



NOTRE DAME

**Notre Dame Preparatory School
and
Marist Academy**

**Parents Club
Volunteer Activities Catalog
2019/2020**

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Each year, **YOU** – the caring Parents of Notre Dame Preparatory School & Marist Academy Students – Volunteer your precious time to work at school events and activities. As you know, Parent Involvement is an integral part of what makes our school special for both Notre Dame Families and Students.

Together as a community, we volunteer at more than 125 events (equivalent to 7,000 hours). That is a great accomplishment!

We need to continue to make sure these events and activities occur and run smoothly – therefore it's time to take a quick moment and Sign-Up for your 2019/2020 school year Volunteer Assignment.

How do I sign up?

1. Take a moment and review all the activities in the Volunteer Catalog and identify where your time and talents would be best utilized.
2. Fill out the Sign-Up form: <http://ndpma.onvolunteers.com>

Each family is required to complete the equivalent of 10 HOURS of Volunteer Service per School Year. Positions will be marked as FULL-TIME (10-hour equivalent) and PART-TIME (5-hour equivalent). You may choose **one** FULL-TIME position or **two** PART-TIME positions to fulfill your yearly commitment. There are a number of volunteer jobs (mainly within hospitality) that are listed by their hours and not called out as Part Time and Full Time. Open Coordinator positions (marked by an *) are also available and will fulfill your commitment.

Note: We prefer your time and talent BUT if you choose **NOT** to Volunteer, please go to the form and sign up to **Opt-Out**. This will serve as your acknowledgement of the Parents Club Policy and you will be billed at a rate of \$70/hour x 10 hours for a total of \$700.

ALSO, Parents with only a Senior Student **MUST** select an assignment that takes place **prior** to January 2020.

How do I make a change?

Prior to June 15, 2019, you can go into the Sign-Up Form and make changes.

After June 15, 2019, all changes to your volunteer assignments must be approved by the Parents Club Volunteer Coordinator. This is to prevent last minute drop-outs which leave committees and events shorthanded. We understand that things come up.

If you cannot fulfill your commitment **AND** you cannot find your own replacement, please email: - **volunteer@ndpma.org** in advance of your event. All last-minute drop-outs (within 2 days of assigned event) will be considered a '**no show**' and will be billed at a rate of \$100/hour.

If you have any questions, please visit [FAQs](#) or feel free to contact me at:- volunteer@ndpma.org.

Once again, thank you for your dedicated efforts.

Thank you!

Notre Dame Preparatory School & Marist Academy

Parents Club Volunteer Hours (2019/2020)

FAQs

How many Parents Club volunteer hours do I need to complete?

Each family is required to complete 10 hours of service for the Notre Dame Preparatory School & Marist Academy Parents Club during the 2019-20 school year. You may choose **one** FULL-TIME position (10 hours equivalent) or **two** PART-TIME positions (5 hours equivalent) to fulfill your yearly commitment. Open COORDINATOR positions (indicated as such in the signups) are also available and will automatically fulfill your commitment.

I'm confused, what's the difference between part-time and full-time?

We switched to this way of organizing hours a few years ago. Many positions are marked as FULL-TIME (10 hour equivalent) and PART-TIME (5 hour equivalent). You may choose **one** FULL-TIME position (10 hours equivalent) or **two** PART-TIME positions (5 hours equivalent) to fulfill your yearly commitment. Open COORDINATOR positions (indicated as such in the signups) are also available and will automatically fulfill your commitment. There are certain volunteer jobs (mainly within hospitality) that are listed by their hours and not called out as Part Time and Full Time. If you choose these types of positions, simply choose enough volunteer positions to meet your 10 hours.

Can a grandparent volunteer instead of a parent?

Yes, a grandparent or adult family member can work your volunteer hours. Please make sure the job is suitable for him or her. You can simply sign up under your name on the Sign-Up form and either make a note in the comment box, assign their name to the task, or let the coordinator of the event know.

How does opting out work?

We prefer your time and talent, but if you choose not to volunteer, please select "Opt-Out" on the Sign-Up form. This will serve as your acknowledgement of the Parents Club policy and you will be billed at a rate of \$70/hour x 10 hours for a total of \$700.

I have an unexpected schedule conflict and I have to cancel, what happens now?

We understand that things come up. If you cannot fulfill your commitment **AND** you cannot find your own replacement, please email volunteer@ndpma.org in advance of your event and the Parents Club Volunteer Coordinator will try to assist in any way possible. You will not be billed for these types of cancellations, but, you are still responsible for making up the hours you missed by signing up for another volunteer opportunity. **Note:** All last-minute drop outs (within 2 days of assigned event) will be considered a no-show and will be billed at a rate of \$100/hour. This is to prevent last minute drop outs which leave committees and events short-handed.

I'm a Coordinator and a parent didn't show up for their volunteer hours on my committee, what do I do?

Unfortunately this happens from time-to-time and leaves the committee short-handed. Please send the Parents Club Volunteer Coordinator an email at volunteer@ndpma.org and she will notify the family that they will be billed the no-show rate of \$100/hour.

My friend needed help with her committee and I helped out at the last minute, so I don't have to work the events I signed up for, correct?

That was kind of you for helping out your friend and the school by putting in more volunteer hours. You still have to work your events that you signed up for during volunteer registration.

I signed up for more than 10 hours of work, do I have to work all the hours I signed up for?

Many parents choose to sign up for more than 10 hours of volunteer work and we appreciate their generosity. Please keep in mind that you are responsible for what you sign up for (even beyond the required 10 hours). If you choose to sign up for more than 10 hours of work, the events you sign up for depend on you to fulfill those hours. If you do not work the hours/events you signed up for, you will be billed according to the Parent Club Volunteer Policy.

I need to change my volunteer assignment, who do I contact?

We understand that things come up. All changes to your volunteer assignments must be approved by the Parents Club Volunteer Coordinator AFTER June 15, 2019, for the 2019-20 school year. This is to prevent last minute drop outs which leave committees and events short-handed. If you cannot fulfill your commitment **AND** you cannot find your own replacement, please email volunteer@ndpma.org in advance of your event. All last-minute drop outs (within 2 days of assigned event) will be considered a no-show and will be billed at a rate of \$100/hour.

I have not been contacted by the Coordinator and the event is coming up, what do I do?

Please send an email to the Parents Club Volunteer Coordinator at volunteer@ndpma.org and she will work with you to get the information.

The Coordinator of the event I worked didn't have a sign-in form, whom should I let know that I completed my hours?

Please send an email to the Parents Club Volunteer Coordinator at volunteer@ndpma.org. We want to make sure you receive credit for your service hours.

Do you really track the volunteer's hours?

Yes! We do this because we value your time and it is only fair that you receive proper credit for your volunteer work.

Why was there a \$700 charge on my bill for volunteer hours?

Parents wishing to opt-out of service hours will be billed at a rate of \$70/hour x 10 hours for a total of \$700.

Why was there a charge for \$850 on my bill for volunteer hours?

Parents failing to register for service hours by June 15, 2019, will be billed at a rate of \$85 per hour.

I'm interested in volunteering for more than 10 hours, who do I contact?

That's fantastic! Simply sign up for the extra hours via OnVolunteers. Please note though – you are responsible for all hours you sign up for. Billing policies apply even after you meet your 10 hours. This is because the events and coordinators depend on the volunteers who sign up.

