

Nativity of Mary School
VOLUNTEER REGISTRATION INFORMATION
2010-2011 School Year

Parents and Guardians,

This is our opportunity to enrich our children's educational, cultural, and social environment. Tuition alone does not cover the cost of our children's education. Our volunteer efforts raise substantial funds for Nativity of Mary School activities and reduce tuition through use of volunteers in important school programs. Our involvement also enriches our students by giving them a chance to benefit from our unique skills and experiences.

Plus, the children love to see Mom, Dad, or Grandparents at school during the day. Our efforts not only expand the offerings and programs our children enjoy, but also give us the chance to act as role models of charity, commitment and loving concern that will help our children grow into better human beings. Our active involvement makes the Nativity of Mary School community grow and flourish.

Activities included in this registration form cover a wide variety of interests and offer options that can fit into everyone's schedule—even the busiest working parent (inside or outside the home). As a non-public school, we need everyone's involvement, and we strongly urge every family to volunteer for these activities. Please keep in mind that signing up to volunteer for one of these activities does not mean you will be chairing that particular activity—unless you are interested in doing so.

Please complete the attached volunteer form and return it to the school office as soon as possible.

Thank you for generously contributing your time to these programs.

Barbara J. Castagna
Nativity of Mary School Principal

SCHOOL SERVICES:

Hot Lunch Servers

Chair: Jennifer Lovegreen

Volunteers help serve lunch from 11:30 A.M. – 1:15 P.M. You can pick the days of the week and how often. Most volunteer 1-2 times per month.

Playground

Chair: Kristi Rollwagen

You assist the teacher playground supervisor and volunteer alongside the middle school safety patrol during recess on days that fit your schedule. Volunteers typically sign up for 1-2 times per month from 11:30 A.M. – 12:25 P.M.

Library

Chair: Tina Meyer

Help children find and check-out books and assist with shelving books in our school library. Volunteers staff the library weekday mornings or afternoons typically 1-2 times per month. Your library schedule is usually matched to your child/rens classroom time.

Head Room Parent (Grades K-5)

Chair: Jennifer Lovegreen

You work with your child's homeroom teacher and parent volunteers to plan classroom parties for Halloween, Christmas, Valentine's Day and Year End. You will also be a liaison between the Silent Auction committee and parent volunteers to create a classroom craft that will be donated to the auction. Specify grade preference(s).

Classroom Party Helpers (Grades K-5)

Chair: Jennifer Lovegreen

Each classroom has 4-5 parent helpers per classroom party to help facilitate the craft, games and snacks for the Halloween, Christmas, Valentine's Day and Year End party. Sign up sheets for your child's classroom party events will come out in the summer registration packet. Party dates will be determined in Sept. 2010 by the teachers.

Parents Prayer Group

Chair: Barb Dockendorf

Meeting together once a week when school is in session, these parents pray for the needs of Nativity of Mary School and their children during their hour together.

New Family Mentorship

Chair: Katy McGrane/Ludy Peller

Volunteers are assigned to new families coming to Nativity to welcome them, answer questions, and offer help. A reception for new families is in August each year. Volunteer families act as a resource to answer questions for new families throughout the school.

Clerical Aides

Chair: Ingrid Klein

To help us run our school office, we need clerical support, typically a half-day per week for photocopying, light typing, filing, cutting materials for bulletin boards, etc. Volunteers typically are scheduled 1-2 times per month.

Office Aides

Chair: Ingrid Klein

To give the school secretary a lunch hour away from the desk, we need volunteers to cover the phones, greet visitors, etc. Volunteers typically get scheduled 1-2 times per month.

News and Notes/Communication Folders

Chairs: Barb Hoffmann/Erin Dobesh

Each week help is needed to publish the News and Notes and also get all school paper correspondence into the Thursday communication folders. This work is done Tuesday-Thursday each week during the day.

Marketing Volunteers

Chair: Audrey Riddle

Help promote our wonderful school! Throughout the year, our marketing committee coordinates advertising and PR, promotion to area parishes and preschools, as well as admissions events such as our open houses. Assist us by distributing flyers, preparing mailings, putting on events and more. Whether you have marketing experience or not, helping with one project or being involved on a more regular basis would be greatly appreciated! Indicate your interest and you will be contacted in the fall to discuss how you can help.

