

## Volunteer Opportunities at Lial Catholic School 2008-2009

Lial Catholic School is a special place to learn and grow because all of us help to make things happen for our children. This pamphlet has been created at the request of "New" Lial Parents who said they wanted to get involved but wanted more information. Here it is. Don't be overwhelmed, take a look and jump in wherever you would like. Here is a short description, time of the year and the time commitment for each area of volunteering.

Please return the family sign up sheet by September 30, 2008. Even if you are already signed up and volunteering please fill in this form and let us know what you are doing.

### **School Volunteers:**

Substitute Teaching If you are a certified teacher and willing to be called to substitute in the classroom either as a volunteer or a paid substitute the requirements are on the CYSS.org website.

Substitute Secretary occasionally a sub is needed for the secretary. The job is answering the phone, taking care of the children who need a bandage, small jobs at the desk.

Classroom Volunteer Parents are invited to work in the classrooms. Teachers appreciate the extra hands especially during language arts and math. Any day of the week, any time during the day, as many or as few days a year that can be shared is deeply appreciated. Each unit has slightly different hours of need so sign up is in the individual units.

Lunch time volunteer one of the special things about Lial is that the teachers get to socialize with the students everyday at lunchtime. If a parent ever offered to watch the students during lunch time, the teachers get the opportunity to eat in the faculty room with their colleagues.

Hot Lunch Maria Zirbel is organizing the Tuesday lunch orders this year. She needs many adults to make this run smoothly. Time commitment: One Tuesday a month from 11:15-12:15 to pass out lunches that were ordered.

Family Room Rep---every family room has a couple of parents who help organize things through out the year to benefit the students.

At home helper--- some parents help us at school by cutting, pasting, organizing, and preparing things at home for the teachers. This happens periodically throughout the year as projects arise.

Office Volunteer--- Every Wednesday we will send home our weekly envelope from the office. Volunteers to run off the papers and stuff the envelope are appreciated.

Summer Work Nights ---Every Wednesday night all summer long a group of parents gather from 6:00-9:00 to work around the school-painting, fixing, landscaping, whatever needs to be done. This is a huge money saver for us and lots of fun to work together with other parents.

### **LPA Volunteers**

Officers: President: Andrea Pool

Vice President: Jennifer Koralewski

Treasurer: Meghan Bramlage

Corresponding Secretary: Sarah Miller

Recording Secretary: Denise Calderbank

Buddy Picnic Kathy Conlan and Libby Cox are two parents who organized the picnic this year. Time Commitment: Organizing buddy families in May, setting date, sending invitations in early August, setting up and clearing up on the day.

### **Kroger and Scrip**

Julie Fullerton is chairing this committee. This is the tuition reimbursement program that we have at Lial. We need a small group of adults who can come to school and take care of the entire process. This program is growing and the process is new this year. Time commitment: We imagine time on Monday and Friday hopefully no more than an hour each day.

### **Spirit Wear**

Karen Pierce is the chair of this committee. A new shirt will be sold at the beginning of the year, Christmas time and in the spring. New ideas welcome. Time Commitment: Help with tally of orders at each order time.

### **Box Tops and Campbell Soup Labels**

Larry Albright currently chairs this committee. It is a year long process of cutting and organizing General Mills Box Tops for Education and Campbell Soup Labels. Time Commitment: Very flexible.

### **Teacher Recognition**

Barbara Lang-McCartney is chair of this committee which is a favorite among the teachers. About 6 times a years the LPA surprise the teachers with a little item of appreciation. Time commitment: Time and dates can be determined by the committee, flexible.

**Sally Foster** This is the first fund raiser of the year. Susie Spinazze is the chair and can use help tallying the orders in October and passing them out in November.

### **Reunion Mass Hospitality**

September 28, 2008 will be this year's Reunion Mass for all our current families and former families with a special nod to the Class of 2005. Susan Taylor will chair the reception. Time Commitment: Help is needed decorating the gym on Friday afternoon. Donations of food are needed.

### **Book Fair**

This year we will be having a Book Fair in November during conferences. Sue Dills and Shirley Urbaniak will chair this fair. Helpers are needed to work during the fair to assist the students with their purchases.

Time commitment: A couple of hours in November.

### **Conference Meals**

We have parent-teacher conferences three times a year two nights each time. The parents provide supper for the teachers on these nights. Time Commitment: November, February, and June are the conference times. Meghan Bramlage will organize the parents to provide the different parts of the meal. Many hands makes this an easy participation.

**Wreath and Poinsettia Fund Raiser** This fund raiser has multiple committees so that no one person has to do it all.

Susan Taylor will be the chair of this committee.

October order forms go home. November 5<sup>th</sup> orders are due and the **order committee** needs to tally and place the order. Time commitment: This takes place at school Nov. 5-7 several hours each day.

Kathy Delp will organize the **bow makers** and needs lots of helpers for this committee. Time commitment: Our November LPA meeting during the school day is a working meeting in which we make bows. If you are unable to attend during the school day but are interested in making bows, we can organize an evening meeting or some parents take the ribbons home and bring back the bows.

**Disbursement Committee** works Dec. 1-3. Many hands make these three days fun. Adults are needed to organize the wreathes and poinsettias according to the orders, then help disburse the orders to those who sold them. Time commitment: During these three days (Dec. 1-3) any amount of time given is appreciated.

### **Staff Christmas Gift**

Natalie Mitchell is the chair of this project this year. Instead of each family giving a small item to each teacher, all the Lial families are invited to contribute either money or 30 items to be put in a large Christmas basket for each faculty/staff member. Time Commitment: The morning of the Christmas program the parents gather to put the baskets together, many hands make this work go quickly.

