



NOTRE DAME

**Notre Dame Preparatory School
and
Marist Academy**

**Parents Club
Volunteer Activities Catalog
2021/2022**

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Table of Contents

Category	Page
How Do I Sign Up?	3
FAQs	4
Super Raffle	7
Oktoberfest	9
Fashion Show	12
Notre Damp Prep (NDP)	15
Middle School	18
Lower School	21
Theatre	26
Band and Choir	32
Speech and Debate	37
Campus Ministry	39
Hospitality	41
General	45
Admissions and Advancement	47



Dates and Open Coordinator Positions are now listed on the first page of each activity category

If you would like to sign up for an **OPEN** Coordinator or Shadow Position – please contact Kim Wisniewski at volunteer@ndpma.org now! (signups before May 1st are permitted for these positions...avoid the rush!!)



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 upcoming 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>
3. If you are having trouble with the web portal – please see the following website for help: [OnVolunteers Tips](#)

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 of the graduation year.

How do I make a change?

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

After June 15, 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.

Notre Dame Preparatory School & Marist Academy

Parents Club Volunteer Hours

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 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 signed 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 for the following 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 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. 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" for an event it is a placeholder until the school provides the actual date. There are never any volunteer events scheduled for January 1.

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 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 the Parent Club Volunteer Coordinator at volunteer@ndpma.org.



Super Raffle

2021/22 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
SUPER RAFFLE		
Super Raffle - Data Entry	January - February 2022	Kathy Conroy Gayle Hinds
Super Raffle - Raffle Mailing	November - December 2021	Toby Roth Molly Metz
Super Raffle - Ticket Separating	Approximately 1 week before Oktoberfest: February 2022	Toby Roth Molly Metz

Super Raffle - Data Entry

Mid August – end of Sept

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 during August and September in the mornings (7- 8:00 a.m. or 9 - 1:00). One volunteer will be needed the night of the event. You must have basic computer skills.

Coordinators: 2

Part-time positions: 10

Super Raffle - Raffle Mailing

June

Volunteers are needed to help with the Super Raffle Mailing. This event will take place on a Saturday Morning in early June between 8am-1pm. Please only sign-up if you can support this timeframe. Please note, your hours will count for the next school year! This is a great opportunity to get your hours done early.

Coordinators: 2

Part-time positions: 30

Super Raffle - Ticket Separating

Approximately 1 week before Oktoberfest

Volunteers needed to separate raffle tickets a few days before Oktoberfest. Evening hours will be available. You will be contacted by the coordinator with specific dates/times to work.

Coordinators: 2

Part-time positions: 10



Oktoberfest

2021/22 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
OKTOBERFEST		
Oktoberfest - Co-Chairs	Starting in August 2021	Lauire Keoleian Leslee Risi Stacy Babich
Oktoberfest - Decorations	Tentative February 2022	Kerri Wayne
Oktoberfest - Assist Caterer, Manage Dinner Flow, Desserts	Tentative February 2022	OPEN
Oktoberfest - Invitations	Fall 2021	Patricia Noga Shadow Needed
Oktoberfest - RSVP	Fall 2021	Kristal Grossi Shadow Needed?
Oktoberfest - Set-up	Tentative February 2022 (day before the event)	Lovell Parker
Oktoberfest - Tear-down	Tentative February 2022	Horacio Frias Sanchez? Maria Lomeli-Garcia?
Oktoberfest - Welcome	Tentative February 2022	Patricia Noga Shadow Needed
Oktoberfest - Bartenders	Tentative February 2022	Julia Jones
Oktoberfest - Door Prize Volunteers	Tentative February 2022	None Needed
Oktoberfest - Marketing	Work begins in November 2021	Krystin Brown?

Oktoberfest – Assist Caterer, Manage Dinner Flow, Desserts, and Clean-Up

Day of Event

This takes place the day of the event. This committee will manage the buffet line, call tables to buffet, manage dinner flow, manage coffee and dessert table, tear down buffet line, break down tables and put linens away, put poster in Marist closet, Leave café clean. In the dining area: keep tables clean and empty garbage. Time: 4PM-10 PM (during the event)

Coordinator: 1

Part-time positions: 13

Oktoberfest - Decorations

Day of Event

This committee will involve 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 - Invitations

Early September

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

Organizes RSVPs for Ocktoberfest event

Coordinator: 1

Oktoberfest - Set-up

Day Before Event

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. Most 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

Day of Event Time: approximately 15 minutes before the event ends – 3am – or – until the job is done!

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!. You will receive the full **Part Time** credit for working this late shift!

Coordinators: 2

Part-time positions: 15

Oktoberfest - Welcome

Day of Event

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

Day of Event Time: Please arrive by 4:30pm

- Set up bar (not Oktoberfest mugs)
- Serve drinks to 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.

You must check out with the coordinator before leaving. This is a F/T position worth 10 hours regardless of a potential early dismissal time.

Coordinator: 1

Full-time positions: 7

Oktoberfest – Door Prize Volunteers

Day of Event

Work the door prize area during Oktoberfest from 7pm – 10 pm.

