

## **2009-2010 Volunteer Positions: Fundraising**

### **AUCTION**

**AUCTION CHAIR** - Attend, and chair meetings. Establish theme, logo, location and proofread catalog with directors. Assist directors with all aspects of auction. Coordinate auction timeline and help to secure volunteers. Maintain auction binders and records. Attend sub-committee meetings. Report and update Parent Association on auction activities Time intensive Sept.-June. Time: 200+ Hours. Two-year, yearlong position. . Must have at least 1 year Auction Director experience. **Exempt Position**

**PROCUREMENT DIRECTOR** - Attend meetings. Establish theme, logo, location, and proofread catalog with other directors. Coordinate procurement efforts for auction. Order procurement forms and return envelopes. Create and organize the mailing of auction procurement letter for October mailing. Check and maintain auction hotline. Manage follow-up on solicitations: work parties for soliciting, reminders, and pick-up of committed items. Works closely with Database Director. Time: 200+ Hours. Two-year, yearlong position. Time intensive September-April. **Exempt Position**

**Rookie Team Leader** - Assist Procurement Director with Rookie Party organization. Assist Procurement Director with soliciting silent & oral auction items. Solicit and obtain commitments and confirmations from donors. Follow-up for receipt of donated items. Team Members are all new families and incoming Kindergarten Class. Time: 50+ Hours. September-April.

**Wine Procurement** - Procure wine for live auction package. Procure or purchase underwritten table wine for silent and oral auction nights. Time: 50+ Hours. September-April.

**ORAL AUCTION DIRECTOR\*** - Attend meetings. Establish theme, logo, location, and proofread catalog with other directors. Works with procurement to identify major donors for live auction items. Secure and negotiate auctioneer and emcee contracts for following year. Negotiate video production contract and oversee DVD Team Leader. Negotiate audio-visual contract. Oversee Class Project Team Leader. Negotiate and hire entertainment for auction evening. Secure high bidder thank you cards with OLL art teacher. Determines oral auction items, sets line up with auctioneers, and relates to Database Manager. Works with procurement to ensure receipt of oral auction items by procurement deadline. Arrange menus, seating and floor plan layout for oral auction evening. Coordinate time of delivery for oral auction items and decorations set up. Coordinate auction night speakers. Auction day: Test AV equipment with entertainment, AV, auctioneer & MC, and set up oral auction items. Time: 50-100 Hours. Two-year, yearlong position. Time intensive two months prior to auction. **Exempt Position**

**ORAL RESERVATIONS** – Arrange seating for Oral Auction. Time: 30+ Hours. Time intensive two weeks prior to auction.

**SILENT DIRECTOR\*** - Attend meetings. Establish theme, logo, location, timeline, silent auction floor plan and proofread catalog with other Directors. Oversees Theme Basket Team Leaders. Secure parish office for basket packaging. Package silent items for silent auction. Work closely with Database Director. Coordinate and set up silent items the week of silent auction. Coordinate silent auction volunteers. Oversee distribution team leader. Silent Auction Week: Set up silent auction items, oversee silent auction volunteers. Work closely with Database Director to ensure all silent items have coordinating bid sheets. Time: 200+ Hours. Two-year, yearlong position. Time intensive two months before silent auction and silent auction week. **Exempt Position**

**SILENT FACILITIES DIRECTOR\*** - Attend meetings. Establish theme, logo, and location. Establish timeline and silent facilities floor plan with Auction Chair and Silent Director. Secure appropriate insurance forms for venue. Obtain Liquor License. Arrange menu. Reserve parish hall for silent auction. Reserve school gym for silent auction. Coordinate and order all rentals for silent auction. Oversee set up and clean up. Work with Decorations and Silent Directors. Time: 50-100 Hours. Two-year, yearlong position. **Exempt Position**

**DATABASE DIRECTOR** - Input donor form information, and obtain additional donor information as needed. Maintain donor records and provide directors with timely updates. Package items based on instructions from Oral and Silent Auction Directors. Print bid sheets and gift certificates based on database information. Print thank you notes.  
Time: 200+ Hours. September-May. **Exempt Position**

**DECORATIONS** - Attend meetings; establish theme, logo, and location. Design and plan decorations around auction theme, silent and oral. Negotiate pipe and drape and other decoration needs with venue or independent supplier (coordinate with silent facilities). Oversee decorations production, set up and clean up.  
Time: 50-100 Hours. Two-year, yearlong position. Team of 6+ to assist Decorations Director with decoration creation, set up and clean up. **Exempt Position**