The date of the event I signed up for says Tentative, TBD, or January 1, 2020. When will you know the date?

As soon as the school notifies the Parents Club of a date we put it on the Sign-Up or let the specific committee members know. Please note that if you see a date of January 1, 2020 for an event it is a placeholder until the school provides the actual date. There are never any volunteer events scheduled for January 1st.

I volunteer for Booster Club hours, do I need to volunteer for Parents Club hours also?

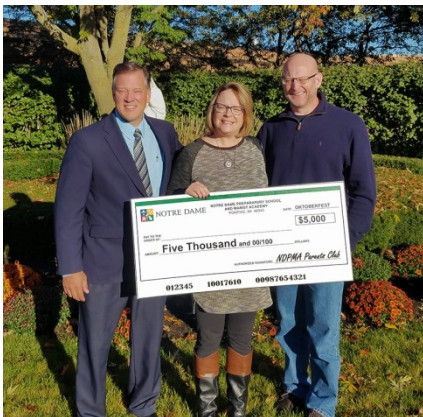
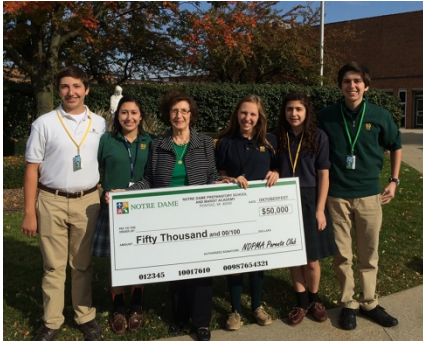
Yes, each family is required to complete an equivalent of 10 hours of service for the Notre Dame Parents Club during the 2019-20 school year. Booster Club hours satisfy your sports obligation (not Parents Club)

Where do I find the information about volunteering on the NDPMA website?

It is located under Current Parents >> Parents Club.

I have a question about my volunteer hours, who do I contact?

Feel free to contact Becky Ricci at volunteer@ndpma.org.



Super Raffle

Super Raffle - Data Entry

August-Sept 2019

Assist the Raffle Chairs in recording all incoming tickets and preparing "day sheets." You will be scheduled to work at the Advancement Office during the school day. Most activity will take place between August 19 and September 30 in the mornings (7- 8:00 a.m. or 9 - 11:00 a.m.). A couple of volunteers will be needed the night of the event. You must have basic computer skills.

Coordinators: 2- looking for a shadow for 2019/2020

Part-time positions: 9

Super Raffle - Raffle Mailing

May-June 2020 (note: this assignment occurs at the *end* of next school year)

Volunteers are needed to prepare the Super Raffle mailing for the following school year. Hours will be scheduled in advance with the Chair - some daytime and evening times will be available.

Coordinators: 2

Full-time positions: 4

Part-time positions: 16

Super Raffle - Ticket Separating

October 5, 2019

Volunteers needed to separate raffle tickets - this will start in the morning of Oktoberfest and continue into the afternoon as needed. You will be finished in time to attend the event!

Coordinators: 2 – looking for a shadow for 2019/2020

Part-time positions: 7



Oktoberfest

Oktoberfest - Clean-up

October 5, 2019

Keep tables clean, empty garbage, clean-up spills and keep the grounds picked-up - during and after the Oktoberfest event, 6 p.m. - midnight.

Coordinator: 1 - OPEN

Part-time positions: 12

Oktoberfest - Decorations

October 5, 2019

This committee holds several planning meetings in the evenings. Decorating the gym and tents will take place most of the day of event, but you will be finished in time to attend the event.

Coordinator: 1

Full-time positions: 2

Part-time positions: 8

Oktoberfest – Manage Dinner Flow and Desserts

October 5, 2019 Time: 4- 10pm (during the event)

Before the event, this committee will be responsible for wrapping silverware.

Day of event:

- Manage buffet line
- Calling tables to buffet
- Manage Dinner Flow
- Manage Coffe & Dessert Table
- Tear down buffet line
- Break down tables and put linens away
- Put Poster in Marist closet
- Leave cafe clean

Coordinator: 1

Part-time positions: 13

Oktoberfest - Invitations

Early September 2019

Help prepare mailings during the evening about 4-6 weeks before the Oktoberfest event. Each volunteer session will be 2.5hrs and the group will meet twice.

You will be able to attend the event.

Coordinator: 1

Part-time positions: 5

Oktoberfest - RSVP

September 2019

Organizes RSVPs for Ocktoberfest event

Coordinator: 1

Oktoberfest - Set-up

October 4, 2019

Help lay the tarp on the floor, assemble the dance floor, help with lighting (carrying it into the gym) and set-up tables & chairs in the gym and tent areas. Some work will take place Friday afternoon/evening (starting at 4 p.m.) with the final set-up completed Saturday morning of event. This is a good job for the guys! You will be finished in time to attend the Oktoberfest event.

Coordinator: 1

Part-time positions: 19

Oktoberfest - Tear-down

October 5, 2019

Take down and store all tables, chairs, and decorations set up for the event. Odd jobs as required to return event spaces to pre-Oktoberfest status. You will be able to attend - this assignment begins following the last dance! (approximately 11 p.m. - 1:30 a.m. until the job is done!) - you will receive the full **Part Time** credit for working this late shift!

Coordinators: 2

*Part-time positions: 15 *More volunteers added for 2019/2020**

Oktoberfest - Welcome

October 5, 2019

Volunteers needed as greeters during the event to staff the check-in area. (Approx. 5 - 9:00 p.m.)

Part-time positions: 14

Oktoberfest - Bar

October 5, 2019

- Set up bar (not Oktoberfest mugs)
- Serve drinks to Oktoberfest guests.
- Clean up bar area and break down bars and entire tent area.

Please note: Volunteers are required to stay until all clean-up as detailed above has been completed.

Coordinator: 1

Full-time positions: 7

Oktoberfest – Door Prize Volunteers - *NEW for 2019*

October 5, 2019

Work the door prize area during Oktoberfest.

- Teardown
- Put away Projector, tables, and signs
- Clean up area at the end of the night

Part-time positions: 2

Oktoberfest – Marketing - *NEW for 2019*

Early Fall - 2019

- Order Yard signs& Banners 2 months before Oktoberfest
- Tape up Oktoberfest Flyer in the press box (football) in early September so announcers can remind fans
- Put out yard signs, banners & tape up flyers at all concessions stands/school office 1 month before Oktoberfest
- Send a RSVP Oktoberfest flyer to Mike Kelly 3 weeks before Oktoberfest so he can put it on FB/Twitter
- Take down all banners after Oktoberfest

Full-time positions: 1



Fashion Show

Fashion Show - Decorations

March 2020

Must be available for a 4 hour time block the day of the event to set up decorations and table settings at the hall. The specific time will be determined as we get closer to the event, but will be between the hours of 10 a.m. and 4 pm.

Full-time positions: 4

Fashion Show - Hair & Make-Up

March 2020

Assist salon providers during the event. Help style hair for models and ushers. (Professional experience is NOT required but is definitely a plus!) The student models/ushers really appreciate of your help! Work begins at 4 p.m. the day of the event.