- Teardown
- Put away Projector, tables, and signs
- Clean up area at the end of the night
- Raffle goes from 7:30pm – 9:00pm

Part-time positions: 2

Oktoberfest – Marketing

Early Fall

- Order banners 2 months before Oktoberfest
- Tape up Oktoberfest flyers in the press box (football) in early September so announcers can remind fans
- Put out 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

2021/22 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
FASHION SHOW		
Fashion Show - Co-Coordiators	March xx, 2022	Rumia Ambrose-Burbank Liz Brisley SHADOW NEEDED
Fashion Show - Decorations	March xx, 2022	Handled by Event Chairs
Fashion Show - Wine Pull	March xx, 2022	Ronia Kruse
Fashion Show - Invitations & Seating	February 2022	Melissa Burtraw
Fashion Show - Models & Dancers	March xx, 2022	OPEN OPEN
Fashion Show - Silent Auction Acquisitions	Jan-March 2022	Alexis Scott-Smith
Fashion Show - Floater	March xx, 2022	Handled by Event Chairs
Fashion Show - Auction Baskets	March 2022	Ingrid Schieffer Shadow Needed: TBD
Fashion Show - Silent Auction Monitor	March xx, 2022	Ingrid Schieffer Shadow Needed: TBD

Fashion Show - Decorations

March

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 12pm – 5pm

Full-time positions: 4

Fashion Show - Invitations & Seating

February

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 & Dancers

March

This position is responsible for the development and execution of the performance.

- Oversee the process for model and dancer selection, clothing vendor relationships and communications.
- Responsible for coordination of dance rehearsals and music.
- Assist models and dancers with fittings at the store.
- Coordinate hair and make-up with our selected vendor.
- Develop run-of-shos for the event
- Provides execution and oversight the eventing of the show and is responsible for pick-up, care, and drop-off of the wardrobe.

Coordinators: 2

Full-time positions: 4

Part-time positions: 13

Fashion Show - Silent Auction Acquisitions

Jan-March

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

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

Meet at the school to decorate auction items for display the night of the Fashion Show.

Part-time positions: 4

Fashion Show – Silent Auction Monitor

March

Responsible for the organization of silent auction and fish bowl items which includes:

- Cleaning up descriptions
- Adding photos
- Uploading items to our online auction site
- Provide oversight for items to be displayed the evening of the event.

This includes packaging items and creating display tags

- Oversight of volunteers the evening of the show for the auction and fish bowl event.

Duties are ongoing throughout the evening.

Coordinator: 1

Part-time positions: 6



Notre Dame Prep (NDP)

2021/22 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
UPPER DIVISION Parents Club Upper Division VP - Ann Stone		
St. Peter Chanel Day of Service	April xx, 2022	Brooke Acre Colleen Ferrara Shadow for Brooke: OPEN
Junior Prom	April xx, 2022	OPEN
Student Volunteer Coordinator	Ongoing	OPEN
Senior Graduation	May xx, 2022	Brian Little
Senior Graduation Set-Up/Teardown	May xx-xx, 2022	Carrie Hepner Karyn Dreer
College Fair	TBD April xx, 2021	Kim Anderson
Mother's Mass and Brunch	April xx, 2022	Crystal Lawroski
SANP - Chair	May xx, 2022	Renee Fraser Margie Wells
SANP - Finance	May xx, 2022	Tina Cusac
SANP - Food & Entertainment	May xx, 2022	Richard Cox
SANP - Gifts/Raffle Chair	May xx, 2022	Debbie Privert
SANP - Security	May xx, 2022	Debbie Privert Molly Williams
SANP - Welcome	May xx, 2022	OPEN
		Molly Williams

St. Peter Chanel Day of Service Lunch (NDP)

Day of Event

Order lunch for NDP and Middle Division, Unload food, set-up and serve pizza/drinks and clean-up following the student lunch at school (for UD only, MD has their own volunteer). Hours: 8:00 a.m. to 1pm.

Coordinators: 2

Part-time positions: 14

Junior Prom

Coordinator

-Meet with Junior class moderators and the event planner to help make Junior Prom a memorable event for our students! Please note, that it is preferred that the coordinator have an 11th grade student at the time of the event.

-Meet with the Junior class moderators in January/February to finalize details for the Junior Prom which will be held in the cafeteria.

-Recruit Junior parents through emails, newsletter notices, and personal connections to support the event (set-up, serve snacks/beverages, coat check, tear-down).

-Create and manage a sign-up for Junior parent volunteers.

-Bring treats and beverages for the event (baked or purchased).

-Assist with set-up before the event (approximately 3:30pm-7:00pm) AND tear-down after the event (approximately 11:00pm-12:00am).

Part Time Position

Day before and day of the event

-Work with Junior class moderators, coordinators, event planner, and others to help make the Junior Prom a memorable event for our Juniors by transforming the cafeteria!

-Assist with set-up the night before the event (approximately 3:30pm-7:00pm) AND tear-down after the event (approximately 11:00pm-12:00am).

-Transport props from local vendors to NDPMA, as requested, which will be used to decorate the cafeteria.