**DEVELOPMENT CO-DIRECTORS** - Attend meetings. Establish theme, logo, location, and proofread catalog ads. Develop solicitation packages. Maintain current database of potential sponsors, underwriters, and advertisers. Gather sponsor, underwriter, and advertiser ads for Catalog Director. Coordinate acknowledgements with appropriate directors & team leaders.  
Time: 200+ Hours. Two-year, yearlong position. **Exempt Position**

**FINANCE CO-DIRECTORS** - Attend meetings. Establish theme, logo and location. Prepare auction budget in coordination with Parent Association fundraising goals based on budgets supplied by each director. Maintain auction accounting records. Handle cash receipts and disbursement requests. Review auction database prior to auction night for accuracy and data processing efficiency. Assist Data Entry Team Leader with oral and silent auction night volunteer training. Manage check out for oral and silent auction night with assistance of Data Entry Leader. Collect accounts receivable. Reconcile auction, school and finance accounting ledgers. Prepare and present final auction financials to Parent Association.  
Time: 200+ Hours. Time intensive one month prior and after the auction. **Exempt Position**

**Data Entry Team Leader** - Manages data entry for oral and silent nights.  
Time 20+ Hours. Training session prior to auction. Auction nights 5-11 PM.  
Team: 4-computer/data entry and 2 to 4 filing assistants each for both nights.

**PUBLICITY AND MEDIA DIRECTOR** - Attend, and chair meetings. Establish theme, logo, location and proofread catalog with directors. Compile newsletter to inform parents of auction progress. Advertise in local newspapers, with signage at the school and through parish bulletin. Oversee Catalog, Invitations, Sweatshirts and Signage.  
Time: 50+ Hours. Two year, yearlong position. **Exempt Position**

**Sweatshirts** - Negotiate sweatshirt production based on director logo design. Take orders for sweatshirts at Registration/Back to School Picnic and distribute sweatshirts to students.  
Time: 20+ Hours. Primarily June-October.

**Signage** - Arrange auction signs based on auction director instructions. Research and negotiate sign production. Assist with decoration set-up silent and oral auction days.  
Time: 20+ Hours.

**PULPIT COORDINATOR** – Act as point of contact for communications at Mass. Work with school and fundraisers to coordinate pulpit announcements. Responsible for scheduling bulletin stuffers as needed.

**RAFFLE DIRECTOR** – Procure and arrange for raffle prizes. Organize and publicize auction night raffle(s) sales efforts. Arrange volunteer coverage for school, parish, and local community. Coordinates sales efforts with Raffle Finance to keep proper and accurate sales records. Works closely with Auction and Fundraising Directors.  
Time: 200+ Hours. September-April. **Exempt Position**

**RAFFLE FINANCE** - Responsibilities include: Work with the parish office for raffle licensing requirements. This includes annual license renewal, annual report and all DOJ correspondence. Work with Raffle Director and request checks for prizes. Accounting for the Jewelry raffle. Notify winners and meet with them for paperwork completion. Supervise Raffle Bookkeeper.  
Time: 20-30+ Hours. November-April

**CAR RAFFLE BOOKKEEPER** - Reports to Raffle Finance. Responsibilities include maintaining the car raffle records required by the Department of Justice. This includes updating the Excel spreadsheet, maintaining custody of the tickets, preparing the deposits and forwarding deposits to the Auction Finance.  
Time: 50-60+ Hours. November-April

**RAFFLE PUBLICITY** - Publicize raffle through parent pack and other venues. Time: 30+ Hours. November-April.

**WREATH and POINSETTIA:** Fall fundraiser selling greenery to school families, local businesses and area neighborhoods.

**Wreath and Poinsettia Team Leader:** Oversee the publicity, sales and distribution of holiday wreaths and poinsettias. Record sales and create note cards. September – December. Two-year, yearlong position. **Exempt Position**

**Accounting:** Support team leader with data input. Handle accounts receivable and payable. October-November. Two-year, yearlong position.

**Shipping:** Coordinate shipping of wreaths. Coordinate Mass Sellers. October-November. Two-year, yearlong position.

**Publicity:** Publicize and market product to school families and other contacts/businesses. October-November. Two-year, yearlong position.

**Order/Distribution:** Secure vendor. Submit order of product to vendor, receive and coordinate distribution of product. Prepare and stuff sales packet for parent pack. October-November. Two-year, yearlong position.

**Distribution:** Morning and afternoon/evening of delivery day in late November. Help with the unloading, filling of individual orders and boxing for shipped orders.