Coordinator: 1

Fashion Show - Invitations & Seating

February 2020

This assignment takes place about 4-6 weeks before the event, the evening of the event and 1-2 weeks after the event. Meet at the school one evening to prepare invitations for mailing (2-3 hours). Check-in help is needed the evening of the event (2-3 hours). Help writing "**thank you**" notes to all contributors following the event (3-4 hours). Hours may include one or more of the listed assignments. You will be able to attend the Fashion Show.

Coordinator: 1

Full-time positions: 1

Part-time positions: 4

Fashion Show - Models & Ushers

March 2020

Assist models and ushers with fittings at the store and also supervise preparations the night of the event. Clothing must be taken care of and promptly returned by the committee the following day.

Coordinators: 2

Full-time positions: 4

Part-time positions: 13

Fashion Show - Silent Auction Acquisitions

Jan-March 2020

Contact local businesses to acquire donations for the Fashion Show silent auction and fishbowl. Acquisition of items will take place well in advance of the Fashion Show event.

Coordinator: 1, Full-time positions: 10

Fashion Show - Floater

March 2020

Volunteers work the day of the Fashion Show. Volunteers are assigned to help in any area that needs additional help. Duties may include, but are not limited to, assisting with set up before the start of the show: seating guests, assisting models and ushers prepare for the show, support clothing/jewelry vendors, and assisting with silent auction. Shifts can be between 4 and 6 hours and may be assigned anytime from 3pm - 10 p.m.

Part-time positions: 7

Fashion Show - Auction Baskets

March 2020

Meet at the school to assemble baskets for the Fashion Show Silent Auction.

Part-time positions: 6

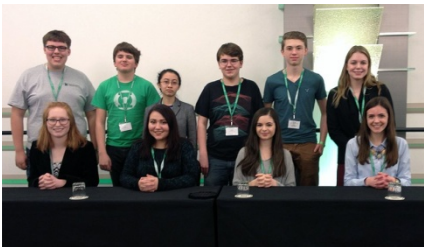
Fashion Show - Auction Monitor

March 2020

Monitor silent auction tables, close-out auction sales and help distribute the gifts. You will not be able to attend the show as a guest. Duties are ongoing throughout the evening.

Coordinator: 1

Part-time positions: 6



Upper Division

Parents Club VP of Upper Division
Ann Stone

Make it Matter Day Lunch (UD)

October 4, 2019

Order lunch for UD and MD, Unload food, set-up and serve pizza/drinks and clean-up following the student lunch at school. Hours: 8:00 a.m. to approximately noon.

Coordinators: 2

Part-time positions: 14

Junior Prom

May 2, 2020

Meet with Junior class moderators and the event planner 1-2 times to finalize details for the Junior Prom. Create and manage a sign-up for junior parents to volunteer to pick up decorations, set up the day before Prom, bring treats for the Prom (baked or purchased) and clean up after prom.

Coordinators: 2

Part-time positions: 2

Student Volunteer Coordinator

Ongoing

Coordinates Upper Division student volunteers for Parent Club activities.

Coordinator: 1 - OPEN

Senior Graduation

May 17, 2020

Assist with set-up, greet guests and graduates and clean-up. The event will be from approximately 10:15 am - 3:30 p.m. Senior Parents **DO NOT** work this event, they **ATTEND** it.

Coordinators: 1

Part-time positions: 10

Senior Graduation Set-Up/Tear Down

May 15-17, 2020

Great job for Dads!! Help with Senior Graduation Set-up Friday afternoon 3:30-6:00 (prep gym, pick up Bordine's order and arrange order); Saturday morning 9:00-11:00 (general graduation set up); Sunday afternoon (if possible) 3:00-6:00 (Graduation break down and return order to Bordine's)

Coordinator: 1

Part-time positions: 12

College Fair

Spring 2020

Help set-up hospitality for the College Fair the day before (approx. 3 hours) and/or work the day of the Fair (6:30 a.m. - 1 p.m.) You will work with a team of volunteers to provide hospitality to the 100+ college representatives attending. This will include breakfast and lunch as well as clean-up following the event.

Coordinator: 1

Full-time positions: 4: Part-time positions: 6

Mothers' Mass & Brunch

March or April 2020

Assist with set-up and clean-up for Mothers' Mass and Brunch. This event is on a Sunday.

Coordinators: 2

Full-time positions: 12

Senior All Night Party

May 2020

Help coordinate the Senior All Night Party which is held after Senior graduation, overnight at Joe Dumars from 10:30 p.m. - 5 a.m. Committee Chairs will meet approximately 5 times during the year and will attend the overnight party.

Overall Chair: 1

Welcome: 1

Communications & Volunteers: 1

Food & Entertainment: 1

Gifts & Raffle: 1

Security: 1

Finance: 1



Middle Division

Parents Club VP of Middle Division
Shannan Heaman

7/8 Grade Dance

May xx, 2020

Coordinate and plan the 7/8th Grade Dance.

Coordinators: 3 – 2 Shadows needed for 2019/2020

8th Grade Reception

May xx, 2020

Assist with a Reception following the Graduation Mass at St. Mary of the Hills parish in Rochester. This is usually a week night commitment from 5 p.m. - 9 p.m. 8th grade parents **DO NOT** work this event, they **ATTEND** it.

Coordinators: 2

Part-time positions: 6

8th Grade BBQ

May xx, 2020

Help plan a BBQ (or simply a lunch) for the 8th graders before they go off to their graduation practice.

Coordinators: 1

Part-time positions: 5

International Day

March xx, 2020

Coordinators: 2- 1 Shadow needed for 2019/2020

Speaker

If you would like to share your heritage and culture or if you have lived in or traveled extensively to another country outside the USA, you can volunteer to be an International Day country host. As a country host, you will organize and plan a presentation that may describe some of the visible and observable aspects of a country's culture (ie, food, language, festivals, dress) and other non-visible elements such as religious beliefs, values, non-verbal communication, attitudes towards age, friendships.

Full-time positions: 12

Helper

Assist International Day Speaker with their "country's" activities on International Day. Approx. 7:00 am - 11:30 am

Part-time positions: 12

Lunch Duty

Monthly

Be with students during lunch and recess at the Middle Division campus. Once a month, teachers are given an opportunity to enjoy a staff lunch together while parents supervise the students. Please consider volunteering for this committee so we can continue to offer this monthly "lunch break" to our teaching staff. Lunch times: 10:50 - 11:25 a.m. You will need to work 5-6 spots to fulfil the part-time role. The Chair will contact you to select your dates.

Coordinator: 1

Part-time positions: 12

8th Grade Family Movie Night

September xx, 2019

Assist with set-up and clean-up at this event.

Coordinator: 1

Part-time positions: 3

Spaghetti Dinner

September 6, 2019

Assist with setting-up, serving and clean-up at this event.

Coordinator: 1

Part-time positions: 5

Hospitality

Ongoing

There are several Middle Division events throughout the year that require hospitality (set-up, serve food, clean-up); such as, New Student Welcome, New Student Lunch, Information Night, Follow Your Student's Schedule, Make it Matter Day Lunch, Fall Concert, Phase Fun Days, NJHS Induction, etc.

If you are interested in volunteering for these type of events - go to the Hospitality section of the sign-up form and select Hospitality. Prior to school starting, you will be contacted by the Hospitality Chair and given the opportunity to sign-up for specific events on first-come, first-served basis.

Coordinator: 1

Various positions - most are called out by the hours required

Office Aide

Ongoing

Assist Mrs. McLeod in the Middle Division office with a variety of tasks. Must be available during school hours.

