



# VOLUNTEER SERVICE DESCRIPTIONS

## 2023-24

### 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.

#### **Development Committee**

St. Agnes School Development Committee is an endowment fundraising and advisory body operating for the benefit of St. Agnes School. The School Principal, after consultation with the School Board and approval of the Pastor, brings specific fundraising needs to the Development Committee and is responsible for Development Weekend- Parish-wide appeal, Donor Solicitation/Grant Writing and Special Events specific to Fundraising.

## 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>

### 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 required 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.

### AUCTION COMMITTEE

#### **Auction Chair(s) (1-2 people): Board position**

*Overall contact person/chairperson overseeing all subcommittee positions listed below. Must be organized, have good communication skills and willing to work with a variety of people. This position requires application/approval by the PACE Board.*

- Attends monthly PACE meetings and is expected to communicate current Auction status
- Coordinates monthly (at minimum, may increase as the Auction date is closer) meetings with the Auction Committee Coordinators listed below.
- Acts as liaison between Auction Committee and PACE Board
- Oversees logistics of day and night of event
- Provides Auction updates to principal and School Board Marketing Team for newsletters and social media posts
- Solicits and secures DJ and Auctioneer
- Secures Auction venue
- Signs off on check requests and reimbursements
- Responsible for creating and maintaining Auction budget
- Works with all subcommittee chairs in planning and execution of event

#### **Auction Committee:**

##### **Decorations Coordinator(s) (1-2 people) A:**

- Attends monthly (at minimum, may increase as the Auction date is closer) meetings with the Auction Committee
- Chooses decorations which may include but are not limited to linens, backdrops, centerpieces, balloons, floral arrangements, etc
- Oversees decorations/set up volunteers on the morning of the event
- Reports to Auction Chair
- Budget not to exceed \$2000

## 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>

### **Auction Committee:**

#### **Decorations Coordinator(s) (1-2 people) A:**

- Attends monthly (at minimum, may increase as the Auction date is closer) meetings with the Auction Committee
- Chooses decorations which may include but are not limited to linens, backdrops, centerpieces, balloons, floral arrangements, etc
- Oversees decorations/set up volunteers on the morning of the event
- Reports to Auction Chair
- Budget not to exceed \$2000

#### **Procurement Coordinator(s) (1-2 people) A:**

- Attends monthly (at minimum, may increase as the Auction date is closer) meetings with the Auction Committee
- Responsible for procuring donations to be used in online and Live Auction through donation letter mailers and/or electronic requests, providing supplies to procurement volunteers.
- Maintains record of donations received
- Oversees procurement volunteers
- Updates donor database post auction to reflect current donors and donors no longer in business
- Keeps track and submits hours for procurement and sponsorship volunteers
- Coordinates writing of thank you notes to donors following the event
- Reports to Auction Chair

#### **Auction Publicity (1 person) A:**

- Responsible for advertising event. Works with the Auction Committee to design auction logos, flyers, banners and programs.
- Creates room parent Auction blasts. Communicates with Mrs. Lucia and School Board Marketing with all Auction updates and needs.
- Reports to Auction Chairs.

## 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>

### **Auctria Coordinator (1 person) A:**

- Attends monthly (at minimum, may increase as the Auction date is closer) meetings with the Auction Committee
- Works with PACE Digital Liaison to get trained on Auctria software. Inputs ticket sales and sponsorship options and all donations.
- Creates item descriptions.
- Responsible for set up of Auction site and its maintenance.
- Responsible for coordination of item pick up/check out the night of the Auction.
- Reports to Auction Chair

### **Food and Beverage Coordinator (1 person) A:**

- Attends monthly (at minimum, may increase as the Auction date is closer) meetings with the Auction Committee
- Responsible for contacting and providing catering options to the Committee, secures and is point of contact for catering vendor.
- Coordinates bartender and bar
- Must obtain the liquor license prior to Auction
- Purchases any supplies, if necessary, for dining and bar
- Works with food and beverage volunteers to fulfill catering needs of event
- Reports to Auction Chair

### **Volunteer Coordinator (1 person) A:**

- Attends monthly (at minimum, may increase as the Auction date is closer) meetings with the Auction Committee
- Manages Auction Sign Up Genius and all Auction volunteers and ensures all positions have been filled.
- Assists chairs with any questions/concerns in regards to volunteers
- Responsible for contacting event volunteers prior to event with details and/or updates regarding their volunteer position
- Acts as event night volunteer coordinator and directs volunteers to designated assignments or to roles as needed
- Compiles and submits all volunteer hours to PACE Volunteer Chairs
- Reports to Auction Chair

## 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>

### Auction Volunteers Descriptions:

#### **Dessert Coordinator**

- Responsible for soliciting for desserts. Oversees dessert volunteers and maintains record of donation type and quantity. Creates dessert labels/signs. Must be available morning of the event to receive all desserts
- Keeps track and submits all Dessert Volunteer team hours to Auction Volunteer Coordinator
- Reports to Food and Beverage Coordinator

#### **Class Basket/Project Coordinator**

- Acts as liaison between Class Basket/Class Project volunteers and Auction Committee. Keeps the Auction Committee informed on status, themes and completion of class baskets and projects.
- Works with Basket and Project volunteers
- Reports to Procurement Coordinator

#### **Decorations/Set-up Volunteers**

- Volunteers are required to be present at set up the morning of the event and complete tasks given by Decorations Coordinator
- Reports to Decorations Coordinator