**SCRIP:** You buy it at face value, spend it like cash at some of your favorite stores and restaurants (to name just a few places) and support OLL in the process!

**Scrip Team Leader:** Oversee scrip team and support accounting. Two-year, yearlong position. **Exempt Position.**

**Accounting:** Monitor/verify and input weekly sales sheet information onto weekly spreadsheet. Track inventory and work with Purchasing to keep inventory stocked. Update and print various forms used to log and sell scrip. Upkeep of supplies for sellers. Two-year, yearlong position. **Exempt position.**

**Publicity:** Help put together special promotions. Distribute information through weekly parent pack. Two-year, yearlong position.

**Purchasing:** Purchase scrip through various companies to sell for OLL. In cooperation with Team Leader, decide what scrip needs to be purchased. Prepare check request forms to present to Parish Office, make copy of check requests, call or contact vendors to order scrip, pick up scrip, and hand off scrip to sellers. Two Year position, yearlong position.

**SALES:** Sell scrip in car line during school week (days TBA). Provide support and back up to other scrip positions. Schedule sales team. Two year position, yearlong position.

**Sellers:** Sell scrip and balance box on Sundays after masses during school calendar year.

**ANNUAL CAMPAIGN:** The Annual Campaign Team will send out a letter to all alum, family and friends of Our Lady of the Lake families asking for a monetary tax-deductible donation that will go to the schools operating budget. Time intensive September – December.

**Annual Campaign Team Leader:** Oversee and coordinate Annual Campaign. Solicit names and addresses for database. Secure printing of all correspondence.

**Database Manager:** Create and update mailing list. Write and coordinate mailing of letter. Coordinate and write follow up letter. Work closely with Accounting.

**Accounting:** Maintain accounting records. Collect accounts receivable. Input donations. Prepare and present final financials to Parent Association.

## **2009-2010 Volunteer Positions - School Support**

**Art Literacy Coordinators:** Organize program enhancing art understanding and appreciation presented by parent volunteers. Year long. **Exempt Position.**

**Art Literacy Presenter:** Present art literacy material in classroom sessions which are held once a month for the entire school year. Also requires participation in monthly training session.

**Campbell's Label Coordinator:** Publicize program via Parent Packet. Collect, cut, sort, bundle, and submit labels throughout the year to earn "dollars" to buy school-related items.

**Copy Machine Operators:** Provide photocopying service for faculty. 1-2 hours one day a week. Mornings are best.

**Fall Carnival Coordinators:** Work with Room Parents to organize Fall Carnival. Work with 8<sup>th</sup> Grade to organize haunted house.

**Field Day Lunch Chair:** Work with PE instructor to organize school-wide lunch held on Field Day. Field Day is held in early June. Plan one month prior.

**Field Day Lunch Server:** Help set up, serve and clean up Field Day Lunch. 11-1 on Field Day in early June.

**Field Day Event Helper:** Facilitate an assigned Field Day event. 8:00-3:00 on Field Day in early June.

**Health Test Committee:** Assist front office with healthcare needs such as vision and speech screening and immunization record review.

**Helping Hands Coordinators:** Coordinate the efforts of class parents to provide support for OLL families during times of need (new baby, surgery, etc.) in the form of meals, transportation, child care and the like. On going throughout the school year.

**Hospitality Coordinators:** Organize and provide refreshments for various school functions including Registration, Back-To-School Night, State of the School Meeting, Teachers' Appreciation Week, and as needed throughout the year. School money is budgeted for expenses.

**Lenten Soup Lunch Coordinator:** Oversee Lenten Soup Lunch Helpers for Wednesday of Holy Week.

**Lenten Soup Lunch Helpers:** Prepare, serve, and clean up for student Lenten Soup Day during Holy Week.

**Library Assistant:** Work closely with Librarian to schedule Library Aides. Catalog new material and enter data into computer system. Help with bar-code system and processing books for circulation. Weekly. Times to be determined.

**Library Aides:** Assist librarian during a classroom's library time. General filing, shelving and mending books. Monthly to weekly, depending on number of volunteers. Times to be determined.

**Lost and Found Coordinator:** Sort and return items with names to owners. Inventory unnamed items for periodic listing in parent pack. Turn unclaimed items over to uniform exchange or donate them to charity. Monthly during school year.

**Mentor/Buddy Family Coordinator:** Match new families with existing family. Organize informal gathering in September for introductions and refreshments. Late August and as new families enroll throughout the school year.

