensure our students have a fun and safe recess time and teachers have a relaxing lunch break by supervising students during their lunch recess.

When: Days when school is in session-ideally once a week over lunch recess

Time Commitment: 2 hours/time



ROOM PARENT: Contact: Tiffany White



Description: Do you like to plan parties? Then we have a job for you! Work with teachers for class holiday parties and other teacher-related hospitality needs throughout the year. Fourth and Seventh grade room parents help organize the end of year picnic.

When: See calendar for party dates

Time Commitment: Varies (3-10+ hrs.)

SANTA'S SECRET SHOP: Contact: Julie Thomas (Co-Chair Needed)

Description: Do you love to shop? We have a great opportunity for you!! Santa's Secret Shop is a Christmas store for students that is open right before Christmas.

. Volunteer opportunities include shopping for the gifts, assisting students, cashiering and stocking merchandise during store hours.

When: Shop at school in early December; shopping for items-all year long

Time Commitment: Varies



SCHOOL ADVISORY COUNCIL (SAC): Contact: Ann Laird-Principal

Description: SAC (School Advisory Council) assists the principal in an advisory capacity involving policies, school budget, tuition, marketing and development.

When: Monthly meetings and subcommittee meetings

Time Commitment: Varies



SJB SCHOOL AMBASSADOR: Contact: Michelle Barsness

Description: Enthusiastic, friendly school families/parents to serve as event greeters, engage prospective families and parishioners in conversation about the school, share information about and their own positive experiences with SJB School, answer questions or refer to staff members and give school tours as needed (tour training provided). Help spread the word about SJB School by distributing promotional pieces at various local businesses (bulletin boards, etc.) and parish events, and by assisting with occasional mailings.

When: School Open Houses (Nov., Jan., March); Kindergarten Round-Up (Jan.), monthly new parishioner orientations (one Sunday/mo. at 9:45 a.m.) and other events per request/availability - you need not be available for every event

Time Commitment: Two and a half hours per event or less - you need not be available for every event



USED UNIFORM SALES: Contact: Molly Kavolak & Barb Lieser

Description: Collect uniforms throughout the year from office & ready them for the sales.

When: During Donald's summer uniform sale at St. John's in August and January

Time Commitment: Varies

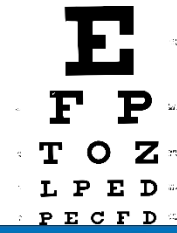


VISION AND HEARING SCREENING: Contact: Anita Fierro

Description: Under District nurse supervision, perform vision and hearing screenings. Training provided.

When: February 5, 2019

Time Commitment: Three or Six hours



WELCOME FAMILY: Contact: Megan Weeks

Description: Serve as a welcoming partner and communicator to a family that is new to the SJB School/Preschool community. Each Welcome Family reaches out to their assigned family and provides them with support, social opportunities, resources, answers questions and helps foster a living connection to the school. Welcome Families also assist new families in understanding the significance and content of various school events, & fundraisers.

When: The month before school begins through the school year.

Time Commitment: Varies (Each Welcome Family is credited with a minimum of 10 volunteer hours per school year, one for each month of the academic year)



WINES TO WISHES FUNDRAISER: Contact: Michelle Barsness

Description: - Chair or assist with a mid-winter social event to raise money for the school. Entertainment, games, cocktails, and an auction. Visit www.winestowishes.com for info.



When: February 2, 2019

Time Commitment: Varies - Possible Opportunities are:

- Sponsorship - Solicit area businesses/organizations for sponsorship
- Marketing - design, create, implement event messaging and signage
- Treasurer - monitor event budget, spending, and net proceeds
- Auction - Solicit and/or collect donations from area businesses, Organize/assemble basket items, Check out attendees/auction winners at event
- Art Projects -work with Art teacher to create projects, work with students
- Fund-A-Need - identify, coordinate, & implement fund-a-need item(s)
- Videography/Photography - takes photo/video of students to put together a presentation for live auction; take photos the night of the event
- Invitations - design, compile invite list, address, & send
- Event Catalog - design, create, edit, print, assemble, & deliver
- Registration - pre-event and event night registration of attendees
- Decorations - create, design, & implement plaza and hall decorations
- Games & Entertainment Coordinator - contact vendors, assemble game items, help with set-up
- Volunteer Coordinator - coordinate volunteers for set-up on Friday and the event night on Saturday
- Event volunteer **pre-event:** Set-up, food assembly, decorations, auction displays ; **event night:** Registration, games/entertainment, ticket sales, auction monitoring & data-entry, check-out, clean-up
- Thank yous - coordinate student written thank-yous along with sponsor & donation tax receipts.



Descriptions of Fundraisers

Marathon for Non-Public Education

- ◆ *First Saturday in October at 8:30 AM*
- ◆ *Central Park in Roseville*
- ◆ *Students collect pledges/donations*
- ◆ *Students are required to participate and each student gives a minimum of \$100*
- ◆ *Employer matching funds are encouraged*

Wines to Wishes

- ◆ *A social event for parents put together by parents*
- ◆ *Silent/live auction*
- ◆ *Wine, appetizers and desserts*
- ◆ *Proceeds go to St. John the Baptist School*
- ◆ *Employer matching funds are encouraged*

NON-FUNDRAISING FUNDRAISERS

- ◆ **United Way** - name St. John's as your place of donation.
- ◆ **Employer Matching Funds** - check with your company to see if they match dollars or volunteer time
- ◆ **General Mills "Box Tops for Education"** - Clip, save, bring to school.
Each Box Tops Logo coupon is worth 10 cents. You can find Box Top Logos on hundreds of products including:

Betty Crocker® Products	Mott's®
General Mills™ cereals	Progresso™ Pillsbury™
Green Giant™ Vegetables	Reynolds®
Hefty®	Yoplait®
Kleenex®	Ziploc® brand

Go to www.boxtops4education.com for a full list of products, special coupons & promotions to earn more for your school.
- ◆ **Shop with SCRIP** -Earns money for you (off of tuition) and for the school. Buy gift cards for restaurants, retailers, grocery stores, gas stations, entertainment, etc. Receive a percentage back toward your family's tuition and St. John's school. To see participating retailers, visit www.shopwithscrip.com. For more info on how to sign up and start earning, visit www.stjohnnyb.org and click on the quick link for **SCRIP**.
- ◆ **Donald's Uniform Store** - when shopping for uniforms let them know you are a St. John's family and they give the school credit for this.
- ◆ **Office Depot** - when shopping at the store, tell the cashier St. John the Baptist school in New Brighton's number **70059572** and a percentage of purchases will be given to the school.

Family Name (please print)		Date:
Activity	Name of Volunteer	Name of Volunteer
Book Fair		
Classroom Volunteer		
Coaching (Indicate sport)		
Concession Stand for Athletics		
Cricut and Die-Cuts		
Drama Club		
Graphic Design		
Holiday Decorating		
Ice Cream Social		
Junior Achievement		
Library Assistant		
Marathon		
Marketing Committee		
Non-Fundraising Fundraisers		
Parking lot safety patrol		
Picture Day		
Playground / Lunchroom		
Read Naturally		
Room Parent		
Santa Secret Shop		
PTO or SAC		
School Photography		
SJB School Ambassador		
Used Uniform Sale		
Vision/Hearing Screening		
Welcome Family		
Wines to Wishes		

Best telephone number(s) to reach you at: _____

Email address: _____