Coordinators: 2



Lower Division

Parents Club VP of Lower Division

Book Fair

October 18-25, 2019

Help with setup and merchandising of the Book Fair. Assist students and teachers with preparing book "wish lists" during the Book Fair Preview Hours. Sell books to student and parent shoppers during sales hours. Restock Book Fair shelves as necessary, keeping books, shelves and displays neatly organized. Help with pack-up and tear-down of Fair. A typical work shift is divided, ie. 1 hr in the morning (7:30 - 8:30 a.m.) and then 2 hrs in the afternoon (2:30 - 4:30 p.m.). (Additional hours will be needed for set-up and tear-down.) Hours will be scheduled on a first-come, first-served basis.

Coordinators: 2 – 1 Open Coordinator position for 2019/2020

Part-time positions: 15

Music Concert Programs

December 12, 2019 and March 5, 2020

This team of volunteers will be helping the LD Music Teacher with TWO concerts - a Christmas and Spring. You will be asked to help with rehearsals during and/or after school a week prior to the concert and the night of the concert.

You will also help the Concert Chair obtain any costumes and props (cutting & sewing when necessary) and searching for and purchasing items needed (within the budget). Assistance with planning, making and setting up stage props and folding concert programs (about 300). Please have some flexibility with your time commitments - these will be special events for our children!

Coordinator: 1 – OPEN for 2019/2020

Part-time positions: 4

Daddy/Daughter Dance

April 3, 2020

Decorate, take pictures, sell tickets, set-up refreshments and clean-up for this fun evening for daughters and their dads. Volunteers should be available to work the event, as well as assist with set up.

Coordinators: 2

Part-time positions: 8

Fall Family Festival

September 13, 2019

Coordinators: 2, 2 Shadows needed for 2019/2020

Planning Committee

July-September 2019

Planning Committee is for Lower Division Parents only. Want to help plan something special for the families at the Notre Dame Marist Grade School? This event takes place at the school for Notre Dame families to enjoy. You will work with this Committee over the summer to plan the event.

Full-time positions: 5

Fall Family Festival (continued)

Event Support

September 13, 2019

Work at the Lower Division's Fall Family Festival - various tasks include set-up, food servers, ticket selling, run an activity, clean-up, etc. This is a fun event!

Part-time positions: 30

Field Day

June 5, 2020

Help set-up Field Day events, run an activity, clean-up, etc. Approximate time: 7:30am – 1:30pm

Coordinators: 2, 1 OPEN Coordinator position for 2019/2020

Part-time positions: 18

Fifth Grade Graduation

June 3, 2020

Help set-up, serve and clean-up a nice Brunch after Mass for the 5th Graders and their Parents. Work begins at 8 a.m. until noon. Fifth Grade Parents **cannot** work this event.

Coordinator: 1, OPEN for 2019/2020

Part-time positions: 2

Grandparent's Day

Coordinators: 3

Set-Up

October xx, 2019

Help set-up the night before Grandparent's Day.

Coordinator Positions: 3 – 1 OPEN, 1 SHADOW needed for 2019/2020

Part-time positions: 6

Day of Event

October xx, 2019

Help welcome Grandparents into our school on their Special Day! There will be a Mass for students and our "guests," followed by lunch. Your assistance will be needed for hospitality while our guests are visiting and clean-up following the event.

Part-time positions: 8

Hospitality: See Hospitality – Lower Division Signup

Various Dates

Serve, set-up and clean-up at 3 -7 social events (depending on the number of hours), which are scheduled during the day or in the evening. Social events include Meet the Faculty, Parent/Teacher Conferences, Admissions Coffees, Irish Week Lunch and New Parent Orientation to name a few.

Coordinator: 1, OPEN for 2019/2020

Various positions, listed by hours worked

International Day

Coordinator: 1, **Shadow needed for 2019/2020**

Speakers

TBD: May 2020

If you would like to share your Heritage or Cultural Traditions or if you have lived in or traveled extensively to another country outside the USA, you can volunteer to be an International Day Speaker. As a Speaker, you will share elements of your culture that make your culture unique. Some visible elements include music, language, storytelling, food, dance, festivals. Some non-visible elements are values, religious beliefs and rituals, rules of social etiquette, notions of beauty, etc. Program is for the entire school day.

Full-time positions: 10

Event Helper

TBD: May 2020

Assist International Day Speaker with their "country's" activities on International Day. Approx. 7:00 am - 11:30 am

Part-time positions: 10

Lower Division Play

Tentative: May 28 and May 30, 2020

Costumes

April-May 2020

Coordinates and/or designs for the shows minor costume alterations and purchasing.

Coordinator: **OPEN for 2019/2020**

Full-time positions: 1

Set Construction

April-May 2020

Assists in building or painting the sets or props for the show.

Coordinator: 1

Part-time positions: 2

Front of House/Cast Meals

May 2020

Coordinates front of house volunteers for the one performance. Get ushers, handle tickets, and concessions. Also coordinate cast meals for rehearsals on main campus.

Coordinator: 1, **OPEN for 2019/2020**

Lunch Duty

Monthly

Be with students during lunch and outside for recess at the Lower Division Campus. Once a month, teachers are given an opportunity to enjoy a staff lunch together while parents supervise their class. Please consider volunteering for this committee so we can continue to offer this monthly "lunch break" to our teaching staff. Lunch times: 11:00 - 12:00 p.m. or 11:30 - 12:30 p.m. (The Lunch Duty Coordinator will contact you to select your dates.)

Coordinator: 1

Part-time positions: 20

Make It Matter Day

October 4, 2019

Volunteers are needed to assist teachers with class projects and set-up, serve pizza/drinks, and clean-up student lunch (JK through 5th Grade.) Plan on arriving at the UD/MD campus before the student buses arrive @ 7:45 a.m.

Coordinator: 1

Part-time positions: 4

Mother/Son Event

March 27, 2020

This is a great job for Dads! Volunteers needed for set-up, check-in, raffle, and refereeing the games. This is a fun filled evening for Mothers and their Sons to spend quality time together.

Coordinators: 2, 1 OPEN position for 2019/2020

Part-time positions: 3

Principal Coffee and Conversation

Monthly

Provide refreshments for monthly Principal Coffee and Conversation.

Coordinator: 1 – OPEN for 2019/2020

Santa Shop

December 2-6, 2019

Set-up, work during the sale and clean-up. This four-day Christmas Shopping experience is scheduled during the first week of December for students to purchase affordable gifts for their family and friends.

Coordinators: 2

Part-time positions: 14

Teacher Appreciation Lunch

TBD: April 2020

Help the chair organize a fabulous luncheon event for the faculty and staff of the Lower Division.

Coordinator: 1, Shadow needed for 2019/2020

Part-time positions: 2

Trunk-or-Treat

October 27, 2019

If you love to celebrate Halloween, come with your ideas and join in the planning and setup of Trunk-or-Treat!

Coordinator: 1

Part-time positions: 3

Open House (See Admissions signup)

January 26, 2020

Work stations at Lower Division building - tasks include tour guides, greeters, registration, set-up, clean-up, etc.

Coordinator: 1

Part-time positions: 8



Theatre

Teacher/Director: Meredith Scott

Notre Dame Prep Fall Musical

NDP Fall Musical - Associate Producer

August to mid-November

Assist Theatre Program Director with producing the Fall Musical and overseeing all volunteers.