**Mentor/Buddy:** Act as a guide to a new school family during their first year at OLL. On-going throughout the school year. Please DO NOT sign up for this unless you can meet your buddy family at the Back to School Picnic, call them throughout the year, lead them through National Catholic Schools week, and make them feel welcome to our school.

**Parent Packet Stuffer:** Collate school newsletters and flyers and stuff parent packet envelopes. "Teams" will be formed and will work alternate Mondays (or first school day of the week) from 1:00-3:00 PM.

**Pennies for the Poor Coordinator:** Collect coins from the classrooms and deposit the money in OLL bank account and return the deposit slip to the teacher in charge. This needs to be done daily for the week prior to Christmas vacation.

**Planters:** Plant and maintain planters surrounding the school. Throughout the year as needed.

**Playground/Lunchroom Volunteer Coordinator:** Create a schedule for the volunteers in the lunchroom and on the playground. Work with the principal to schedule the training session and get all the volunteers trained.

**Playground/Lunchroom Volunteer:** Supervise lunchroom and/or playground. Usually 2 times a month, or more as available.

**Registration Day Helper:** Help set up for registration the weekend prior to school beginning or help at a designated station during registration day. Choice of morning or early evening shift on Registration Day.

**Room Parent Coordinator:** Coordinate and train all Room Parents. Activate phone tree for snow days.

**Room Parent:** Four room parents per grade. Organize class parties, schedule parent classroom helpers as requested by individual teachers, contact parents for emergency/snow closures. Keep Helping Hands Coordinator informed of special class needs. Responsible for class booth at Fall Carnival. The 2<sup>nd</sup> grade First Communion Party is organized by 3rd grade Room Parents and the 8th grade Graduation Reception is organized by 7th grade Room Parents. *Position not recommended for working parents since most activities are during school hours.*

**School Mailing Coordinator:** Coordinate the printing, labeling and delivering of bulk school mailings to the Post Office. Yearlong and auction intensive – fundraising hours earned from fundraising mailings.

**School Mailing Committee:** Help in the labeling and sorting of bulk mailings throughout the school year. Auction intensive - fundraising hours earned from fundraising mailings.

**Uniform Coordinator:** Work with Dennis Uniform to organize the summer uniform sale and communicate any changes to the uniform. Help facilitate the uniform exchange at registration and mid-year. One Sunday in July and registration in September.

**Uniform Sale worker:** Work one Sunday in July selling uniforms after Masses.

**Volunteer Coordinator:** Distribute volunteer profiles and volunteer opportunity forms. Track volunteer hours and provide families with periodic volunteer hour updates. Recruit volunteers when needed. Attend Parent Association meetings. Year long.

**Website Coordinator:** Perform weekly maintenance and updates to school website. Including but not limited to the following: Homepage (weekly news and event highlights), Calendar (monthly updates), Uploading newsletter (parent pack, PA Post, SAC notes), Directory (perform database maintenance as needed), perform minor edits to overall website, Assist faculty with individual departmental uploads such as classroom newsletters and assignments. It is recommended but not required to be Technology/computer literate. Familiarity with and access to PDF creation software such as Adobe Acrobat Standard, Microsoft Access (database software), Microsoft Visual Web Developer Express. A willingness to learn. **Exempt Position.**

**Yearbook Coordinator:** Work with upper grade students after school to design and assemble the yearbook. Take and collect photographs of school functions from students, parents and faculty. Ongoing throughout the year. **Exempt Position.**

**Yearbook Committee:** Assist Yearbook Coordinator in all aspects of Yearbook planning.

## **2009-2010 Volunteer Positions: Extra-Curricular Activities**

**Brownie/Girl Scout Coordinator:** Help organize leaders and assistants for each interested grade level. Serves as OLL's contact person for area troops.

**Brownie/Girl Scout Leader:** One per grade. Plan meetings and activities. Frequency and time of meetings varies by group.

**Assistant Brownie/Girl Scout Leader:** One assistant leader per grade. Assist leader in the troop activities. Frequency and time of meetings varies by group.

**Cub/Boy Scout Coordinator:** Help organize leaders and assistants for each interested grade level. Serves as OLL's contact person for area troops.

**Cub/Boy Scout Leader:** One leader per grade. Plan meetings and activities. Frequency and time of meetings varies by group.

**Assistant Cub/Boy Scout Leader:** One assistant leader per grade. Assists leader in the troop activities. Frequency and time of meetings varies by group.

