



# VOLUNTEER SERVICE DESCRIPTIONS

## 2022-23

### CODING BOX

<b>A</b>	<b>All hours fulfilled but Maintenance</b>
<b>B</b>	<b>All hours fulfilled but Development Events/Auction/Maintenance</b>
<b>C</b>	<b>Track Hours and Submit to PACE</b>

St. Agnes School depends on the support of all its families for a vibrant service program. Because of your generous efforts the needs of the children, the vitality of the educational programs, and the maintenance of the various buildings and structures are met. At the same time, the thousands of service hours enable us to balance our budget and keep tuition fees affordable. All parents are expected to commit a portion of their time, talent, and effort towards the success of this program.

Please carefully select the assignments that best meet your personal talents and areas of interest. In this way, we feel your service commitment will be a more enjoyable experience for you and at the same time a great benefit to the entire school community. Please refer to Coding Box when selecting your assignments.

Following is a brief description of our service opportunities.

### BOARD POSITIONS

Board members are appointed as leaders to engage their communities and improve student experience by promoting the school's strategic direction, goals, and interests. The Boards are identified and described below. Holding a position on one of these Boards fulfills entire 30-hour service commitment.

#### **PACE**

The Parent Association for Catholic Education (PACE) Board is an advisory committee that organizes and oversees the school's social and fundraising activities, including educational seminars. The Board has an annual fundraising goal which helps offset tuition costs. Members attend monthly meetings and are expected to actively participate on individual projects and subcommittees as needed.

#### **School Board**

The School Board functions as an advisory board to the principal and pastor of St. Agnes in the areas of: mission advancement, finance, marketing, enrollment, facilities management, and database management. Members attend monthly meetings and are expected to actively participate on individual projects and subcommittees as needed.

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### MAINTENANCE (Work Party) - C

Maintenance work parties are scheduled twice monthly on Saturdays from 9 a.m. to 1 p.m. Maintenance is determined by the coordinator and may involve a variety of tasks, such as yard work, painting, minor repairs, etc. All families (parents only) are expected to work a minimum of 4 hours of maintenance, which takes place on a single date, prescheduled through SignUpGenius. You can participate in more than one maintenance date. Hours earned in May and June count toward the following school year.

### MANDATORY HOURS COMMITMENTS

#### **Auction (Chair – A Co-chair – B)**

Minimum of 4 hours. Volunteers solicit sponsorships and corporate donations, assist PACE Board with promoting and publicizing the event, and work the day of the event.

#### **Box Top Coordinator – C (no set time of year)**

Responsible for setting up a collection system, advertising the program, and picking up box tops in the school office. This position is also responsible for counting the box tops, filling out the necessary forms, sending the forms and box tops in for redemption and making sure the school receives the cash redemption.

#### **Health (year-round) (Chair – A Co-chair – B)**

Health Chair review and assure completion of all student health records; oversee and coordinate all student health screenings and monthly lice checks. **Position may require some work during summer.**

**Health Committee helpers – C** must be available during school hours, but are not required to have health care experience. Helpers assist with setup and cleanup of testing sites, accompany the children to and from testing, and participate in monthly lice checks (2nd Friday of every month and as needed).

#### **Room Parent - B**

PACE Vice President coordinates Room Parents. There are typically two Room Parents per class. Room Parents organize class parties (holiday, year-end) and other class events as needed, with approval and direction of classroom teacher; coordinate teacher appreciation week with PACE direction; communicate with parents as needed, with approval of teacher. Teachers are not responsible for room parent designations. Room Parents are expected to meet with their teachers at the beginning of the school year (or during summer, if possible) to plan calendar and review expectations.

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### **St. Agnes Children’s Liturgy Coordinator - B**

This position works with a committee of parents to schedule and coordinate family participation in child-friendly liturgies during Sunday masses throughout the year. The Coordinator works with Mrs. Lucia and Father Johnson to plan liturgies.

### **St. Agnes Children’s Liturgy Committee -C**

Members of this committee assist the above-mentioned Liturgy Coordinator in preparing and executing children’s liturgies.

### **SOCIAL EVENTS**

#### **Back to School Picnic (September) (Chair – A Co-chair – B)**

This event is intended to help families build new friendships, meet staff, and connect with old friends. Includes mass and dinner. Chair plans and supervises event; reports to PACE Fundraising Chair.

**Helpers - C** assist Chair as needed with planning, set-up, clean-up, decorations, food, etc.

#### **Bingo Night (Chair – A Co-chair – B)**

Chair/Co-Chair help to plan, coordinate, and supervise the event. Reports to the PACE Fundraising Chair.

**Helpers – C** assist as needed with planning, decorating, set-up, clean-up, etc.

#### **Bocce (Chair –A)**

This event is intended to help families build new friendships, meet staff, and connect with old friends. Chair plans and supervises event; reports to PACE Fundraising Chair.

#### **Book Fair (January) (Chair – B)**

Book Fair Chair works with Mrs. Cesca to coordinate volunteers for Book Fair.