Associate Producers: 2

NDP Fall Musical - Cast Meals

October 21-24, 2019

Serve, buy, and possibly cook food for the Musical students during crazy week.

Coordinator: 1

Full-time positions: 6

NDP Fall Musical – Choreography

September – Show date

Coordinator: 1

NDP Fall Musical - Costumes

November 1-3, 2019. Begin designing in August to mid-November.

Alterations, purchasing, organizing costumes.

Coordinator: 1

Full-time positions: 2; Part-time positions: 1

NDP Fall Musical - Front of House

November 1-3, 2019

Volunteers handling tickets, concessions, ushering for the Fall Musical.

Coordinator: 1, OPEN for 2019/2020

Full-time positions: 2

NDP Fall Musical - Graphics

Fall 2019

Design the logo for the t-shirt, publicity, and the program.

Coordinator: 1

NDP Fall Musical - Hair and Make-Up

Week of the show: October 28-November 2, 2019

Assist actors with their hair and makeup for the Fall Musical. Needed during some dress rehearsals too.

Coordinator: 1, OPEN for 2019/2020

Full-time positions: 4

NDP Fall Musical - Photography

Mid-October and again the week of the show

Take headshots of students and take photos during dress rehearsals. Editing skills a plus!

Coordinator: 1

NDP Fall Musical - Production Party

November 4, 2019

Plan the cast party for 80-100 people on the Tuesday before we leave for break.

Coordinator: 1, OPEN for 2019/2020

NDP Fall Musical - Programs

September - early November

Responsible for creating the program layout for printing. Duties include collecting bios, handle program ads, working with photographer, and proofreading.

Coordinator: 1

NDP Fall Musical - Publicity

October - mid November

Coordinate publicity with Notre Dame marketing director. Promote the play to local parishes, families, and surrounding newspapers.

Coordinator: 2 – 1, OPEN for 2019/2020

NDP Fall Musical - Set Construction

Mid-September to mid-November

Assist in building the sets or props for the Fall Musical.

Coordinator: 1, OPEN for 2019/2020

Full-time positions: 4

Part-time positions: 4

NDP Fall Musical - Set Painting

Late September to mid-November; several Saturday paint days

Paint the sets for the Fall Musical.

Coordinator: 1

Students handle all the painting.

NDP Fall Musical - Sound Design

November 2019

Coordinator: not needed this year

NDP Fall Musical – Truck Driver

November 11th (12-6pm) approx

November 18th (6 - 10pm) approx

Rent a U-haul or find a 26 ft long truck and drive it on load-in and load-out day (this would be over 2 days). Assist with unloading.

Coordinator: 1

Notre Dame Prep Spring Play

NDP Spring Play - Producer

Spring 2020

Assist Theatre Program Director with producing the show and overseeing all volunteers.

Producer: 1

NDP Spring Play - Costumes

February to mid April 2020

Alterations, purchasing and organizing costumes.

Coordinator: 1

Part-time positions: 2

NDP Spring Play - Set Construction

February to mid April 2020

Assist in building the sets or props for the show

Coordinator: 1 – OPEN for 2019/2020

Full-time positions: 2

Part-time positions: 2

Marist Academy (Middle Division) Musical

Marist Musical - Associate Producers

October 2019 – February 2020

Assist Theatre Program Director with producing the show and overseeing all volunteers.

Associate Producers: 2

Marist Musical - Cast Meals and Party

February 3-7, 2020. Cast Party: February 7, 2020

Serve, buy, and possibly cook food for the musical students during crazy week.

Coordinator: 1

Part-time positions: 4

Marist Musical - Choreography

September 2019– February 2020

Choreographs the musical.

Coordinator: 1

Marist Musical - Costumes

September 2019– February 2020

Alterations, purchasing and organizing costumes.

Coordinator: 1 – OPEN for 2019/2020

Full-time positions: 2; Part-time positions: 1

Marist Musical - Front of House

February 7-8, 2020

Volunteers handling tickets, concessions, ushering for the Marist Musical.

Coordinator: 1

Full-time positions: 2; Part-time positions: 2

Marist Musical - Hair and Make-Up

Week of the Show – February 7-8, 2020

Coordinate and instruct hair and makeup volunteers. Help cast members with hair design and makeup application before each performance.

Coordinator: 1

Marist Musical - Programs

December 2019 - January 2020

Responsible for creating the program layout for printing. Duties include collecting bios, handle program ads, working with photographer, and proofreading.

Coordinator: 1

Marist Musical - Publicity

December 2019 - January 2020

Coordinate publicity with Notre Dame marketing director. Promote the play to local parishes, families, and surrounding newspapers.

Coordinator: 1

Part-time positions: 1

Marist Musical - Set Construction

October 2019 – February 2020

Assist in building the sets or props for the Marist musical.

Coordinator: 1

Full-time positions: 3

Part-time positions: 3

Marist Musical - Set Painting

Saturdays in January 2020

Paint the sets for the musical.

Coordinator: 1 – OPEN for 2019/2020

Full-time positions: 2

Part-time positions: 2

Marist Musical – Truck Driver

February 3, 2020 (5-10pm) approx

February 8, 2020 (7 - 11pm) approx

Rent a U-haul or find a 26 ft long truck and drive it on load-in and load-out day (this would be over 2 days). Assist with unloading.

Coordinator: 1

Marist Academy (Lower Division) Musical

If you are interested in volunteering for Lower Division play - go to the Lower Division section of the Sign-Up form.



Band and Choir

Band General Support

General support where needed doing the following types of activities:

- Video of performances at games, concerts & festivals
- Concert set-up
- Chaperone - buses for pep band, parades, festival, graduation, other outings, etc.
- Open House assistance
- Uniform help
- Helping with Homecoming Band Tailgater & Band Banquet
- Hospitality for Meals for Marchers, home games, etc.

You will schedule your hours with the Band Volunteer Coordinator.

Coordinator: 1 – Overall Coordinator

Full-time positions: 18

Part-time positions: 18

Band Christmas Concert

December 4, 2019

Provide Hospitality Service: Set-up, Serve, Clean-up food service. Refrigerate left-over perishable food (can take it to the teachers lounge).

Coordinator: 1 – Overall Coordinator for Band Hospitality

Part-time positions: 3

Band Spring Concert

May 4, 2020

Provide Hospitality Service: Set-up, Serve, Clean-up food service. Refrigerate left-over perishable food (can take it to the teachers lounge).

Coordinator: 1 – Overall Coordinator for Band Hospitality

Part-time positions: 3

Choir Christmas Concert

December 4, 2019

There are 4 different jobs that we need help with to make the Pre-Concert Pizza and Choir Christmas Concert a success:

A. Help serve pizza to our choir students before their concert.

Date: December, 4 2019

Dinner will be served at 6pm (Pizza/salad/water should be delivered by 5:45pm).

B. Concert starts at 7pm

1. **Coordinator for the Event:** We need someone to confirm the dates, confirm food order/quantities, contact volunteers, help make Cookie Donation signup genius for Choir Parents, and coordinate decorations. This person should be available on the night of the event to assist where needed.

