

# VOLUNTEER HANDBOOK

St. Ambrose families are asked to complete 16 volunteer hours a year per family. The Parents Association has created, with the help of many, a volunteer handbook to assist in guiding you to completing this requirement.

This volunteer handbook includes the name of the event, a short description, positions and job responsibilities as well as approximate hours available. Please use this as a **guide** regarding the hours available, as some jobs may require more or less.

The volunteer handbook can be found in the “links” section of Fast Direct. As new events are added the Parents Association will distribute an updated sheet to add to the volunteer handbook. This will also be added to the handbook in the “links” section.

Please contact the chair or co chair for further details regarding specific events. You may contact the Parents Association to find out who the chair or co chair is for a specific event.

The Parents Association would like to thank you in advance for helping to make our events successful. We understand that your dedication to our students and our school is what enables the Parents Association and our events to be so successful.

Thank you,  
The Parents Association

# Various Volunteer Opportunities

## Positions

## Hours Earned

### Lunch Duty:

**1 Hour**

Help serve lunch.

Assist younger students as needed. (i.e. opening apple packets, milk, etc.)

Clean tables after first lunch.

Serve older students.

No need to clean after older students' lunch, they clean the tables.

### Library Volunteer:

Library hours vary by day/time.

Description of Service: Occurring year-round. Parents and/or Grandparents may volunteer their time to assist in the library. Library work consists of checking books back into the library from the book dropbox, hosting classes for library time, checking out books for the students, collecting library fines, and helping students find specific books. A "new" library volunteer will be scheduled with an experienced volunteer for a semester for training purposes. A library volunteer may also sign up to read books to Pre-K and K students and/or to only clean the library – dust shelves, straighten books, and make sure books are in order.

### Recess Monitors:

**1 Hour**

Recess is 11:35 am - 12:25pm, so you may earn a service hour for each day you participate. Please sign in at the office and track your service hours. Typically, you will be verbally redirecting low level aggressions and reminding students to include everyone, play fair and have fun (rather than serious competition). More aggressive behavior should be referred to the teacher on duty immediately. As you are monitoring behavior at recess, remember bullying behavior includes an imbalance of power. Please watch for students being excluded from games, students sitting off by themselves, etc. Also be aware that some kids enjoy some quiet time alone at recess. A clipboard with the Anti Bully Rules, Incident Report forms and Intervention Steps is located on top of the cabinet where lunch supplies are stored in the gym. We will be constantly monitoring this system, and we encourage your feedback at all times!

### Scrip:

**1-2 Hours**

Sit at table to sell scrip during the ice cream social.

After 8:00 and 10:30 Mass for approximately 15-30 minutes.

Karen Watsek coordinates Mass Scrip Sellers.

**.75 Hours** (depending on demand)

### We are looking for committed 8:00 scrip sellers.

**.75 Hours**

Scrip sellers must retrieve the binders and log from the safe in the sacristy. They are to hold onto the binders and show people what is available, total their purchases, log them in the book and collect the check.

### Attend Parents Association Meeting:

**1 Hours**

The 3<sup>rd</sup> Wednesday of the Month.

In the community center, 6:00pm-7:00pm

### Resale Shop

**1 Hours each hour worked**

Help organize and work resale shop.

Fold and organize clothing. Number of hours vary.

### NOTES:

# St. Ambrose School Social

Objective: A half-day of fun/games for the kids including lunch and a school assembly at the end with a contest or group participation event. Events began after recess for each group. Pre-school is invited to take part, but only with a parent/guardian leading them. Grades are then split K-4 and 5-8. The groups rotate from lunch, to recess, to upper lot, then back field events.

Date: Usually the early part of May. In the past it's been held on a Thursday because St. Peter's Hardware and Rental has been able to donate any games, inflatables we need at no charge. Set date with principal early in the year if possible

## Position

## Hours Earned

### Chairperson: 1 person

### 15-20 Hours

One person to run the show, coordinate volunteers, and liaison with principal and Parents Association.

### Sub committee - Set up: 8 people

### 4 Hours (appx)

(Should take an hour) Start at 8 a.m.

Set up tents on the upper lot.

Collect games from St. Peters.

Collect games from TNI.

Collect games from school. Set up snack area on upper lot.

Place games on upper lot and back field. Set up trash cans in

both areas, possibly pull from gym after lunch, or from elsewhere.

### Sub committee - upper lot games: 6-8 volunteers

### 2.5 Hours (appx)

In 2012-13 school year, three little kid games and a bounce house for kids grade 3 and under. Games could be added to appeal to the other kids... like a sports themed contest, etc. Open to suggestions.