Coordinators: 2

Part-time positions: 2

Student Volunteer Coordinator

Ongoing

Coordinates NDP student volunteers for Parent Club activities.

Coordinator: 1

Senior Graduation

Day of Event

Assist with set-up, greeting 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: 2

Part-time positions: 10

Senior Graduation Set-Up/Tear Down

Day Before, Day of and Day After the Event

Great job for Dads!! Help with Senior Graduation Set-up Friday afternoon 2:00pm-5:00pm (prep gym, pick up Bordine's order and arrange order); Saturday morning 9:00am-12:00pm (general graduation set up); Sunday afternoon 3:00pm-6:00pm (Graduation break down and return order to Bordine's)

Coordinator: 1

Part-time positions: 12

College Fair

Spring

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

April

Help with the Mother's Mass and Bruch. This event is on a Sunday.

Coordinators: 2

Full-time positions: 12

Senior All Night Party

May

Coordinator

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.

Coordinator: 1

Senior All Night Party

May

Finance

Interact with Jim Sessi to get online tickets set up properly. Maintains the books, monitors money, insures permission slips are handed in.

Fianance: 1

Senior All Night Party

May

Food & Entertainment

Order/coordinate pizza/drinks/ice cream. Organize barista/hypnotist. Organize/coordinate games.

Food & Entertainment: 1

Senior All Night Party

May

Gifts & Raffle

Purchase/coordinate gift bags. Get raffle donations

Gifts & Raffle: 1

Senior All Night Party

May

Security

Organize volunteers to main entrances/exits, patrolling venue. Oversee the fire pits.

Security: 1

Senior All Night Party

May

Welcome

Handle student check-in. Coordinate student t-shirts (art work/ordering/printing of shirts).

Welcome: 1



Middle School

2021/2022 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
MIDDLE SCHOOL		
Parents Club Middle School VP - Shannan Heaman		
7/8 Grade Party	May 13, 2022	Amy McLeod - Slideshow - TBD Shellie Lebanon Heather Kavanaugh
8th Grade Reception	May 25, 2022	Nina DiMeglio Shelley Hughes
Lunch Duty	Every other Tuesday Amy will email the starting dates	Amy McLeod
Family Movie Night	November 10, 2021 February 24, 2022	Jessica Yauch
Spaghetti Dinner	September 10, 2021	Donna Maloof Jennifer Bassett
Office Aide	Ongoing	OPEN OPEN
8th Grade BBQ	May 20, 2022	Susan Hamilton
Collaboration of the Arts	May 11, 2022	Kay Hehl
Amazing Shake	February 11, 2022	Not Needed
Irish Week Family Kick-off	March 13, 2022	OPEN

7/8 Grade Party

May

Coordinator

Plan and execute the 7th/8th grade beach party to celebrate the 8th grade graduation.

Co-Coordinationators

- Organize games
- Decorate the Cafeteria
- Plan music and food
- Budget will be provided

Slideshow Volunteer

- Must have a computer with software to create a movie with pictures and music
- Will work with MS office to collect pictures from current 8th grade parents
- Will organize the baby and current pictures of each student into a movie with appropriate music to be shown at the beach party; see examples of previous years
- Upload the movie to YouTube for parents to download
- Work with NDP facilities to assure the projector and screen are available for the slideshow.

Coordinationators: 3

8th Grade Reception

May

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.

Coordinationators: 2

Part-time positions: 6

8th Grade BBQ

May

- Help plan, setup, serve, and cleanup a special 8th grade luncheon before they go off to graduation practice.
- “Hospitality Volunteers:” Help with setup, serve, and cleanup after the event.
- Captain Position (5 hours): Take care of food (plan and deliver) and then work the event. FLIK can be used.

Coordinationators: 1

Part-time positions: 5

Lunch Duty

Monthly

- Supervise Middle School students during lunch and at intramurals at the 1300 Giddings Rd. campus.
- Every other week, teachers are given an opportunity to enjoy a staff lunch together while parents supervise the students. Normally, teachers cover areas during lunch.
- Please consider volunteering for this committee so we can continue to offer this “lunch break” to our MS teaching staff.
- Please report to Amy McLeod in the MS office to get your “station” (Cafeteria (3), Intramurals (3), Study Hall (1), Office (1), and Floaters (2))

Coordinator: 1
Part-time positions: 26

8th Grade Family Movie Night

September

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

Coordinator: 1
Part-time positions: 3

Spaghetti Dinner

September

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

Coordinator: 1
Part-time positions: 5

Hospitality

Ongoing

There are several Middle School 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, St. Peter Chanel Day of Service Lunch, Fall Concert, 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.

Coordinator: 1
Various positions - most are called out by the hours required

Office Aide

Ongoing

Assist Mrs. McLeod in the Middle School office with a variety of tasks. Must be available during school hours. One volunteer will help specifically with LifeTouch Photos.

Coordinators: 3

Amazing Shake

February

-Help set-up and tear-down the individual stations. During the competition, the volunteers will assist students in transitioning from station to station.