2. **Pizza before the concert:** Student Dinner Pick-up/Delivery: We need a volunteer to order/pick-up and deliver Cottage Inn Pizza/Salad and Costco waters to the students by 5:45pm on 12/4. We will provide you with quantities for the order. All expenses will be reimbursed via the Parent Club. This is a 2.5 hour position. The reimbursement form can be found here: <http://www.ndpma.org/wp-content/uploads/2016/05/PC-Expense-Reimbursement-Form-2017-18.pdf>

3. Concert Set up Crew/Dinner Crew/Clean up Crew: This is a 5 hour position. Arrive at 4:30pm to help setup and decorate the cafeteria (decorations will be provided). After setup help serve dinner to the students and make sure the cafeteria gets straightened up at the end of the night.

4. Cookie Tray Crew/Beverage Crew/Clean up Crew: This is a 3.5 hour position. Arrive by 6pm to take cookies from parents who have volunteered to bake. Arrange them on plates/trays... they will be served during intermission at the "cabaret style seating". FLIK will be providing beverages, make sure they are set up and ready to go. Help clean up at the end of the night.

For Pizza before the concert: Last years pizza order: Cottage Inn; 2 large square, 10 round pizzas, and 2 large salads . This was perfect for 100 people.

The reimbursement form can be found by following this link: <http://www.ndpma.org/wp-content/uploads/2016/05/PC-Expense-Reimbursement-Form-2017-18.pdf>

This event includes a pizza dinner for the choir students before the concert.

Coordinator: 1 – OPEN for 2019/2020

Part time Position: 6

Choir Pizza Dinner for Students

October 16, 2019

Help serve pizza to our choir students before their concert.

Event Details

Date: October 16, 2019

Dinner will be served at 6pm (Pizza/salad/water should be delivered by 5:45pm).

Concert starts at 7pm

Volunteer Details:

* Two volunteers are needed to work the event from 5:30pm - 7:30pm. This will including setting up the pizza, salad, water, plates, etc... and cleaning up after.

* We need one volunteer to order/pick-up pizza/salad and purchase/bring water to the event (in addition to working the event). Approximately 100 people are expected. If you are interested in taking care of the pizza/water, please choose the 5 hour job below. Ellie Carter will assist with food requirements and confirm the headcount.

Last years pizza order: Cottage Inn; 2 large square, 10 round pizzas, and 2 large salads . This was perfect for 100 people.

The reimbursement form can be found by following this link: <http://www.ndpma.org/wp-content/uploads/2016/05/PC-Expense-Reimbursement-Form-2017-18.pdf>

Part-time Position: 3

Choir Concert on Hill

June 9, 2020

Help plan the final Chorus event of the school year. Our students audition to perform at this showcase of talent. Weather permitting, it is held on the "hill" at the end of the "B" wing of the high school. Share you time and love of good Music and help continue the tradition!

Coordinator: 1

Full Time Positions: 4

Part Time Positions: 12

Choir - Overall Coordinator

Timing is Flexible

This person will take the position that Tom Convery has held for the last few years. This person will liaise with Mr. Fazzini to make sure that all choir committees have the resources they need and a general execution plan (Parent Club will supply the volunteers for the different events). This position will also liaise with the Parent Club to make sure events are understood and properly funded. This will require attending the Parent Club Meetings on occasion (the first Wednesday of every month at 6:30pm). This is a 10 hour F/T position).

Full Time Position: 1

Choir Enrichment

Timing is Flexible

Work with Mr.Fazzini to arrange for several activities outside the school day which will provide for application of the skills developed in the choir program. Targeted activities might include:

Trip to weekend musical matinee (Detroit Opera House) with backstage tour.

Christmas Caroling (Mall or Senior Center)

Full Time Position: 1

Choir Publicity

Timing is Flexible

Work with Mr. Fazzini to help spread the good news about choir events. This could include helping to organize a couple nursing home visits, etc..... This is a F/T – 10 hour position. No Coordinator responsibilities.

Full Time Position: 1- OPEN for 2019/2020

Choir Photography Coordinator

Timing is Flexible

Mr. Fazzini would like someone to video a few performances so the choir can watch, learn, and improve. The ideal candidate would be available for a few events/year and ideally we could combine this with some Photography as well. This is a F/T, 10-hour position. No Coordinator responsibilities.

A video camera and tripod are available for use. Generally parents of participants are willing to video these events for us. The resulting raw videos are excellent complements/feedback for classroom instruction. We would like to title/edit these concert videos into separate clips/videos of individual choir or selection performances.

Arrange for editing of photos and posting of select photos to a cloud directory for the use of the Choir Boosters, Parent Club, and school administrations.

Full Time Position: 1

Choir Uniforms

Timing is Flexible

This is a great position for choir parents. Collect and catalog uniforms at the end of the year. Send out reminder emails (or calls) to families who haven't yet handed in uniforms. This is a F/T – 10 hour position. No Coordinator responsibilities.

Full Time Positions: 1, OPEN for 2019/2020



Speech and Debate

Speech/Debate Paperwork (UD/MD)

Ongoing

Log Upper and Middle Division student points into the National Registry after tournaments, performances, liturgies, etc. This is ideal for parents who prefer to work on their own time at home and communicate by email with the Head Coach.

Full-time positions: 2 (one for Upper Division; one for Middle Division)

Debate Judges - Luck of the Irish Invitational (UD/MD)

March 7, 2020 (7:30am – 4:30pm)

Judge Speech and Debate events - training provided online - must be able to work 3/16/19

Full-time positions: 4

League Tournament Debate Judge (UD/MD)

Dates are TBD

Judge congressional debate or public forum at after school tournaments from 3:30 to 6:30 pm (approx.) three times during the school year. New judges can complete online training.

Full-time positions: 2

Speech/Debate (UD/MD) Tournament Prep Room and Tab Entry

March 7, 2020 (7am – 4pm)

Data enter scores for events – online training provided prior to event.

Full-time positions: 1

Michigan Youth in Government Volunteer (FT)

November 24-26, 2019

Attend MYIG event as adult advisor; assist in chaperone responsibilities. The event takes place in Lansing.

Full-time positions: 1

Irish Invitation Debate - Food service & General Hospitality

March 7, 2020

There is one Speech and Debate events that requires hospitality (set-up, serve food, clean-up). The food is provided by the department. Volunteers just need to setup, serve, clean up.

Part Time Positions: 3



Campus Ministry

Community Outreach: Angels Place Game Night

March x, 2020

Serve/work with Campus Ministry to support the NDP Social Justice Committee. Time commitment is 5:00 - 9 p.m. Three drivers and one chaperone is requested.

Part-time positions: 4

Community Outreach: The Great Give

November -December 2019 Timeframe

Order and deliver turkeys to non-profit facility in November and pack-up and deliver clothing from MD drive to Baldwin Center in December.

Part-time positions: 2

Sophomore Retreat (UD)

September xx and xx, 2019

The Sophomore class participate in a Community Outreach Day. Volunteers will chaperone and accompany the students for the day. Two school days in September from 7:30 a.m. - 2:30 p.m. Sophomore parents, you **will not** be assigned to your child's group.

Coordinator: 1

Part-time positions: 17

Freshman Retreat (UD)

September xx and xx, 2019

Takes place at St. Hugo of the Hills over 2 days.

The Captain will order food and deliver for both days. The workers will help serve and cleanup. Approximately 140 - 190 students participate over both days. Della Lawrence can provide the breakdown for each day.