### Sub committee - lunch/snacks: 6-8 volunteers

Help serve and help kids in the gym (more for lower grades). In the past, lunch was grilled hot dogs, chips, a cookie and water (or milk if they ordered that). Kids could also bring their own lunch. Snacks include popcorn (from Baxter's), snow cones, and bottled water. Snow cone machine donated from St. Peters but we buy the syrup and cups. Bottled water donated last year by parent Susan Piazza. We got enough for one bottle per kid/adult to have in the afternoon. Snacks were served on the upper lot. Supplies needed: bags for popcorn, large coolers to hold ice for snow cones, coolers to ice down water?

### Sub committee - field games: 6-8 volunteers to help at each station

Mostly "field games" like relay races, giant dice, parachute, football throw, etc.

Some games have been borrowed from The Nature Institute in the past, plus items from the school. It's pretty much whatever works! You only have as many games as you have volunteers. Kids are divided into groups and then make the rounds to each game. Staying around 10-15 minutes per game. One stop could be the swings/playground especially for younger kids. Older kids need to stay busy. Games could be upgraded to appeal to the older kids?

Note: Lunch volunteers can also serve for field games, but probably not for upper lot games since those begin with pre-schoolers around 11:30.

End Event: (about 2pm) First year we did a "pie in the face" for teachers. Last year was a dance contest. It's a way to get the kids back to the gym, say thanks for a great school year and then do something fun before heading back to classrooms at about 2:25.

# Dinner Auction

## Position

## Hours Earned

### **Chairperson:**

**36+ Hours**

This person is responsible for leading the group. Making sure a place and date are set. They also help assign sub-committees. They are in charge of making sure the entire event comes together. A co-chair or two is highly recommended.

### **Food Coordinator:**

**10+ Hours**

This person works closely with the venue. They will choose a menu, possible special drinks for the night, and turn in final numbers.

### **Decorations:**

**20+ Hours**

This person along with the rest of the committee will help choose a theme and then decide on decorations. They need to be there the day of setting up to help direct.

### **Class Projects:**

**15+ Hours**

This person along with a committee will come up with ideas for the class projects and lead a committee to get the projects done.

### **Solicitations:**

**20+ Hours**

This person organizes soliciting for donations. This part involves the entire class but you need one person to organize and follow up with the rest of the committee. This person is also responsible along with chair person to put items together for baskets and to make sure all items have a bid sheet.

### **Registration:**

**20+ Hours**

This person is responsible for RSVP's. They will work closely with the food coordinator and the chair person. They will have responses sent home through school and need to input names into an auction computer program. They will be responsible for table assignments and bid numbers.

### **Check-In & Check-Out:**

**20+ Hours**

This person will form a committee to check everyone in the night of the event and check out at the end. They need to be comfortable with computers. They need to be available the day of set up and most of the auction day.

### **Set-Up & Clean-Up:**

**15+ Hours**

This person is responsible for organizing a group to set-up the day before the auction and help clean up.

### **Design Invitations:**

**6 Hours**

This person designs an invitation and takes charge of having them printed. They are also responsible for getting them mailed.

### **Auction Database:**

**10+ Hours**

This person will work along with the chairperson to get all of the items entered into the auction database.

# Wine Tasting

An evening of tasting and socializing.

## Position

**Prior to event:** 1-2 Volunteers  
Coordinate directions, vendors, food  
Decorations

**Day of Event:** 4-5 Volunteers  
Set up: moving tables, adding chairs  
decorating

**Event:**  
2 volunteers for check in  
2 volunteers for check out  
2 runners to help with food  
2 runners to help with odds & ends  
(i.e., ice refill, trash etc)

## Clean Up

## Hours Earned

**2-3 Hours**

**2-3 Hours**

**4 Hours each**

**1 Hour**

## Applefest

Applefest is an annual weekend event in the Fall that includes games, inflatables, a talent show, food, and musical entertainment. It is an opportunity for the Parish and the community to enjoy the many activities while raising funds for St. Ambrose Parish and grade school.