**CYO Athletic Director** – Athletic Board member position. Responsible for implementing overall CYO program in accordance with CYO guidelines and policies. Coordinate activities associated with volleyball, basketball, swimming and track including registering teams, submitting necessary paperwork to the CYO office and focal point for all communication with CYO office. Assist Commissioners appointed to each sport with all activities related to conducting the sport season. **Exempt position**

**CYO Gift Wrap Coordinator:** Organize gift wrap program to support CYO programs. Sell gift wrap at Registration, through the parent pack and at Masses. Take orders, collect money, send orders to vendor and distribute product to buyers.

**Basketball Coordinator** - Not necessarily a Board position but could be filled by a Board Member. Assess equipment needs for basketball, purchase equipment and uniforms as needed and as approved by Board. Communicate all CYO requirements to coaches and monitor adherence to CYO requirements such as ASEP training, game and practice schedules, registering of players, etc. As Board Member, provide input on issues at Board meetings, provide guidance to program direction, philosophies and policies.

**Basketball Coach:** Supervise practices and scheduled games of assigned class. Practice times vary. Winter sport. Saturday games. Responsible for conducting all sport activities and for adopting the goals and philosophy of the CYO Athletic Program as outlined in the CYO Sports Manual. Honor the "Bill of Right for Young Athletes" which is listed in the CYO Sports Manual. Become ASEP certified, or to renew ASEP certification before it expires, attend three mandatory meetings. Complete all paperwork and submit to the OLL Athletic Director before the stated deadline. Responsible for all coaching activities outlined in the CYO Sports Manual.

**Assistant Basketball Coach:** Practice times vary. Winter sport. Saturday games. Assist Head Coaches in executing the day to day coaching functions. Must attend three mandatory meetings, must be ASEP certified, must adopt all goals and philosophies of the CYO Athletic Program as outlined in the CYO Sports Manual and to honor the "Bill of Rights for Young Athletes".

**Swim Team Coordinator/Head Coach:** Organize school and parish wide swim team (1-8 grades). Run pre-season fundraiser, evaluate new swimmers prior to season onset, secure pool facility and tile guards for practices and meets, supervise Sunday afternoon practices (3 hrs), organize home meets and supervises team at away meets (4 hrs each). Winter sport. Sunday meets. Responsible for conducting all sport activities and for adopting the goals and philosophy of the CYO Athletic Program as outlined in the CYO Sports Manual. Honor the "Bill of Rights for Young Athletes" which are listed in the CYO Sports Manual. Become ASEP certified, or to renew ASEP certification before it expires, attend three mandatory meetings. Complete all paperwork and submit to the OLL Athletic Director before the stated deadline. Responsible for all coaching activities outlined in the CYO Sports Manual. Time intensive.

**Swim Team Coach:** Aid coordinator/coach during practices (3 hours each) and helps with assigned duties during meets (4 hrs. each). Winter sport. Sunday practices and meets. Assist Coach in executing the day to day coaching functions. Must attend three mandatory meetings, must be ASEP certified, must adopt all goals and philosophies of the CYO Athletic Program as outlined in the CYO Sports Manual and to honor the “Bill of Rights for Young Athletes”.

**Track Coordinator:** Organize track team (grades 3-8). Run weekly hour-long practices. Spring Sport. Four Saturday meets. Responsible for conducting all sport activities and for adopting the goals and philosophy of the CYO Athletic Program as outlined in the CYO Sports Manual. Honor the “Bill of Rights for Young Athletes” which is listed in the CYO Sports Manual. Become ASEP certified, or to renew ASEP certification before it expires, attend three mandatory meetings. Complete all paperwork and submit to the OLL Athletic Director before the stated deadline. Responsible for all coaching activities outlined in the CYO Sports Manual.

**Track Coach:** Aid in coaching duties during weekly practices and at meets. Spring sport. Four Saturday meets. Assist Coach in executing the day to day coaching functions. Must attend three mandatory meetings, must be ASEP certified, must adopt all goals and philosophies of the CYO Athletic Program as outlined in the CYO Sports Manual and to honor the “Bill of Rights for Young Athletes”.

**Volleyball Coordinator** – Not necessarily a Board position, but could be filled by a Board Member. Assess equipment needs for volleyball, purchase equipment and uniforms as needed and as approved by Board. Communicate all CYO requirements to coaches and monitor adherence to CYO requirements such as ASEP training, game and practice schedules, registering of players, etc. As Board Member, provide input on issues at Board meetings, provide guidance for program direction, philosophies and policies.