Full-time positions: 1 (Captain – helps to organize the part time volunteers)

Part time positions: 5 volunteers

Peer Ministry (UD)

February xx, 2020

Provide a home cooked lunch on day 2 of the retreat. Captain should organize food and deliver. Volunteers help serve and clean up.

Full-time positions: 2 (Captain – organizes other volunteers)

Part time Positions: 2

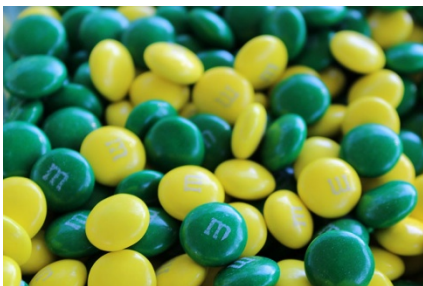
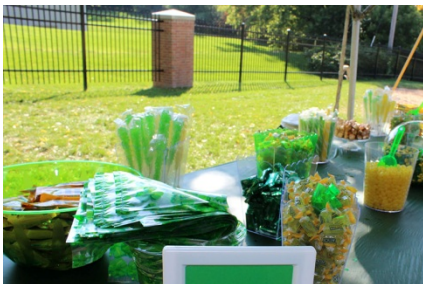
Liturgical

Ongoing

Oversee altar set-up and clean-up for 3 School Masses. Be available 7:45 a.m. - 11 a.m. on Liturgy Day. Schedule of liturgies are posted in the sign-up form. You can choose your hours.

Coordinators: 2

Total hours available: 85 hours



Hospitality

Overall Hospitality Coordinators

Ongoing

For the 2019/2020 school year, we will continue to utilize FLIK at times when food is required. This is going to make it much more efficient with reducing time involved, costs, reimbursement forms and the unnecessary inventory of items. Responsible for coordinating assigned events with Hospitality Chair and School Administration. Duties include contacting your Committee of Assigned Volunteers prior to event, ordering food items, *Coordinator: Lower Division – 1 OPEN*, Middle Division/Upper Division: 1

Hospitality Event Support

Many Opportunities - Ongoing

Please see the “Hospitality - Lower Division, Hospitality – Middle Division, and Hospitality – Upper Division” signups to see all the ways you can serve. These positions are mostly listed by hours (not “Part Time” and “Full Time”)

UPPER DIVISION HOSPITALITY:

Assignment	Shift Time	Shift Hours	# Volunteers	Category	Hospitality Captain	Order Food - FLIK	Approx. # of People Attending	Food Description	Event Location
Senior Parent Meeting #1	6:30 - 8:30pm	2	2	Upper Division	No	Yes	125	Small bottles of water, cookies, bagged chip or pretzel - No Coffee	Cafeteria
Senior Parent Meeting #2	6:30 - 8:30pm	2	2	Upper Division	No	Yes	125	Small bottles of water, cookies, bagged chip or pretzel - No Coffee	Cafeteria
UD - Follow Your Student's Schedule	6:30 - 8:30pm	2	3	Upper Division	No	Yes	800-900	Small bottles of water, cookies, bagged chip or pretzel - No Coffee	Triangle Area - windows across from guard stand
Honors Convocation and NHS Induction Ceremony	6:30 - 9:30pm	3	2	Upper Division	Yes	No	800 ish	Event starts at 7 p.m. - refreshment are available after ceremony at 8:30 p.m. Cider and Donuts 12-15 gallons of cider 1000 Donut Holes	Under the Oktoberfest Tent
Fall Conference Goodie Bags	Flexible	3	2	Upper Division	No	Yes	70-90	Volunteers will get a budget and can fill the bags as they see fit.	Gym/Cafetorium/Media Center
Fall Conferences #1 (supports UD/MD)	5:00 - 8:30 p.m.	4	4	Upper Division	Yes	Yes	UD= 500 MD = 225 order #'s: UD = 350 MD=180	* Water/Cookies (FLIK) * Pretzels or Trail Mix (Captain to purchase)	Gym/Cafetorium
Fall Conferences #2 (supports UD/MD)	7:30 - 10:30 a.m.	4	4	Upper Division	Yes	Yes	FLIK can provide. Make sure he knows we had too much for Follow your students	Bagels, coffee, water (FLIK) * Fruit (Captain to purchase)	Gym/Cafetorium
Incoming Freshman Orientation #1	12:30 - 3:30 p.m.	3	2	Upper Division	No	Yes	220-240	coffee, water, cookies, something salty	Cafeteria
Incoming Freshman Orientation #2	6:30pm - 9:30pm	3	2	Upper Division	No	Yes	220-240	coffee, water, cookies, something salty	Cafeteria
Spring Conference Goodie Bags	Flexible	3	2	Upper Division	Yes	No	70-90	Volunteers will get a budget and can fill the bags as they see fit.	Gym/Cafetorium/Media Center
Spring Conferences (supports UD/MD)	5:00pm - 9:00 p.m.	4	4	Upper Division	Yes	Yes	FLIK can provide	* Water/Cookies (FLIK) * Pretzels or Trail Mix (Captain to purchase)	Gym/Cafetorium
Spring Conferences (supports UD/MD)	7:30 - 11 a.m.	4	4	Upper Division	Yes	Yes	FLIK can provide	Bagels, coffee, water (FLIK) * Fruit (Captain to purchase)	Gym/Cafetorium
Irish Week Lunch	9 a.m -1pm	4	10	Upper Division	Yes	No - Captain to handle	1100	UD Chair will order pizza for MD.	Cafeteria

MIDDLE DIVISION HOSPITALITY:

Assignment	Shift Time	Shift Hours	# Volunteers	Category	Hospitality Captain	Order Food - FLIK	Approx. # of People Attending	Food Description	Event Location
New Student Welcome	8:45 - delivered to table outside MD office	2	2	Middle Division	No	Yes	70	Bagel & Juice boxes	D Wing
First Day of School Snack	noon - delivered to MD office	2	2	Middle Division	No	Yes	215	Little Water & Snack (granola bar or fruit snack or whatever)	
MD - Follow Your Student's Schedule	event says 6-8:30pm this year 6:30 p.m.-8:30 p.m.	2	2	Middle Division	No	Yes	approx 180	Cookies & water	D Wing
Block Day Snack	1pm - 2pm	2	2	Middle Division	YES	No	195	Distribute snack to middle division students during a school day	D Wing
Block Day Snack	1pm - 2pm	2	2	Middle Division	YES	No	195	Distribute snack to middle division students during a school day	D Wing
Make it Matter Day Lunch	8:30 - 12:45pm	4	6	Middle Division	Yes	No		See Event Summary Forms	
Testing Day Snack	9am - 11am	2	2	Middle Division	Yes	No	190	Similar to Block Day Snacks (Block Day Snacks Captain will handle this event)	D Wing
Block Day Snack	11:05-11:45 am	2	2	Middle Division	YES	No	195	Distribute snack to middle division students during a school day	D Wing
Block Day Snack	11:05-11:45 am	2	2	Middle Division	YES	No	195	Distribute snack to middle division students during a school day	D Wing
Irish Week Lunch	9 a.m -Noon	3	10	Middle Division	Yes	No		The Captain for UD Irish Week Lunch also handles MD Irish Week Lunch	
Block Day Snack	11:05-11:45 am	2	2	Middle Division	YES	No	195	Distribute snack to middle division students during a school day	D Wing
Community Project Night	6-9 pm	4	2	Middle Division	No	Yes	Ask Beth Heimbuch	Ask Beth Heimbuch	cafeteria
Block Day Snack	11:05-11:45 am	2	2	Middle Division	YES	No	195	Distribute snack to middle division students during a school day	D Wing
NJHS New Member Induction	6:30 - 9:30pm	2	2	Middle Division	Yes	Yes	200	Must order/pickup cake from Costco. Order Water from FLIK	Cafeteria
Yearbook Event	1 - 2:45 p.m.	3	6	Middle Division	Yes	No	215	yearbook distribution (2) See Event Summary Form for list	D Wing