<b>Position</b>	<b>Hours Earned</b>
<b>Applefest Coordinators:</b> Coordinate all aspects of the weekend, including public relations and advertising.	<b>40+ Hours over several months</b>
<b>Treasury Volunteer:</b> Handle funds and keep record of deposits and expenses during Applefest weekend.	<b>5-14 Hours</b>
<b>Ticket Sales Volunteer:</b>	<b>2-6 Hours</b>
<b>Game Coordinator:</b> Determine games, prizes and schedule volunteers for weekend.	<b>10-15 Hours</b>
<b>Game Volunteer:</b>	<b>2-6 Hours</b>
<b>Food Tent Coordinator:</b> Plan and execute the lower level food tent.	<b>10-15 Hours</b>
<b>Food Tent Volunteer:</b>	<b>2-6 Hours</b>
<b>Beverage Tent Coordinator:</b> Work with distributors to coordinate products and schedule volunteers.	<b>10-15 Hours</b>
<b>Beverage Tent Volunteer:</b>	<b>2-6 Hours</b>
<b>Talent Show Coordinator:</b> Schedule talent and coordinate music for event.	<b>5-7 Hours</b>
<b>Basket Raffle Coordinator:</b> Set-up area, arrange baskets and volunteers.	<b>8-10 Hours</b>
<b>Basket Raffle Volunteer:</b>	<b>2-6 Hours</b>
<b>Golf Cart Driver:</b> Transport people from upper level to lower level and back	<b>2-6 Hours</b>
<b>Set-Up and Tear Down:</b>	<b>2-6 Hours</b>

NOTES:

# Trivia Night

Description of Program: Occurs typically in the Spring Semester 4-6 weeks following the Auction. Parents, teachers, parishioners, and other adults are invited to attend a fun evening playing trivia in teams of 6-8 and participate in games throughout the course of the evening. Admission is typically \$120 per table of 8. Players can bring their own snacks and beverages, including alcohol. Soda and popcorn are provided.

## Position

## Hours Earned

### Chair:

**15 Hours**

Responsible for ensuring the gym is set up and cleaned up. Responsible to make a flyer to send home with students, send out Fast Direct messages, and get information to other parishes and newspapers to promote the Trivia Night. Make sure that all volunteers have their areas of responsibility taken care of. Responsible for reconciling all money and turning in to Parents Association. Also responsible for making copies of answer sheet packets for all teams as well as any other copies that need to be distributed.

### Gym set-up: 10 people

**2-3 Hours**

All volunteers help set the gym up to get ready for Trivia night. This includes setting up drink/snack table, projector screen and sound equipment, judges tables, tables and chairs, registration table, covering tables with plastic table covering, and numbering tables.

### Gym clean-up: 10 people

**1-2 Hours**

All volunteers help clean up gym. This includes taking down all table and chairs, taking all trash to dumpster, packing up projector screen and all sound equipment, sweeping and mopping gym floor.

### PowerPoint presentation: 1 person

**3-4 Hours**

This person works with the volunteer(s) who is working on the questions to ensure all questions get loaded on PowerPoint, and then does the PowerPoint presentation throughout the course of the evening. The PowerPoint presentation includes all rounds of questions as well as a spreadsheet to record the scores.

### Snack table: 2 people

**3-4 Hours**

Responsible for serving soda and popcorn and keeping area clean.

### Runners: 2-3 people

**3-4 Hours**

Responsible for keeping trash emptied and assisting where needed

### Selling Mulligans/Raffle Tickets: 1-2 people

**3-4 Hours**

Responsible for selling mulligans prior to start of round 1 of trivia as well as selling and collecting money for any items that are being raffled off.

### Emcee: 1-2 people

**3-4 Hours**

Responsible for hosting the evening. This includes going over the Trivia Rules prior to round 1 starting as well as any other important information or announcement. Responsible for drawing names for door prizes and any other prizes given out throughout the evening. Also engages crowd by playing short games with them such as heads or tails, dead or alive, etc. Also reads each round of questions as well as follows up with reading the answers once all score sheets have been turned in at the end of each round.

### Judges: 3-4 people

**3-4 Hours**

Responsible for grading each teams answer sheets and tallying up their score each round. One judge will need to help the PowerPoint person load the scores on the team score spreadsheet in between rounds.

**Questions:** 1-2 people

**5-7 Hours**

Responsible for coming up with categories and questions for each category. Communication with PowerPoint person regarding who will load the questions on PowerPoint. Also, you need to make copies of each round of questions and answers for the emcee(s) as well as all of the judges.

**Registration:** 1 person

**1-2 Hours**

Responsible for keeping track of all registration forms/money turned in for teams signing up to play trivia. That evening, you will be responsible for checking in all teams entering the gym and collecting remaining money and handing out the team answer sheet packets. You will have someone help you that evening.

**50/50:** 2-3 people

**3-4 Hours**

Responsible for walking around and selling 50/50 tickets and collecting the money for 50/50 ticket purchases.

# Golf Tournament

Description of Event: This year's annual St. Ambrose Golf Tournament will be changed to May 3rd at Lockhaven Country Club. This event is a four man scramble with lunch and dinner provided to all players. There will be several specialty events on different holes to make this a lot more fun and entertaining than the average 4 man scramble.