-Mr. Jezdimir will be in contact with all volunteers a month ahead of time to give more detail on the event.

Part-time positions: 10

Collaboration of the Arts

March

-Collaboration of the Arts: An evening activity featuring the middle school choir, band, drama, and art students. It begins with a performance and awards ceremony in the courtyard and then onto the art show in the triangle. You will be working with Ms. Zajdel (art teacher) and Mrs.

Scott (drama teacher). There is a small tent that needs to be set up. Light physical labor would be required for all positions. Alternative location is the media center in case of poor weather conditions.

Coordinator Position: Working with a Ms. Zajdel and Mrs. Scott to coordinate food, volunteers, and setting up the visual art show the week before the event. Great for someone who has an interest in visual art.

F/T Position: Working with the coordinator to prepare the event and running errands on the day of the event. Assisting with hanging and setting up the art show is also required.

P/T Position: Helping the day of the “collaboration of the Arts” with set-up, running the event, and tear down (5:00pm-9:30pm).

Coordinator: 1

F/T Position: 1

Part-time positions: 2

Parent Potluck Picnic

Sunday afternoon of Irish Week (during/after hall decorating)

Help organize and coordinate a parent/student pot-luck that will take place after hall decorating on the Sunday before the start of Irish week.

Coordinator Responsibilities

- Meet / Communicate with Student Council to gain information about Irish Week theme
- Work with facilities department to reserve space and supplies needed (tables, chairs, etc.)
- Create a sign-up genius for parents to supply food or other necessary items for the event
- Contact the additional volunteers and direct their work on the day of the event
- Facilitate and manage the tailgate party on Hallway Decorating day

Coordinator: 1

Part-time positions: 2



Lower School



2021/2022 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
LOWER SCHOOL		
Parents Club Lower School VP - Janet Bloom		
Book Fair	October 18-22, 2021	Angela Butorac Sara Kelly
Music Concerts	December 9, 2021 May 12, 2022	OPEN
Daddy/Daughter Dance	April 29, 2022	Michelle Ostin Dana Shook
Fall Family Festival Event Support	September 10, 2021	Michelle (King) Nichols Amanda Dziak
Fall Family Festival Planning Committee	July-September 2021	Michelle (King) Nichols Amanda Dziak
Field Day	June 3, 2022	Jason Gendreau OPEN
Fifth Grade Farewell	June 2, 2022	Beth Heimbuch
Grandparent's Day	October 7, 2021	Beth Lockhart Julie Bankstahl Sonia Kobylecki
Hospitality	Various.. See Hospitality Tab	Stephanie Nester
International Day	May 13, 2022	Shailesh Patke
LS Play - Costumes	May 2022	Stephanie Tanulku
LS Play - Front of House/Tickets	May 14 & 16 2022	OPEN
LS Play -Cast Meals/Cast Party	May 2022	Jill Stieber
Lunch Duty	Monthly - Wednesdays	Adriana Piccirilli
St. Peter Chanel Day of service	TBD	Alison Kline-Kator
Mother/Son Event	March 25, 2022	Meghan Allcorn AnnMarie Nguyen
Prinipal Coffee & Conversation	Monthly	OPEN
Santa Shop	December 6-10, 2021 May 2- 6, 2022	Stacey McFall Angela Abraham
Teacher Appreciation Week/Lunch	Lunch on May 4th	Kim Stetson
Boo Bash	October 24, 2021	Leslie Jagacki

Book Fair

October

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

Part-time positions: 15

Music Concert Programs

December and May

This team of volunteers will be helping the Lower School 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

Part-time positions: 4

Daddy/Daughter Dance

April

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 Planning Committee

July-September

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

Coordinators: 2

Full-time positions: 5

Fall Family Festival Event Support

September

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

Help set-up Field Day events, run an activity, clean-up, etc. There are 2 shifts available (slightly staggered): 6:30-11:30am and 7:00am-12:00pm

Coordinators: 2

Part-time positions: 18

Fifth Grade Farewell

June

Help set-up, serve and clean-up an evening event for the 5th Graders and their Parents. Event starts at 6:30pm. Volunteers arrive at 6:00pm, done by 9:30pm. Fifth Grade Parents **cannot** work this event.

Coordinator: 1

Part-time positions: 2

Grandparent's Day

Coordinator Positions: 3

Set-Up

October

Help set-up the afternoon before Grandparent's Day. Please meet at the Grimaldi on NDP campus. Set-up starts at 4pm.

Part-time positions: 6

Day of Event

October

Your assistance will be needed for hospitality while our guests are visiting and clean-up following the event. This event takes place during the school day and the coordinator will provide a start time.

Part-time positions: 8

Hospitality: See Hospitality – Lower School 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. You will work with the coordinator to select your times and dates.

Coordinator: 1

International Day

Coordinator: 1

Speakers

May

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. The program is from 8:00-11:00am in May. You will present to the Lower School students by class for 30 minutes each to 5 classes. You will have a volunteer helper assigned to you.

Please list the country you are interested in presenting in the comments area.