**Volleyball Coach:** Supervise practices and scheduled games of assigned class. Practice times vary. Fall sport. Saturday games. Responsible for conducting all sport activities and for adopting the goals and philosophy of the CYO Athletic Program as outlined in the CYO Sports Manual. Honor the “Bill of Rights for Young Athletes” which is listed in the CYO Sports Manual. Become ASEP certified, or to renew ASEP certification before it expires, attend three mandatory meetings. Complete all paperwork and submit to the OLL Athletic Director before the stated deadline. Responsible for all coaching activities outlined in the CYO Sports Manual.

**Assistant Volleyball Coach:** Practice times vary. Fall sport. Saturday games. Assist Coach in executing the day to day coaching functions. Must attend three mandatory meetings, must be ASEP certified, must adopt all goals and philosophies of the CYO Athletic Program as outlined in the CYO Sports Manual and to honor the “Bill of Rights for Young Athletes”.

**City League Soccer Coach:** Supervise practices and scheduled games of assigned class. Practice times vary. Saturday and Sunday games. For Our Lady of the Lake teams (majority of players in OLL).

**Our Lady of the Lake School Volunteer Opportunities for 2009-2010  
Fundraising Positions**

**FAMILY NAME:** \_\_\_\_\_

**Asterisk (\*) denotes Exempt Position  
Check Interests**

- ✓ **Fundraising Chair\*** Geri Fucile
  - ✓ Parish Liaison/Pulpit Coordinator - Sara Szwarc

**AUCTION**

- ✓ **Chair\*** - Jackie MacMillan
  - ✓ **Database Director\*** - Jeanne Nave
    - ✓ Data Entry - Diana O'Connell
    - Leanne Byers
  - ✓ **Development Director\*** - Traci Daskalos
    - ✓ Development Assistant - Liz Ellison
  - ✓ **Finance Director\*** - Jane Slingsby
    - ✓ Data Entry Team Leader - Renee Edwards
    - ✓ Software Leader - David Sortino
      - ✓ Data Entry Leaders - Gloria & Brendan McVicker
      - \_\_\_ Data Entry Committee
  - ✓ **Publicity and Media Director\*** - Marypat Hedberg
    - \_\_\_ Live Auction Catalog
    - ✓ Media Coordinator - Jennifer Viuhkola
    - \_\_\_ Invitations (Silent and Live)
    - ✓ Sweatshirts - Cathy Foy & Jennifer McCarthy
    - \_\_\_ Signage (Silent and Live)
  - ✓ **Silent Auction Director\*** - Jill Craven
    - \_\_\_ Silent Auction Assistant
    - ✓ Basket Team Leaders - Gege Rayburn & Jackie MacMillan
      - \_\_\_ Basket Building (October 22 & October 23, '09)
    - \_\_\_ Buy-In Boards
    - ✓ Distribution Team Leader - Eileen & Dick Goodwin
    - \_\_\_ Silent Distribution Team
  - \_\_\_ **Silent Procurement Director\***
    - \_\_\_ Procurement Assistant
    - \_\_\_ Rookie Team Leader
    - \_\_\_ Wine Procurement
    - \_\_\_ Jewelry Drawing Coordinator

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- ✓ **Silent Decorations Director\* - Molly Lytle**
  - \_\_\_ Silent Auction Decorations Committee
  
- ✓ **Silent Auction Facilities Director\* - Kristan Passadore**
  - \_\_\_ Volunteer Coordinator
  - \_\_\_ Beer & Wine Coordinator
  - \_\_\_ Catering Assistants (2 needed)
  - \_\_\_ Bartenders (6 needed)
  - \_\_\_ Clean Up \*
  
- ✓ **Live Auction Director\* - Susannah Sedgewick**
  - \_\_\_ Class Project Team Leader
  - \_\_\_ Class Project Leader (Indicate Grade \_\_\_\_)
  - ✓ **DVD Team Leader\* - Barbara Pahl**
  - \_\_\_ Live Auction Night Spotter (1 person)
  - \_\_\_ Live Auction Recorder Team Leader (1 person)
  - \_\_\_ Live Auction Recorders (2 people)
  - \_\_\_ Reservations Coordinator
  - ✓ **Distribution Leader - Eileen Goodwin**
  
- \_\_\_ **Live Auction Procurement Director\***
  - \_\_\_ Procurement Team
  - \_\_\_ Free Dress Certificate Coordinator
  - \_\_\_ Principal For a Day Raffle
  