<b>Position</b>	<b>Hours Earned</b>
<b>Co Chairs:</b> 3 People Recruiting Holes and Table Sponsors Setting up Hole events Arranging beverages Mailing Event Invitations Acquiring raffle prizes for after event	<b>6 Hours</b>
<b>Hole Attendants:</b> 5 people Keeping track of special hole events	<b>5 Hours</b>
<b>Registration Table:</b> 2 people Registering Golfers for the events Selling 50/50 tickets	<b>2 Hours</b>

# Father Daughter Dance

Description of Program: Fathers and Daughters are invited to attend a dance that occurs for approximately 2 hours. Drinks and Snacks are provided. An opportunity to remember the special evening captured in a photo. Canned good for admission.

<b>Position</b>	<b>Hours Earned</b>
<b>Co Chair:</b> Decorating Gym - use Wine Night's decorations Move a few tables Set up snack table Arrange for drinks and get cookies Donations from school parents-cookies Hang flyers Promote activity Clean up after activity	<b>5 Hours</b>
<b>Photographer:</b> 2 people Take photos of dad and daughter Walk around taking photos of the dance	<b>2.5 Hours</b>
<b>Snack table/helpers:</b> 2 people Keep snack table filled Get ice from community center Assist with clean up	<b>2.5 Hours</b>

# Scholastic Bookfair

Description of Program: The Scholastic Bookfair is hosted at St. Ambrose typically in October. The profits help purchase books for the library, teacher's rooms and teacher resources. Items previously purchased include rugs, books, listening centers, bookshelves etc. Students come to preview during their assigned class time. Students can come and purchase books when it's ok'd by teachers. Parents may shop at any time the bookfair is open. There is an online bookfair associated with the school that grandparents and others can participate in if they would like and it helps to support our school. The bookfair lasts for 3-5 days may or may not cover a weekend and usually has one evening event whether it follows the teacher conferences or a free spaghetti dinner hosted by the bookfair. Reading night can be attached to a bookfair as well.

<b>Position</b>	<b>Hours Earned</b>
<b>Chair and Co-Chair:</b> Set up Move a few tables Decorations Arrange for volunteers Hang flyers Promote activity Clean up after activity	<b>20 Hours</b>
<b>Set up:</b> 4-5 people Assist in helping to set up bookcases, unloading books, setting up tables and assisting with decorations.	<b>4 Hours</b>
<b>Book sellers:</b> Help locate books as needed (must work 2 hrs) Run the register Straighten up books	<b>2 Hours</b>
<b>Clean Up:</b> 3-4 people Distribute books to classrooms Take down posters in school Pack up bookcases Put tables away Clean up decorations	<b>4 Hours</b>
<b>Spaghetti Dinner (if included):</b> Assist with making of spaghetti during the day Assist with serving spaghetti	<b>6-8 Hours</b>

# Grandparents/Grandfriend's Day

Description of Program: Occurring typically in September on the Friday before Grandparent's Day. Grandparents or another special older adult – a family friend, other relative like an aunt or uncle or a neighbor are invited to attend a memorable morning of breakfast, a tour of the school, and a special mass for approximately 2 hours. A photo opportunity is available to remember the day. This event is free and expenses are paid by the St. Ambrose Parent's Association.

<b>Position</b>	<b>Hours Earned</b>
<p><b>Co-Chair:</b>            Planning meeting during summer            Photocopy Flyers/Mail Invitations            Hang flyers            Promote activity            Setup the Community Center            Fix Breakfast            Clean up after activity</p>	<b>14 hours</b>
<p><b>Setup:</b> 2 people            Set out placemats/centerpieces            Arrange tables/chairs            Setup backdrops for photos            Distribute Grandparent/Grandfriend certificates and gifts            Setup attendance area</p>	<b>2 hours</b>
<p><b>Photographer:</b> 2 people            Take photos of Grandparents/Grandfriends and children.            Walk around taking photos of the event.</p>	<b>2.5 hours</b>
<p><b>Attendance:</b> 4-6 people            Check students in for attendance in the library            Direct Grandparents/Grandfriends where to go</p>	<b>2 hours</b>
<p><b>Food Table/Helpers:</b> 2-4 people            Keep food table filled            Serve food            Assist with clean up</p>	<b>2 hours</b>
<p><b>Bakers:</b> 8 people            Assist with baking 6 pkg of mini-muffins OR assist with            purchasing grapes, washing them and cutting them into small clusters of 6-8 bunches</p>	<b>4 hours</b>
<p><b>Hall Monitors:</b> 3 people            Watch the hallways/classrooms to make            sure student behavior is appropriate            Help direct Grandparents/Grandfriends            and assist with questions</p>	<b>2 hours</b>
<p><b>Greeters:</b> 4 people            2 Outside of school            (1 person in Upper Parking Lot area and 1 person in Lower Parking Lot area)            2 Inside of school            Welcome Grandparents/Grandfriends to our school            Direct Grandparents/Grandfriends to the library for check-in            Help with traffic flow</p>	<b>2 hours</b>