**Book Fair volunteers – C** help set up, take down, or work registers at the Book Fair.

**Christmas Celebration** (formerly Breakfast w/Santa)-(December) **(Chair – A Co-chair - B)** Event Chair and Co-chair report to PACE Fundraising Chair. These positions plan, coordinate, and supervise the event.

**Egg My Yard (Chair – B)** Chair plans, coordinate, and supervise the event. Reports to the PACE Fundraising Chair.

**Helpers – C** assist as needed with delivering the eggs. Must be available Saturday evening before Easter Sunday.

**End of the Year BBQ -(Chair – B Co-chair – C)** (June; hours earned count toward the following school year’s commitment)

This event is intended to help families build new friendships, meet staff, and connect with old friends. Includes dinner. Chair plans and supervises event; reports to PACE Fundraising Chair.

**Helpers – C** assist Chair as needed with planning, set-up, clean-p, decorations, food, etc.

#### **Fall Fest (September/October) (Chair – A Co-chair – B)**

This event is intended to help families build new friendships, meet staff, and connect with old friends. Includes mass and dinner. Chair plans and supervises event; reports to PACE Fundraising Chair.

**Helpers - C** assist Chair as needed with planning, set-up, clean-up, decorations, food, etc.

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**Father/Daughter Dance (Chair – A Co-chair – B)**

Chair plans and coordinates the event. Reports to PACE Fundraising Chair. Helpers attend all meetings, assist with working the event, food, decorations, set-up, cleanup, etc.

**Field Day (Chair – C)** (May - hours earned count toward the following school year's commitment)

Assist the P.E. teacher as needed at this annual event of games. Volunteers typically assist with the games or help with refreshments.

**Fundraiser distributor - C**

MUST BE AVAILABLE DURING SCHOOL HOURS. Sort and distribute items from events such as gift wrap/cookie sales, See's Candy, etc., upon delivery.

**Letting Out The Herd (Chair – B)** Chair plans, coordinate, and supervise the event. Reports to the PACE Fundraising Chair.

**Helpers –C** assist as needed with delivering and pickup up of herd props. Must be available evenings.

**Mother/Son Adventure (Chair – B Co-chair – C)**

Chair plans and coordinates the event. Reports to PACE Fundraising Chair. Helpers attend all meetings, assist with working the event, food, decorations, set-up, cleanup, etc.

**Parish service hours** (15 hours maximum per family)

To be completed at your parish of registry. If not listed, please be specific when turning in your vouchers.

CCD teacher	CYO basketball coach	Public relations
Vacation Bible School teacher	CYO track coach	Pastoral Council
Church lector	Finance Committee	Stewardship
Church cantors	Liturgy Committee	All Parish standing committee
Christian service	Eucharistic Ministers	
Building/groundskeeper	Herald	

**Pie Distribution** – C volunteers will need to be available from 3-5 pm on date TBD to help distribute pie orders to families. Note this job may require volunteers to climb into the back of a freezer truck.

**Publicity Committee -C**

Plans and coordinates the removal and storage of sandwich boards for display during morning drop off (7:30-8:05 am) and afternoon pick up (2:45-3:15 pm). Sandwich boards are to be placed by the teachers' lot, on blacktop, and front of the carlines during afternoon pickup. At the end of every event the sandwich boards are to be returned to storage.

On as needed basis post flyers in the PACE display case.

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### **7th Grade Parent Helpers (end of year) - C**

All 7th grade parents assist with 8th Grade Breakfast and Graduation Reception. Parents assist with set-up, cleanup, decorations, food, etc.

**Breakfast Coordinator - C:** Plans, coordinates, and supervises continental breakfast for 8th grade parents with support of 7<sup>th</sup> grade class parents. Plans, coordinates, and supervises full sit-down breakfast for 8<sup>th</sup> grade students and their guests.

**8<sup>th</sup> Grade Graduation Reception Coordinator – C:** Plan, coordinate, and supervise event with support of 7<sup>th</sup> grade class parents.

### **Science and Art Fair (Chair – C)**

Chair and Co-Chair work with Jr. High Science teacher to plan, coordinate, and run the School's Annual Science and Art Fair, usually held in February. Includes reviewing submissions, making suggestions to students on projects, collecting and displaying entries, coordinating clean up, and returning projects after the event.

### **Social Committee - C**

Working at these events may involve day and/or evening hours, set-up, clean-up, working the event, etc.

### **Spirit shirt distributor - C**

Duties include obtaining order forms and shirts from the PACE Fundraising Chair and separating them into individual orders and distributing to the classrooms at the beginning of the school year.

### **Talent Show (Chair – B Co-chair – C)**

Chair and Co-Chair plan, coordinate, and supervise event for children of St. Agnes School and St. Agnes Parish. Includes auditioning acts to make sure they are appropriate. Report to the PACE Fundraising Chair. **Helpers –C** assist as needed in planning, decorating, ticket sales, auditioning, etc.

### **Wheel-A-Thon (September) (Chair – A Co-chair – B)**

Wheel-a-Thon funds raise money for class field trips. Chair and Co-Chair plan and organize the fundraiser.

**Wheel-a-Thon event workers – C** attend all organizing meetings, work the day of the event performing set-up, clean-up, counting laps, record keeping, helping with snacks, etc.