- ✓ **Live Auction Decorations Director\* - Molly Lytle**
  - \_\_\_ Live Auction Decorations Committee
  
- ✓ **Raffle Director\* - Lisa Hanna-Choquette & Sheila Butler**
  - \_\_\_ Publicity
  - ✓ **Finance - Sheila Butler**
  - \_\_\_ Sales Team

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Check Interests**

**WREATH AND POINSETTIA**

\_\_\_ **Team Leader\*** - **Anne Breault**

\_\_\_ Accounting - **Beth Craven, Jean Herbst**

\_\_\_ Shipping -

\_\_\_ Publicity -

\_\_\_ Orders/Distribution -

\_\_\_ Mailings - **Heather Murphy**

\_\_\_ Distribution Day Helpers (15 people 8:00am to 3:00pm, shifts to be determined) -

\_\_\_ Distribution Day Helpers (3 people 3:00pm to 7:00pm) -

**SCRIP**

\_\_\_ **Team Leader\*** -

\_\_\_ Accounting\* -

\_\_\_ Purchasing -

\_\_\_ Publicity -

\_\_\_ Sales

\_\_\_ Sales Team (8 people for Masses and 4 people for Carpool) -

**Our Lady of the Lake School Volunteer Opportunities for 2009-2010  
School Support Positions**

**FAMILY NAME:** \_\_\_\_\_

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Check Interests**

**PARENT ASSOCIATION**

- ✓ President - *Dani Liu\**
- ✓ Vice President - \*
- ✓ Treasurer - \*
- ✓ Secretary - \*
- ✓ PA /SAC Representative - \*  
    \_\_\_\_Parent Association Classroom Representative (Indicate Grade\_\_\_\_) -

**ART LITERACY**

- Art Literacy Coordinators\* -
- Art Literacy Assistant -
- Art Presenter (Indicate Grade) -
  - K -
  - 1<sup>st</sup> -
  - 2<sup>nd</sup> -
  - 3<sup>rd</sup> -
  - 4<sup>th</sup> -
  - 5<sup>th</sup> -
  - 6<sup>th</sup> -
  - 7<sup>th</sup> -
  - 8<sup>th</sup> -

**BACK TO SCHOOL**

- Back To School Picnic Helper for Set Up 10am to noon -
- Back To School Picnic Helper for Clean up 5pm to 7pm -
  
- Campbell's Label Coordinator -**
- Outreach Liason -**

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- Copy Machine Operators -**
  
- Fall Carnival Coordinators (2 to 3 positions) – FIELD DAY**
  - Field Day Lunch Chair -
  - Field Day Lunch Setup/Server from 10:00am to noon (4-5 people)-
  - Field Day Lunch Server/Cleanup from 11:00am to 1:00pm (4-5 people) -
  - Field Day Event Helper from 8:00am to 3:00pm -
  
- Health Test Committee -**
  
- Helping Hands Coordinator -**
  
- Hospitality Coordinators (2 positions)**

**LENTON LUNCH**

- Lenten Soup Lunch Coordinator -
- Lenten Soup Lunch Helpers -

**LIBRARY**

- Library Assistant

Library Aide (Indicate Grade) -

- K -
- 1<sup>st</sup>-
- 2<sup>nd</sup>-

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- 3<sup>rd</sup> -
- 4<sup>th</sup> -
- 5<sup>th</sup> -
- 6<sup>th</sup> -
  
- Lost and Found Coordinator -**
- 

**MENTOR/BUDDY**

- Mentor/Buddy Family Coordinator -
- Mentor/Buddy -

**PARENT PACK**

- Parent Pack Stuffer (Monday afternoons)
- Parent Pack Stuffer Alternate (Monday afternoons) -
  
- Pennies for the Poor Coordinator**
  
- Planters -**
- 

**PLAYGROUND**

- Playground/Lunchroom Coordinator -
- Recess 10:00am to 10:15am -
- Lunch 11:45am to 12:25pm -

**REGISTRATION**

- Registration Day Set-Up -
- Registration Day Helper (Indicate am or pm ) -

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**ROOM PARENT**

- Room Parent Coordinator
- Room Parent (3-4 per grade) (Indicate Grade) -
  - K -  5<sup>th</sup> -
  - 1<sup>st</sup> -  6<sup>th</sup> -
  - 2<sup>nd</sup> -  7<sup>th</sup> -
  - 3<sup>rd</sup> -  8<sup>th</sup> -
  - 4<sup>th</sup> -