Full-time positions: 10

Event Helper

May

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

Part-time positions: 10

Lower School Play

May

Costumes

April-May

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

Coordinator: 1

Full-time positions: 2

Front of House/Tickets

May

Coordinates front of house volunteers for the performances. Creates sign-up to get ushers and handles tickets and concessions.

Coordinator: 1

Cast Meals

May

Create sign-ups and help coordinate cast meals and cast party.

Coordinator: 1

Lunch Duty

Monthly

Be with students during lunch and outside for recess at the Lower School 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

St. Peter Chanel Day of Service

October

Volunteer is needed to assist teachers with class projects and set-up, serve snacks/drinks, and clean-up student lunch (JK through 5th Grade.).

Full Time Position:1

Mother/Son Event

March

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

Part-time positions: 3

Principal Coffee and Conversation

Monthly

Organize refreshments for monthly Principal Coffee and Conversation events.

Coordinator: 1

Santa Shop

December

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: 16

Teacher Appreciation Week/Lunch

May

Help the coordinator organize a week full of small acts of gratitude and a fabulous luncheon for the faculty and staff of the Lower Division.

Coordinator: 1

Part-time positions: 2

Boo Bash

October

If you love to celebrate Halloween, come with your ideas and join in the planning and setup of Trunk or Treat! Event Runs from 2pm-4pm

Coordinator: 1

Part-time positions: 3

Notre Dame Prep Fall Musical

NDP Fall Musical - Associate Producer

Dates under consideration

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

Coordinator: 2

NDP Fall Musical - Cast Meals

Dates under consideration

Buy, serve, and possibly cook food for the Musical students during this busy week.

Coordinator: 1

Full-time positions: 6

NDP Fall Musical – Choreography

Dates under consideration

Choreographs the musical.

Coordinator: 1

NDP Fall Musical - Costumes

Dates under consideration

Alterations, purchasing, organizing costumes.

Coordinator: 1

Full-time positions: 2

Part-time positions: 1

NDP Fall Musical - Front of House

Day of Event

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

Coordinator: 1

Full-time positions: 2

NDP Fall Musical - Graphics

Fall

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

Coordinator: 1

NDP Fall Musical - Hair and Make-Up

Week of Event

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

Coordinator: 1

Full-time positions: 4

NDP Fall Musical - Photography

Dates under consideration

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

Coordinator: 1

NDP Fall Musical - Production Party

Dates under consideration

Plan the cast party for 80-100 people.

Coordinator: 1

NDP Fall Musical - Programs

Dates under consideration

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

Coordinator: 2

Part Time Positions: 1

NDP Fall Musical - Publicity

Dates under consideration

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

Coordinator: 2

NDP Fall Musical - Set Construction

Dates under consideration

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

Coordinator: 1

Full-time positions: 4

Part-time positions: 4

NDP Fall Musical – Set Painting

Coordinator: not needed this year

NDP Fall Musical - Sound Design

Coordinator: not needed this year

NDP Fall Musical – Truck Driver

Dates under consideration

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

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

Coordinator: 1

NDP Spring Play – Costumes

Dates under consideration

Alterations, purchasing and organizing costumes.

Coordinator: 1

Part-time positions: 2

NDP Spring Play - Set Construction

Dates under consideration

Assist in building the sets or props for the show

Coordinator: 1

Full-time positions: 2

Part-time positions: 2

Marist Academy (Middle School) Musical

Marist Musical - Associate Producers

Dates under consideration

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

Coordinator: 2

Marist Musical - Cast Meals and Cast Party

Week of Event

Buy, serve, and possibly cook food for the musical students during show week.

Coordinator: 1

Part-time positions: 4

Marist Musical - Costumes

September – February

Alterations, purchasing and organizing costumes.

Coordinator: 1

Full-time positions: 2

Part-time positions: 1

Marist Musical - Front of House

Day of Event

Volunteers handling tickets, purchasing of concessions, and ushering for the Marist Musical.

Coordinator: 1

Full-time positions: 2

Part-time positions: 2

Marist Musical - Hair and Make-Up

Week of the Event

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

Coordinator: 1

Marist Musical - Programs

Dates under consideration

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

Dates under consideration

Coordinate publicity with NDPMA Marketing Director. Promote the play to local parishes, families, and surrounding newspapers.

Coordinator: 1

Part-time positions: 1

Marist Musical - Set Construction

Dates under consideration

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

Coordinator: 1

Full-time positions: 2

Part-time positions: 2

Marist Musical - Set Painting

Saturdays in January

Paint the sets for the musical.

Not needed this year.

Coordinator: 0

Full-time positions: 0

Part-time positions: 0

Marist Musical – Truck Driver

Monday of Performance Week (5-10pm) approx

Saturday of Performance Week (7 - 11pm) approx

Rent a U-haul or find a 26 ft long truck and drive it on load-in and load-out day. Assist with unloading.