ALL HOSPITALITY EVENTS ARE STILL BEING CONFIRMED – I WILL TRY TO UPDATE THIS AGAIN BEFORE THE MAY SIGNUP RELEASE

LOWER DIVISION HOSPITALITY:

Assignment	Shift Time	Shift Hours	# Volunteers	Category	Hospitality Captain	Order Food - FLIK	Approx. # of People Attending	Food Description	Event Location
First Day of School (the one we missed last year)				Lower Division		Yes			
Family Ice cream Social/Dance Party	Event: 2-4pm Shift time: 1:15pm - 4:15pm	3	2	Lower Division	Yes	No	120	3 tubs vanilla ice cream & 2tubs chocolate ice cream	Lower Division
Meet the Faculty	Shift time: 6:30pm - 9pm		2	Lower Division	No	Yes	175	Water/Cookies (choco chip and snickerdoodle)/ Trail Mix	Lower Division
Fall Parent/Teacher Conferences (LD)	5:00 - 8:30 p.m.	4	2	Lower Division	Yes	Yes	LD = 130 order #s LD = 100	* Water/Cookies (FLIK) * Pretzels or Trail Mix (Captain to purchase)	Media Center (UD)
Fall Parent/Teacher Conferences (LD)	7:30 - 10:30 a.m.	4	2	Lower Division	Yes	Yes	FLIK can provide. Make sure he knows we had too much for Follow your students	Bagels, coffee, water (FLIK) * Fruit (Captain to purchase)	Media Center (UD)
Tree Lighting	event: 6:30pm Shift Time: 6pm - ?	2	2	Lower Division	No	Yes	Ask Mary Johnson for number	Cookies/Hot Chocolate	Lower Division
Spring Parent/Teacher Conferences (LD)	5:00pm - 9:00 p.m.	4	2	Lower Division	Yes	Yes	100	* Water/Cookies (FLIK) * Pretzels or Trail Mix (Captain to purchase)	Media Center (UD)
Spring Parent/Teacher Conferences (LD)	7:30 - 11 a.m.	4	2	Lower Division	Yes	Yes	50	Bagels, coffee, water (FLIK) * Fruit (Captain to purchase)	Media Center (UD)
Irish Week Lunch	10:45 - 11:45	1	1	Lower Division	No	No		Juice boxes, Cookies, plates and napkins. Kathy Bower will take care of the pizza	
5th Grade Exhibition	6pm - 9pm	3	2	Lower Division	No	Yes	Ask Mary Johnson for number	Water/Cookies/Pretzels or Trail Mix	Lower Division Classrooms
LD Art Show	6pm - 8pm	2	2	Lower Division	No	Yes	Ask Mary Johnson for number	Water/Cookies/Pretzels or Trail Mix	Lower Division
New Parent Orientation	6:30pm - 8:30pm	2	2	Lower Division	No	Yes	Ask Mary Johnson for	Ask Mary Johnson	Lower Division

ALL HOSPITALITY EVENTS ARE STILL BEING CONFIRMED – I WILL TRY TO UPDATE THIS AGAIN BEFORE THE MAY SIGNUP RELEASE



General

Advertising Committee

June-August 2019

Great opportunity to fulfill your full 10 hours of service before school starts! (June - Aug.) You will be responsible for visiting and/or calling area businesses and friends to sell ads for the programs used by our Athletic Dept, as well as such events as the Fashion Show and Golf Outing. Sales experience is helpful but not required. You will work with the Advertising Chair and be required to give periodic updates on your progress.

Coordinator: 1

Full-time positions: 12

Bookstore

Ongoing

Assist in the Book Store selling spirit wear and accessories during Fall and Spring Conferences, Fall Open House, Freshman Orientation and various events throughout the school year.

Coordinator: 1

Part-time positions: 7

BoxTop\$

Ongoing

Manages BoxTops\$ and Campbell's Soup Labels program for all three divisions.

Coordinators: 1

Ski Club

Winter 2019/2020

Coordinates UD, MD, LD Ski Club activities.

Coordinators: 1

Part-time positions: 7

Teacher Appreciation Lunch

February 2020

Show your support of the Upper and Middle Division Staff by volunteering at the Teacher Appreciation Lunch from 8 a.m. - 2 p.m.

Coordinator: 1

Part-time positions: 4

Used Uniform Sale

May/June 2020

Assist at the Used Uniform Sale for all three divisions.

Coordinator: 3

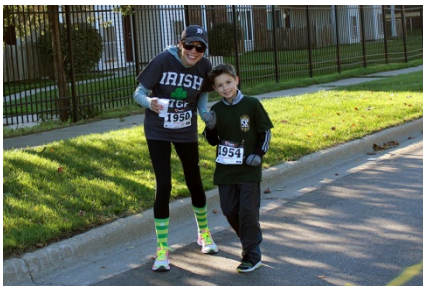
Part-time positions: 18

VEX IQ

Ongoing

Program coordinators for the 3rd - 8th grade for VEX IQ.

Coordinators: 1



Admissions and Advancement

Admissions

Open House – Upper Division

October 20, 2019

Coordinators: 3

Set-Up

TBD

Help the day before Open House preparing the UD/MD campus for visitors:- set-up tables, put-up posters, etc. **Men Needed!**

Part-time positions: TBD

Event Support (UD)

October 20, 2019

Opportunity for the public to view our school. Work stations include: - greeters, registration, set-up, clean-up, etc.

Part-time positions: TBD (Upper Division). Part-time positions: TBD (Middle Division), 8 (Lower Division)

Open House – Lower & Middle Division

January 26, 2020

Coordinators: 3

Set-Up

TBD

Help the day before Open House preparing the UD/MD campus for visitors:- set-up tables, put-up posters, etc. **Men Needed!**

Part-time positions: TBD

Event Support (UD)

October 20, 2019

Opportunity for the public to view our school. Work stations include: - greeters, registration, set-up, clean-up, etc.

Part-time positions. Part-time positions: TBD (Middle Division), 8 (Lower Division)

Advancement

Advancement Office Aide

Ongoing

Coordinators: 1

Miscellaneous office tasks that can be done at the Advancement Office or your own home. Tasks include organizing files, stuffing envelopes, making copies, data entry, phone calls, etc.

Part-time positions: 4

Advancement Event Support

Ongoing

Help a fun event by doing a variety of tasks (serving food, passing out t-shirts, etc.)

Full-time positions: 11. Part-time positions: 8

Contact Information:

Becky Ricci/Mary Johnson
Parents Club Volunteer Coordinator
volunteer@ndpma.org

Website:

<http://www.ndpma.org/current-families/parents-club/>