**SCHOOL MAILING**

- School Mailings Coordinator -
- Mailing Committee -

**UNIFORM**

- Uniform Coordinator -
- 
- Uniform Sale Worker -
- Registration Table Worker -
  
- Volunteer Coordinator -
  
- Website Coordinator\* -
- 

**YEARBOOK**

- Yearbook Coordinator -

**Our Lady of the Lake School Volunteer Opportunities for 2009-2010  
School Support Positions**

**FAMILY NAME:** \_\_\_\_\_

**Asterisk (\*) denotes Exempt Position  
Check Interests**

- Yearbook Committee

**Our Lady of the Lake School Volunteer Opportunities for 2009-2010  
Extra-Curricular Positions**

**FAMILY NAME:** \_\_\_\_\_

**Asterisk (\*) denotes Exempt Position  
Check Interests**

**BROWNIES/GIRL SCOUTS**

- Brownie/Girl Scout Coordinator
  
- Brownie/Girl Scout Leader (Indicate Grade) -
  - K - 5th
  - 1<sup>st</sup> - 6th
  - 2<sup>nd</sup> 7th
  - 3<sup>rd</sup> 8th
  - 4<sup>th</sup>
  
- Assistant Brownie/Girl Scout Leader (Indicate Grade) -
  - K - 5th
  - 1<sup>st</sup> - 6th
  - 2<sup>nd</sup> 7th
  - 3<sup>rd</sup> 8th
  - 4<sup>th</sup>

**CUB SCOUTS/BOY SCOUTS**

- Cub/Boy Scout Coordinator - **McCarthy**
  
- Cub/Boy Scout Leader (Indicate Grade) -
  - 1<sup>st</sup> 5<sup>th</sup> -
  - 2<sup>nd</sup> - 6th
  - 3<sup>rd</sup> - Andersen, T 7th
  - 4<sup>th</sup> - Meinhardt 8<sup>th</sup> -



**Our Lady of the Lake School Volunteer Opportunities for 2009-2010  
Extra-Curricular Positions**

**FAMILY NAME:** \_\_\_\_\_

**Asterisk (\*) denotes Exempt Position  
Check Interests**

**Volleyball Coach (Indicate Grade) -**

- |                                       |                   |
|---------------------------------------|-------------------|
| <input type="radio"/> K               | 5 <sup>th</sup> - |
| <input type="radio"/> 1 <sup>st</sup> | 6 <sup>th</sup> - |
| <input type="radio"/> 2 <sup>nd</sup> | 7 <sup>th</sup>   |
| <input type="radio"/> 3 <sup>rd</sup> | 8 <sup>th</sup>   |
| <input type="radio"/> 4 <sup>th</sup> |                   |

**Assistant Volleyball Coach (Indicate Grade) -**

- |                                       |                   |
|---------------------------------------|-------------------|
| <input type="radio"/> K               | 5 <sup>th</sup>   |
| <input type="radio"/> 1 <sup>st</sup> | 6 <sup>th</sup> - |
| <input type="radio"/> 2 <sup>nd</sup> | 7 <sup>th</sup>   |
| <input type="radio"/> 3 <sup>rd</sup> | 8 <sup>th</sup> - |
| <input type="radio"/> 4 <sup>th</sup> |                   |

**BASKETBALL**

**Basketball Coordinator**

**Basketball Coach (Indicate Boys or Girls & Grade) -**

- |   |                   |
|---|-------------------|
| <input type="radio"/> K                 | 5 <sup>th</sup> - |
| <input type="radio"/> 1 <sup>st</sup> - | 6 <sup>th</sup>   |
| <input type="radio"/> 2 <sup>nd</sup>   | 7 <sup>th</sup> - |
| <input type="radio"/> 3 <sup>rd</sup>   | 8 <sup>th</sup>   |
| <input type="radio"/> 4 <sup>th</sup>   |                   |
| <input type="radio"/>                   |                   |

**Our Lady of the Lake School Volunteer Opportunities for 2009-2010  
Extra-Curricular Positions**

**FAMILY NAME:** \_\_\_\_\_

**Asterisk (\*) denotes Exempt Position  
Check Interests**

- Assistant Basketball Coach (Indicate Boys or Girls & Grade) -
  - K 5<sup>th</sup> -
  - 1<sup>st</sup> 6<sup>th</sup>
  - 2<sup>nd</sup> 7<sup>th</sup> -
  - 3<sup>rd</sup> 8<sup>th</sup>
  - 4<sup>th</sup>

**TRACK**

- Track Coordinator -
- Track Coach -
- 
- Asst. Track -