## **Family Social**

The Saturday at the end of Catholic Schools Week (Jan. 31, 09) has been a great tradition of a special family Mass, Social and Talent Show. Help with preparation for Mass and providing a pizza buffet meal as well as organizing the talent show is needed. The meal is chaired by the Barrett and Schroeder Families. Other parts need a leader. Time Commitment: With many hands the time is minimal, depending on which part you help with. The talent show has a run through after school one day that lasts about one hour. Mass and supper gets organized the month before.

## **Teacher Luncheon**

For Teacher Appreciation the parents have provided an hour long luncheon for all the teachers at the same time. Recess monitors, and lunchroom supervisors, are provided for each classroom teacher while the teachers eat a delicious home made meal. Cindi Lonseth chairs the meal and someone else is needed to organize the supervision for the students. The date is usually in February sometime. Time Commitment: One hour for lunch supervision, or helping with the meal.

## **Flower Sale**

Lisa Seel is the chair of the spring flower sale which takes place in May. There are no pre-orders only advertisement of the sale. Time Commitment: In April send home communication about the sale. On May 6 in the evening a group of adults set up the tent for the sale. Early May 7 we need many hands to help unload the truck load of flowers. May 7-9 we need adults to work the sale by selling the flowers. May 9 in the late afternoon we need extra hands to help load up unsold flowers and take down the tent.

**Calling Committee** This is an as needed committee. If something comes up in the school we divide up all the phone numbers and ask several parents to help us communicate information home. Time Commitment: Some years this committee is not used and some years we might use it as often as 3 or 4 times.

## **Sports**

**CYO Athletic Director** Julie Fullerton is our athletic director this year. This position organizes all the teams and coaches. Time commitment: Before every sports season there is a large amount of organizing to be done. Once the season has begun, the position is primarily one of communication.

## **CYO Coaches**

Lial has Cross Country and Volleyball, from August to November; Basketball, from November to March; and Track & Field during April and May. Coaches are needed for each team. Time commitment: coaches certification is 4-6 hours through the diocese, plus all the practices and games for the sport

## **Parent supervision of CYO study hall**

If practice doesn't start until 4:00 and the students want to stay at school until practice, parents need to supervise the students in the library. Time Commitment: 3:00-practice time two days a week.

## **Scouts**

Both boys and girls scouts are dependent on parents for the leaders. Parents must be trained by the Boys/Girls Scouts of America as well as the Diocese Protecting Youth. Time Commitment: Training, weekly meetings and any other events connected with the troops.

## **Development**

### **Development Committee**

A group of people who meet monthly to help our Development Director, Jackie Flom with activities connected to this office. Time commitment: Monthly meeting plus committee work

### **Auction Committee**

This committee secures auction items for Lial's marquee fundraiser THE BIG EVENT. Five years of donor history are available so you don't have to make cold calls if you don't want to. New, exciting, innovative ideas for auction items are welcome. A standard form is provided to you for all the details. You are not required to send thank you notes – the Development Office takes care of that once you turn in the form. Your time commitment: flexible from September through February

### **Behind the scenes Committee**

This committee will be chaired by Beth Savage and Gretchen Tocco.

If you like to type, organize, or stuff envelopes this is the committee for you. Time commitments are flexible. Some work such as typing in the auction items into the database will begin in October with a flexible time commitment. Other issues such as preparing invitations and participant packets will take place in January and February, usually 4 hour commitments.

### **Children's Art**

This committee is chaired by Julie Fullerton and Gretchen Leu. The purpose of this committee is to produce the artwork auctioned at the BIG EVENT. Work begins in September and ends in February. Time commitment is flexible.

### **Hall Committee**

This committee is chaired by Beth Savage and Gretchen Tocco. It involves setting up for the BIG EVENT. You will be needed from 8 – 4 on the day of the BIG EVENT, Saturday, February 28<sup>th</sup>.

### **Event Staff**

This committee is chaired by Beth Savage and Gretchen Tocco. We need waiters(drinks only), greeters, auction table closers, cashiers and people to clean clean-up the day of the event. Waiters need to attend a half hour training session prior to the event and work the entire evening. Greeters and cashiers work one hour. Auction table closers work one hour in total. Clean up is minimal. We all leave Brandywine by midnight.

### **Alumni Committee**

This committee is chaired by Jackie Flom. As our alumni population increases and grows older we want to make concerted efforts to reach out to them. This new committee is looking for creative approaches to accomplish this goal. Time commitment is flexible.

### **Grant Writing Committee**

This committee chaired by Jackie Flom is looking for people who like to research and write. Grant writing experience isn't necessary, but if you have that expertise we could use your help. Time commitment is flexible.

## **Marketing**

### **Enrollment**

This committee chaired by Barbara Lang McCartney is responsible for helping implement the Enrollment Plan developed by the Marketing Committee. Letter writing and phone calls are required. Time commitment is flexible. Assistance is needed from January until June.

### **Open House**

The committee chaired by Sue Dills helps to organize the volunteers and hospitality for the Open House on March 1, 2009. The Open House helps potential students and their families to see what Lial has to offer. Students and parents are welcome to volunteer between 12 – 3. Time commitment is end of February for organization and March 1 from 11:30-3:30.

### **Web Design**

This committee chaired by Karen Pierce is responsible for the maintenance of the school's web site [www.lialschool.org](http://www.lialschool.org) Assistance is needed with typing and proofreading. Time commitment is flexible.

## **Other**

### **Your idea**

We welcome your ideas, gifts and talents. Let us know if you have other ways of getting involved in our school community.

We would appreciate a response from your family by September 30, 2008