

Volunteer Opportunities at Lial Catholic School 2010-2011

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, the name of the chairperson for 2010-2011, time of the year and the time commitment for each area of volunteering.

Please return the family sign up sheet by September 30, 2010. Even if you are already signed up and volunteering please fill in this form and let us know what you are doing.

School Volunteers:

Office Volunteer--- Every Tuesday we will send home our weekly envelope from the office. Volunteers to run off the papers and stuff the envelope are needed Tuesday mornings from 8:30-11:30. Karen Kontak is the one in charge.

Lunch and Playground Volunteer ---From 11:30-12:30 we have children eating or outside for recess all year and in the gym on rainy days. Extra set of eyes and hands are always appreciated especially if the parents can become regular volunteers. Classroom teachers can be contacted for lunch and Sr. Pat for recess help.

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, sign up is in the individual units.

Hot Lunch Ted Dean is organizing the Tuesday lunch orders this year. He 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 throughout 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.

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: Larry Albright
Vice President: Julie Rust
Treasurer: Linda Brohl
Corresponding Secretary: Sarah Miller
Recording Secretary: Denise Calderbank

Buddy Picnic Jennifer Koralewski and Liz Uhlik are in charge of this fun filled picnic. **Time Commitment:** Organizing buddy families in May, setting date, sending invitations in early August, setting up and clearing up on the day.

Bring your Father/Friend to School Tony Desch is chairing this new event. In September all dads/friend are invited to drive their kids to school and stop in for coffee, and juice, to see the school in action. In April the dads/friends are invited again to come to school. **Time commitment:** Organize and set up the refreshments, send out a flier inviting all dads to school.

Save Around Here is our first fund raiser of the year, chaired by Melissa Carnes. This will be our first year with this fund raiser which begins on Orientation Day and last for three weeks. A large coupon books full of savings will be sold for \$20. This is a 50/50 profit sale.

Kroger and Scrip

Rachael Walsh, Char Miller, and Pam Beyer 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: Monday and Friday hopefully no more than an hour each day.

Spirit Wear

Doug Leu 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

Shari Sontchi 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 Susie Spinazze is the chair of this fund raiser which occurs in September. The company has made several changes to their program. The details will be in the weekly envelope Time Commitment: September

Reunion Mass Hospitality

September 26, 2010 will be this year's Reunion Mass for all our current families and former families with a special nod to the Class of 2007. Susan Taylor will chair the reception. Time Commitment: Help is needed decorating the gym on Friday afternoon. Donations of food are needed.

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. Julie Rust 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 12 order forms go home. October 27 orders are due and the **order committee** needs to tally and place the order. Time commitment: This takes place at school Oct. 27-28 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 Nov. 29, 30. 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 days (Nov. 29, 30) any amount of time given is appreciated.

Staff Christmas Gift

Denise Stokes 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 Night Out Once a year everyone is invited to go to a particular restaurant for supper as a family. This year Sarah Miller will organize us. Time Commitment for the chair: Contact the restaurant, communicate with the principal and distribute the flier through the weekly envelope. Time commitment for everyone else: Supper.

Family Social

The Saturday at the end of Catholic Schools Week (Feb. 5 2011) 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. Mass Chair: _____ The meal is chaired by the Barrett Families. Talent Show Chair: _____ 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. Lori Schroeder 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

Spring flower sale which takes place in May. We are looking for a Chair person_____ Time Commitment: In April send home communication about the sale. Early May 12 we need many hands to help unload the truck load of flowers. May 12-14 we need adults to work the sale by selling the flowers. May 14 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 Doug Leu 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. Individuals interested in coaching should contact Doug Leu.

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

Lady's Chic Boutique

This is a afternoon of lunch and shopping with a purpose of supporting the Lial Scholarship Program. Chaired by Colleen Doyle. Time commitment: Contacting vendors during the spring, and summer, organizing the luncheon in the Fall.

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. Chair: Dana Metzger

Children's Art

This committee is chaired by Krystal Kraemer. This committee plans and implements the art work that the children do for the BIG EVENT auction. Creativity, organization, patience and a sense of humor is needed for this committee. Time Commitment: This is a big time commitment, it is flexible but there is a great deal of time needed to get 200 children to participate in the given projects. It is advised to begin this work in September, and aim to be finished before Christmas.

Other Big Event Committees

These committees are chaired by Development Committee members. It involves all the details for the BIG EVENT. BIG EVENT, is Saturday, February 26th.

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 6, 2010. 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 6 from 11:30-3:30.

Web Design

This committee chaired by _____ is responsible for the maintenance of the school's web site 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, 2010