Part Time positions: 1

Marist Academy (Lower School) Musical

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



Band and Choir

BAND		
NDP Band President		Ann Marie Allard
NDP Band Vice President		Susan Thorman
NDP Band Secretary		Arnie Rowe
NDP Band Treasurer		Fabian Fregoli
NDP Band Volunteer Coordinator		Linda Brouns
NDP Band Jazz Band Dinner Dance Co-Chair		MariLu Fitzgerald
NDP Band Jazz Band Dinner Dance Co-Chair		Stella Aldo
NDP Band Equipment Chair		Patrick Smith
NDP Band Equipment Chair		
NDP Band Homecoming Co-Chair		Fay Larsson
NDP Band Homecoming Co-Chair		Melaine Thummel
		Susan Giacalone
NDP Band Refreshments/Hospitality Chair		Shadow: Kerry Surman
		Beckie Riss
NDP Meals for Marchers Coordinator		Nicole DeFelice
NDP Meals for Marchers Coordinator		Gina Urban
		Liza Greene
NDP Band Banquet Chair		Collen Fadool
NDP Band Uniform Co-Chair		Sandra Wood
NDP Band Uniform Co-Chair		Toni Rossa
NDP Band Uniform Co-Chair		Sandy Wright
NDP Band Uniform Co-Chair		Laura MacIntyre
Band Technology		Beckie Riss
NDP/Marist Liaison		Lorrie Cvetkovic

CHOIR		
Choir -Coordinator		Stacy Wernis
Choir - Enrichment		Allison Schulte?
Choir - Publicity		Catherine Olis
Choir - Uniforms		Shadow: OPEN
Choir - Photographer / Videographer		Brian Dooley
Supper for Singers		Rosemary Kautz
Christmas Concert Cabaret		OPEN
Concert on the Hill		Shadow: OPEN

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

Full-time positions: 15

Part-time positions: 19

Band Christmas Concert

December

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: 4

Band Spring Concert

May

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: 4

Choir Christmas Concert

December

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: **Day of Event**

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. 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: [Expense Reimbursement](#)

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, etc. 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: [Expense Reimbursement](#)

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

Coordinator: 1

Part time Position: 6

Choir Pizza Dinner for Students

Day of Event

Help serve pizza to our choir students before their concert.

Event Details

Date: ***Day of Event***

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: [Expense Reimbursement](#)

Part-time Position: 3

Choir Concert on Hill

June

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 your time and love of good music and help continue the tradition!

Coordinator: 1

Full Time Positions: 4

Part Time Positions: 12

Choir - Overall Coordinator

Ongoing

Volunteer will serve as a liaison between the choir program, parent volunteers and Parent Club Board. He/She will work directly with Mrs. Carter and Mr. Fazzini to understand how parent volunteers can support the choir program, will communicate with key choir volunteers and committees to ensure they understand their responsibilities and have the resources to support their events (volunteers, finances, etc.) and will attend monthly Parent Club Meetings (1st Wednesday of each month, 6:30pm) to ensure Parent Club Board is kept abreast of the activities and needs of the program. This is a 10 hour F/T position.

Full Time Position: 1

Choir Enrichment

Ongoing

Help create additional opportunities for our choir students to showcase their talents and enrich their experience by arranging activities off campus. These activities could include, but are not limited to:

- Trip to a musical matinee (Detroit Opera House)
- Christmas caroling (shopping mall or senior center)
- Performance at a local parish
- Royal Oak Beaumont's "Moonbeams for Sweet Dreams"
- Choir Festival

Full Time Position: 1

Choir Publicity

Ongoing

Spread the good news to our community about the Choir program and promote choir concerts and events using technology and print publications for the Fall concert, Christmas Concert Cabaret, early and late Spring concerts, and Concert on the Hill. Advertising medium might include, but are not limited to the following:

- School Website
- NDPMA & Alumni Newsletters
- Social Media and other publications as appropriate

Full Time Position: 1

Choir Photographer/Videographer

Ongoing

- Videotape all choir performances for Mr. Fazzini and Mrs. Carter so that the choir students can watch, learn, and improve their talents.
- Concerts include the Fall concert, Christmas Concert Cabaret, early and late Spring concerts, and Concert on the Hill.
- Take still photographs of choir students as requested
- A video camera and tripod are available for use
- Arrange for editing of photos and posting of photos to a cloud directory for the use of the Choir Boosters, Parent Club, and school administrations.

Full Time Position: 1

Choir Uniforms

Ongoing

- Help manage the uniforms that our choir students wear on stage.
- Maintain the inventory of choir attire for the Irishmen (blazers and ties), Honor's Women's choir (green gowns), dresses for the Chamber Choir (black), and tuxedo's for the Chamber Choir.
- Evaluate and coordinate the cleaning, mending, and replacement of uniforms prior to distributing to students in September.
- Work with Choir Coordinator to record distribution of wardrobe (i.e. which wardrobe item was assigned to each individual choir member)
- Coordinate the collection/return of all uniforms (emails and phone calls)

