



SACRED HEART SCHOOL VOLUNTEER INFORMATION

2016-2017

Please take a moment to check the areas below that you can contribute your time and talents. Please email or drop off completed form at the school office attention: Mrs. Beth Istre. (bistre@shconroe.org)

Volunteer Name: _____

Child(ren) and Grade: _____

Relationship: ____ Mother ____ Father ____ Grandparent ____ Other: _____

Contact Phone: _____ Email: _____

<u>School Programs:</u>				<u>School Development:</u>			
		Library Assistance				Oktoberfest	
		Office Assistance				Steps for Students	
		Athletic Booster Club				SHCS Golf Tournament	
		Service Projects				Graphic Design	
		Decorating				Photography	
<u>Special Events:</u>				<u>Special Talents Willing to Share:</u>			
		Back to School Picnic (August 7, 2016)				Arts & Crafts	
		Book Fair (3 per year - Fall, Spring, May)				Organization	
		Catholic Schools Week (Jan 29th - Feb 4th)				Phone/Networking/Solicitation	
		Flowers for Mary				Family Mentoring	
		Field Day (May 23, 2017)				Photography	
		Hospitality (receptions)				Baking / Cooking	
		Cooking for special events				Hosting Fellowship Events	
		Library PJ Day (December 1, 2016)				Handyman / Building / Grounds	
		Mother / Son Bowling (January 15, 2017)				Gardening	
		Father / Daughter Dance (February 11, 2017)					
		Veterans Day (November 10, 2016)					
		Decorating for Christmas					
		Breakfast with Santa (December 2016)					
		Grandparents Day (January 29, 2017)					
		Teacher Appreciation Week (May 1st - 5th 2017)					

See next page for a brief description of various areas.

DESCRIPTION OF VOLUNTEER AREAS

Library Assistance: Several project areas available; hours are flexible. Monday/Wednesday/Friday

Office Assistance: Needed for copying, sorting, stapling, changing outside message board, etc.

Athletic Booster Club: Assist with board members, fundraising, concessions, team representatives, spaghetti dinner, golf tournament, athletic banquet, corporate sponsors, etc.

Oktoberfest: One of the most important fund-raisers of the year. Money received is used in many areas to improve our school such as purchasing new computers, media projectors, sports equipment and special requests from teachers. **ALL parents needed!**

Steps 4 Students: A fun and exciting event for the whole Family celebrating Catholic education with all of the schools in the Archdiocese at the 5k run and 1k walk. Events leading up to the Run begin in Nov. / Dec.

Booster Club Golf Tournament: The SHCS Golf Tournament is held in the Spring. Planning meetings begin in January. We host families and community members at the Woodforest Golf Club for a great day of fellowship and golf to benefit the Booster Club and Athletic Dept.

Back to School Picnic: Planning and setting up our schools annual Back to School Picnic in August.

Book Fair: One book fair per semester and final in May. Assist in set up, take down, decorating and check out.

Catholic Schools Week: Assist the school in a variety of activities as needed.

Field Day: Assist the school staff in providing a variety of games and fun for the entire student body typically during the last week of school.

Hospitality/Decorating: Assist with school receptions and decorating during various holidays.

Mother / Son Bowling: Help plan a fun day with mothers and sons.

Father / Daughter Dance: This sweet event is held in February. Volunteers coordinate beverages, snacks and photo ops and decorations.

Veterans Day: Organizing the event and inviting Veterans to the school from families and the local community to celebrate. A program is arranged in the Gym and then a brunch is hosted for all Veteran's and their families.

Grandparents Day: One of our most popular family events. All grandparents are invited to the school for a brunch and celebration of our families and grandparents. Organizing and inviting the grandparents.

Cooking Special Events: As needed for teacher appreciation lunches, when someone is ill, funeral meals, etc.

Graphic Design/Photography: Assist with Eagles Nest, Ad Layouts, etc... / Take photos at school events.

Red Ribbon Week: Volunteers coordinate with guidance counselor in planning a special treat for students as a "wrap up" to a week of anti-drug and drug awareness education.

"Box of Joy": Volunteers assist in receiving and placing collected shoe box gift boxes in larger shipment boxes for Catholic Outreach to pick up and deliver to children living in developing countries.

Volunteers who are on campus are required to attend a Protecting God's Children workshop, be "VIRTUS" trained, and sign documentation specified by the Archdiocese of Galveston-Houston. Volunteering not only enhances your child's education, but also makes you a part of it. The faculty and staff are greatly appreciative and supportive of our volunteers' contributions.