# Ice Cream Social

Description of Program: The evening before the first day of school. The social is a chance for families to bring in all their school supplies, see their classroom, meet the teacher, and meet and greet social hour with other families of the school while enjoying free ice cream.

## Position

## Hours Earned

### Co Chairs:

**5-6 hours**

Make Up Flyers and get them out via fast direct, church, and other means  
Move a few tables

Arrange for ice cream (preferably on a stick kind) donated from Schnucks & Schwegels

Pick up donated ice cream & store it in the freezer at the Community Center

Pick up 2 donated white coolers from St. Peters Hardware

Hang flyers

Promote activity

Prepare the room in the community center – use donated coolers to keep ice cream in

Hand out the ice cream the night of the event

Clean up after activity

### Social Helpers: 1-2 people

**2-3 hours**

Hand out Ice Cream

Reload Coolers with Ice Cream, or Ice

Help pass out napkins

Clean up spills, and drips

# Santa Secret Shop

Description of Program: Occurring typically in the Fall Semester during the first week of December. Students will have the opportunity to shop in their own school, in a safe, non-commercial environment. They can learn to budget their money and spend wisely, while also experiencing the “Joy of Giving.” Gifts are priced for a child’s budget, ranging from \$.25 to \$10, but most gifts cost \$5 and under. There are gifts available for all members of the student’s family. The event starts with a “preview” day on Monday and is open through Thursday.

## Position

## Hours Earned

### Chair:

**18 hours**

Move a few tables

Setup Community Center

Arrange for items by category

Hang flyers

Promote activity

Clean up after activity

### Setup: 4-6 people

**2 hours**

Unbox merchandise

Set-out gifts by category

Setup check-out area

Hang signs

### Volunteer Workers: 2-8 people

**2 hour shifts**

on various days/times

Keep merchandise stocked

Help students shop

Check-out shoppers

Straighten tables between classes

# PR Committee opportunities:

1. Kid Connection program: This PR program sends baptism poems and school information to newly baptized children of the parish. Thanksgiving and Easter cards, along with school fact sheets, are also mailed to all children under the age of 6 (or already enrolled in kindergarten.) Help is needed to contact the parish office monthly for new baptisms, and prepare and mail a personalized poem and school fact sheet (available in a Word document file.) Service Hours: 1-3 hours per month. Help is also needed in November and March, to contact the parish office for mailing labels, work with the school to have cards printed and copied, then stuff, label and mail.

**Service Hours: 2-4 hours per mailing.** Nearly all of these opportunities can be done from home, with a computer, at your convenience.

2. Parent Partnership program: This PR program welcomes new families to the school. Partners are usually matched by grade (often this is done through the Parent Association Class Representatives), and a phone call is made to welcome the new family, offer helpful information, and leave contact information for future questions.

**Service Hours: 1-2 hours at beginning of school year, and possibly 1-2 hours throughout the school year.** This opportunity can be done from home, in the evening, or at your convenience.

3. Newsletter: The newsletter is normally published annually in the spring, recapping the school year. Help is needed to gather articles from school and parish personnel, and Parents Association chairpersons, then work with Schwartzkopf printing to edit and print the newsletter. Mailing labels are requested from parish and school (for all non-parishioner families), and newsletters are then labeled for mailing.

**Service Hours: 5-20 hours, throughout the school year.** This opportunity can be done from home (with a computer) at your convenience.

4. Brochure: The school brochure has not been updated in several years, and needs to be reviewed and edited, then printed with Schwartzkopf printing.

**Service Hours: 5-10 hours.** This opportunity can be done from home (with a computer) at your convenience.

5. News Releases: Articles about fundraisers and school activities need to be written and forwarded to media in a timely manner.

**Service Hours: 2-5 hours per month, depending on activities.** This opportunity can be done from home, with a computer, at your convenience.

6. Facebook: This PR opportunity is designed to keep the St. Ambrose Facebook friends updated on school activities and fundraisers. Help is needed to update the page in a timely manner as needed.

**Service Hours: 2-5 hours per month, depending on activities.** This opportunity can be done from home, with a computer, at your convenience.