#### **Procurement Volunteers**

- Complete tasks given by Procurement Coordinator which may include but are not limited to mailing donation letters, submitting/emailing electronic donation requests, follow up phone calls to potential donors, handing out donation letters/forms in person, and writing/sending thank you notes
- Reports to Procurement Coordinator

#### **Sponsorship Volunteers**

- Responsible for securing event sponsors, solicits individuals/businesses for sponsorship
- Reports to Procurement Coordinator

#### **Food and Beverage Volunteers**

- Procure beer, wine and soda and other items related to catering needs
- Reports to Food and Beverage Coordinator

## 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>

### Dessert volunteers

- Responsible for soliciting and securing a minimum of four desserts each. Must bring desserts to venue the morning to auction and present dessert as it will be displayed on auction night
- Reports to Dessert Coordinator

### Slideshow Coordinator

- Creates slideshow of sponsorship ads and live auction slides
- Reports to Procurement Coordinator

### Class Basket Volunteers

- Responsible for creating and coordinating a themed gift basket for each class for online auction, creating a basket description, storing the class basket, and bringing the class basket to the Auction venue on the day of the event.
- Reports to Class Basket/Project Coordinator

### Class Project Volunteers

- Responsible for creating a project unique to their class. Project maybe be individual student projects or a collective class project. Responsible for creating a project description, storing the class projects, and bringing the class project to the Auction venue on the day of the event.
- Reports to Class Basket/Projects Coordinator

### Event Night Volunteers

*Note specific volunteer positions outlined below will be available at the start of the school year. If Bocce or the above Auction positions are not available, please sign up here to fulfill your Auction hour requirements. **Must be able to work a minimum of 4 hours the night of auction.** Open positions include:*

- Check In: Help check all guests in at the start of the event
- Check Out: Help check all guests out, including obtaining sold Auction items from the storage room
- Raffle Sales: Sell tickets etc for all raffle events during the event
- Bar: Serve beer, wine or soda to guests behind the bar
- Games: Facilitate Auction games
- Floater: Duties include but are not limited to: clearing tables, dessert dash set up and take down, silent auction take down, supporting raffle and game sales
- Clean Up: Required to work the night of the auction until the facility is clean. Duties may include, clearing tables, breaking down tables, stacking chairs, taking down decorations, kitchen clean up, general event clean up. *Note, clean up team will receive two bonus volunteer hours for working a full 4 hour Auction shift due to the late hours anticipated. (6 hours received for working 4 hours)*
- Reports to Auction Volunteer Chair

## 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>

## BOCCE

### **Bocce Chair/Co-Chair - A**

Responsible for overseeing planning, advertising and overall coordination of the annual bocce tournament.

### **Bocce Helpers - C**

Help with set-up, clean-up, and all tasks associated with the annual bocce tournament.

## MANDATORY HOURS COMMITMENTS

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

Responsible for advertising the program, and coordinating education of how to participate in the program now that physical box tops are not collected. This position is also responsible for filling out the necessary forms, sending the forms and box tops in for redemption and making sure the school receives the cash redemption.

### **Health Chair – B** (year round position)

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. *Room parents may not serve as a room parent for the same class for subsequent years, unless no new volunteer is available. Room parents may serve subsequent years for a different class (ie. Year 1 = son in 5th grade, Year 2 = daughter in 1st grade)*

### **Back to School Picnic** (Friday, September 8, 2023 ) **(Chair/Co-chair - B)**

This event is intended to help families build new friendships, meet staff, and connect with old friends. Chairs must be willing to plan event over the summer so that it can be advertised once school is back in session. Chair plans and supervises event; reports to PACE Fundraising Chair.

## 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>

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

**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.

**Bingo Night (Friday, February 2, 2024) (Chair/Co-chair – B)**

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

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

**Book Fair (January) (Chair – C)**

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.

**Breakfast with Santa (December) (Chair/Co-chair - A)** Event Chair and Co-chair report to PACE Fundraising Chair. These positions plan, coordinate, and supervise the event.

**Breakfast with Santa Helpers - C** assists as needed with planning, decorating, working the event, set-up, clean-up etc.

**Egg My Yard (Chair – C)** Chair plans, coordinates, and supervises the event. Reports to the PACE Fundraising Chair.

**Egg My Yard volunteers – C** assist as needed with delivering the eggs. Must be available Saturday evening before Easter Sunday.

**End of the Year BBQ -(Chair/Co-chair B)** (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.



## 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>

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

**Fall Fest (Friday, October 27, 2023) (Chair/Co-chair – A)**

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.

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

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

Chair plans and coordinates the event. Reports to PACE Fundraising Chair.

**Father/Daughter Dance Helpers - C** 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.

**Friday Coffee Committee - C**

Helps with coordination and planning of monthly coffee mornings on the last Friday of every month.

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

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

**Lunch Coordinator - C** Helps coordinate/schedule servers weekly and help sort daily lunches

**Lunch Servers - C** Help sort daily lunches by grade level between 10-12:30pm

**Mother/Son Dance (Chair/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.

**Mother/Son Dance Helpers - C** attend all meetings, assist with working the event, food, decorations, set-up, cleanup, etc.

## 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>

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

**Parent Helper for 8th Grade Celebration Coordinator (7th Grade Parents Only) - 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.

**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.

**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.

## 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>

**Social Committee - C** Assist with various social events throughout the year, including Teacher Appreciation, New Student Testing, etc. 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/Co-chair – B)**

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 29, 2023) (Chair – A)**

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.