Full Time Positions: 1



Speech and Debate



2021/2022 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
SPEECH & DEBATE		
Speech/Debate (MS, NDP) Chair	Ongoing	LeAnne Schmidt
Debate/Speech Paperwork Upper/Middle Division	Ongoing	LeAnne Schmidt
Debate Judges - Luck of the Irish Invitational (NDP/MS)	March 5, 2022	LeAnne Schmidt
League Tournament Debate Judge (NDP/MS)	TBD	LeAnne Schmidt
Speech/Debate (NDP/MS) Tournament Prep Room and Tab Entry	March 5, 2022	LeAnne Schmidt
Michigan Youth in Government Volunteer	November 21-23, 2021	LeAnne Schmidt
Irish Invitation Debate - Food service & general help	March 5, 2022	LeAnne Schmidt
	Shift 1: 7am - 12pm Shift 2: 10:30am - 3:30pm	

Speech/Debate Paperwork (NDP/Middle School)

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 NDP; one for Middle School)

Debate Judges - Luck of the Irish Invitational (NDP/Middle School)

Day of Event

Judge Speech and Debate events - training provided online - must be able to work the day of the event.

Full-time positions: 4

League Tournament Debate Judge (NDP/Middle School)

Dates in consideration

Judge congressional debate or public forum at after school tournaments from 3:30 to 7:00pm (approx.) three times during the school year. New judges can complete online training.

Full-time positions: 2

Speech/Debate (NDP/Middle School) Tournament Prep Room and Tab Entry

Day of Event

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

Full-time positions: 1

Michigan Youth in Government Volunteer (FT)

Dates under consideration

General volunteer support for this event. An in-person event is tentative, so this may become a general support role.

Full-time positions: 1

Luck of the Irish Invitation Debate - Food service & General hospitality

Day of Event

Volunteers will help setup, serve food, and cleanup. Food is brought by the coordinator...no orders are needed.

Volunteers will also help the coordinator with sign-in sheets, directing participants to the correct rooms, etc..

Part Time Positions: 3



Campus Ministry

2021/2022 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
CAMPUS MINISTRY		
Liturgical	Various Dates, see OnVolunteers	Angie Timko Toni Scherle

Liturgical

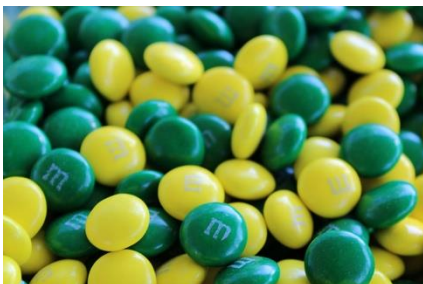
Ongoing

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

Coordinators: 2

Full Time participants: 6

Part Time participants: 5



Hospitality

2021/2022 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
HOSPITALITY		
Hospitality Chair - Lower School		Stephanie Nester
Hospitality Chair - Middle School		Lin Krankel
Hospitality Chair -NDP		Nicole Orow

Overall Hospitality Coordinators

Ongoing

Responsible for coordinating assigned events with Hospitality Captains/Volunteers and School Administration. Duties include contacting your Committee of Assigned Volunteers prior to event, ordering food items,

Coordinator:

NDP-1

Middle School-1 **Need Shadow for 2021/2022**

Lower School-1

Hospitality Event Support

Many Opportunities - Ongoing

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

NDP HOSPITALITY:

Assignment	2021/22 SY	Day of Week	Shift Time	Shift Hours	# Volunteers	Category	Hospitality Captain
Honors Convocation and NHS Induction Ceremony	TBD			3	2	NDP	Yes
Fall Conference Goody Bags	TBD		Flexible	5	2	NDP	Yes
Spring Conference Goody Bags	TBD		Flexible	5	2	NDP	Yes
Irish Week Lunch (only need UD Volunteers... they serve MS/UD)	TBD			5	11	NDP	Yes

MIDDLE SCHOOL HOSPITALITY:

Assignment	2021/22 SY	Day of Week	Shift Time	Shift Hours	# Volunteers	Category	Hospitality Captain
NJHS New Member Induction	September 12, 2021	Sunday	9:30am - 12:30pm	2	2	Middle School	Yes
Theology of the Body Day Snack - included in overall snack job.	October 13, 2021	Wednesday		2	2	Middle School	
Special Snack - Hot Cocoa	January 11, 2021	Wednesday	11:15am-12:15pm	2	2	Middle School	Yes
St. Peter Chanel Day of Service Lunch & Snack	April 28, 2022	Friday	2 Vol: 9am - 10am 4 Vol: 10:30-12:30	2	6	Middle School	Yes
8th Grade Community Project Night	April 6, 2022	Wednesday	Shift: 6-9pm	3	2	Middle School	No
Yearbook Event	May 13, 2021	Friday	11am - 1pm	2	6	Middle School	Yes

LOWER SCHOOL HOSPITALITY:

Assignment	2021/22 SY	Day of Week	Shift Time	Shift Hours	# Volunteers	Category	Hospitality Captain
LS Hospitality - First Day of School	August 18, 2021	Monday	7:30 AM-9:00 am	2	2	Lower School	Yes
Welcome Back Parents	August 18, 2021	Monday	event: 7pm	2.5	2	Lower School	No
Meet the Faculty							
Tree Lighting	November 18, 2021	Thursday	event: 6:30pm Shift Time: 6pm -8pm	2	2	Lower School	No
Irish Week Lunch	March 17, 2022	Thursday	10:45 - 11:45	1	3	Lower School	Yes
5th Grade Exhibition	April 8, 2022	Friday	6pm - 9pm	3	2	Lower School	No
LD Art Show	May 19, 2022	Wednesday	6pm - 8pm	2	2	Lower School	No



General

2021/2022 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
GENERAL		
Advertising Committee	June-August 2021	Kirk Stegmeyer SHADOW NEEDED
Bookstore	Ongoing	Linda Kallabat Larry Jack
Ski Club	Winter 2021/2022 Thursdays after school	Angela Kayi Erich Estereicher
UD/MD Teacher Appreciation Lunch	TBD	Laurie Terzano
Used Uniform Sale	TBD	Dana Ignasiak Andrea Shelenbrand Kerry Surman

Advertising Committee

June-August

Great opportunity to fulfill your full 10 hours of service before school starts! (June - Aug.) NDP has a list of historical advertisers that will be used. These businesses are happy to have the opportunity to advertise in our programs. Each volunteer will be given names off of this list to call and ask for continued advertising. Additionally, you will be asked to seek out some new advertisers.

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

Full-Time positions: 3

Part-time positions: 3

Ski Club

Winter

Coordinates NDP, Middle Division and, Lower Division Ski Club activities.

NDP will work with Pine Knob to pick an after school day for ski club. Last year-we secured Friday's from 4pm-8:30pm. As soon as a day is picked – the volunteers will be contacted to sign-up for specific shifts.

Coordinators: 2

Part-time positions: 6

Teacher Appreciation Lunch—Upper and Middle Divisions

January

Show your support of the Upper and Middle School 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

June

Assist at the Used Uniform Sale for all three divisions.

Coordinator: 3

Part-time positions: 18

Robotics

Ongoing

Program coordinators for VEX IQ and VEX EDR

Coordinators: 1

Parent Club Cabinets

Ongoing

Cabinet Coordinator:

- Coordinate volunteers work schedule who have signed up for cabinet/fridge cleaning
- Take an inventory of the cabinets and post this list on the Parent Club Google Drive
- Keep the inventory up to date by doing a periodic cabinet check
- Work with Hospitality Coordinators and Office Admin to make sure we have the correct supplies in the cabinets (may require a few shopping trips... you will be reimbursed).

Volunteers to Clean the Cabinets/Parent Club Fridge:

- This is a time flexible job that can be done in the evenings or weekends.
- Please bring gloves and cleaning supplies
- You will be contacted by the Cabinet Coordinator with potential date options.

The Hospitality Cabinets are located in the back right hand corner of the cafeteria (there is a hallway right before the stage area).

Coordinator: 1

Part-Time participants: 5



Admissions and Advancement

2021/22 Notre Dame Preparatory School & Marist Academy		
Assignment	Date	Coordinators
ADMISSIONS & ADVANCEMENT		
Open House - Coordinators	Set-up: 6 volunteers Oct xx, 2021	Heather Smith
	Open House: 10 volunteers Oct xx, 2021	Lisa Hunter Rosina Thom
Open House - Event Support LS	Open House: October XX, 2021 Jan XX, 2022	Rosina Thom
Advancement Event Support	Dates will be provided by Coordinator	Beth Lockhart

Admissions

Open House – NDP & Middle Division

Day of Event

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

Coordinators: 2

Set-Up

Day Before Event

Help the day before Open House preparing the NDP/Middle campus for visitors:- set-up tables, put-up posters, etc. Wear comfortable clothing and shoes that would be appropriate for set-up work.

Part-time positions: 6

Event Support (NDP)

Day of Event

Business casual attire is recommended as the work could range from interaction with future parents to clean-up. It might be helpful to bring a pair of comfortable shoes to change into for clean-up.

Part-time positions: 10

*Please note you are signing up for a 5-hour event. It is important you stay the entire 5 hours as clean-up cannot begin until the event ends. No early dismissals will be permitted without the consent of the coordinator.

Open House – Lower School

January – Day of Event

To sign up for this event your student must currently or previously have attended the Lower Division. It is challenging to have parents who do not have knowledge of the LS volunteer for Open House. Thank you.

Coordinators: 1

Event Support (Lower School)

Day of Event

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

Business casual attire is recommended as the work could range from interaction with future parents to clean-up. It might be helpful to bring a pair of comfortable shoes to change into for clean-up.

Part-time positions: 10

*Please note, you are signing up for a 5-hour event. It is important you stay the entire 5 hours as clean-up cannot begin until the event ends. No early dismissals will be permitted without the consent of the coordinator.

Advancement

Advancement Office Aide

Ongoing

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: 5

Advancement Event Support

Ongoing

Help out at fun events (Homecoming, Graduation, Sr. BBQ, etc.) by doing a variety of tasks (serving food, passing out t-shirts, checking in runners, clean-up etc.)

Coordinators: 1

Full-time positions: 11

Part-time positions: 8