Alumni Committee

Chair: Amy Poehling

You don't have to be a Nativity Alum to help coordinate alumni activities throughout the year! This commitment can be tailored to your availability, talents and interests. You decide how much time you can offer and what activities you would like to help with and we will utilize your help. The Alumni Committee meets twice per month—attend as your schedule permits.

Liaison to a Bloomington Parish Family

Help Nativity of Mary school be known and seen within your parish family. Assist the marketing committee by being a manager of communication at your parish site with bulletin announcements, presence of flyers, a possible bulletin board and helping with other events at the parish on behalf of Nativity of Mary School. A liaison is needed for Nativity of Mary Church, St. Edward's Church, and St. Bonaventure Church.

Teachers Aides/Tutors

Each teacher for their own classroom

Here is a chance to assist teachers with academic areas—such as flash card review, cutting out materials, listening to children read or practice skills, helping with workbooks, supervising games, and tutoring various subjects. Specify grade preference(s).

Kindergarten Information Night, School-Wide Open House, and Preschool Open House

Chair: Audrey Riddle

Help us with these special events promoting Nativity of Mary School. Volunteers help with communications, decorations, set-up, and greet newcomers with a warm welcome to our great school. Kindergarten Information Night: Nov. 18, 2010, School-Wide Open House: Jan. 25, 2011, and Preschool Open House: Jan. 11, 2011

School Picture Days (Fall & Spring)

Chair: Brenda Harley

Volunteers are needed to assist students on picture day and help the photographer with order form envelopes. Approximately 3 hour commitment.

Yearbook Committee

Chair: Sheri Hank

Compile pictures for the yearbook and work on arranging the picture pages for the school yearbook. Most of this compilation takes place in late winter/early spring. Also a volunteer is needed to help with student order forms and other administrative work.

8th Grade Video

Chair: Brenda Harley, CO-CHAIR
NEEDED

Reminisce with other Nativity of Mary School parents as you organize and create a video that your child will treasure for a lifetime.

8th Grade Graduation

Chair: Vicki Mager Murphy

7th Grade parents needed to plan the graduation celebration on June 3, 2011 for the 8th graders.

ENRICHMENT

Art Adventure (Grades K-8)

Chair: Michelle Ward

The Art Adventure Program, offered through the Minneapolis Institute of Arts, introduces students to works of art from a variety of cultures. Trained volunteers visit classrooms with reproductions of art relating a common theme, such as animals, celebrations, or relationships. This volunteer opportunity does not require a background in art. The students really enjoy the presentations, and you will too!

Bravo Music Appreciation (Grades K-4)

Chair: Beverly Singhel

Bravo is a music appreciation program that teaches children about composers, instruments, rhythm patterns, and various types of music such as classical, folk and jazz. Volunteers attend two training seminars at the Edina Community Center. A music CD and lesson booklet are provided to volunteers, who then come to the classrooms six times during the school year to present the 30 minute lessons. Volunteers may also split the year with another volunteer, each presenting three lessons. No musical background is necessary.

Junior Great Books (Grades 2-5)

CHAIR NEEDED

Junior Great Books is looking for volunteers who enjoy discussing literature and love working with small groups of children in grades 2-5. Volunteers lead or assist other leaders in a weekly thirty minute directed discussion about an assigned story. Leaders are scheduled once or twice a month from November through March, usually during an afternoon time period coordinated with the classroom teachers. Formal and online training is available and experienced volunteers are willing to assist. Three or four leaders or teams of leaders are needed for each grade from 2-5. Please specify your grade preference. Used Junior Great Books may be dropped off in the school office for reuse.

EXTRA CURRICULAR ACTIVITIES

Family Dance (Feb. 4, 2011)

Chair: Julie & Tim Smith

This is a once a year event to gather parents, students and faculty to a fun evening out. Responsibilities include decorating, music, food, publicity and communications, and ticket sales.

Dad's Pancake Breakfast (March 20, 2011)

Chair: Mike Ott, CO-CHAIR NEEDED

What a great opportunity to meet and socialize with dads of our school. This fundraiser takes place on a Sunday morning in the winter time. Volunteers coordinate set-up, food, cooking, communications, and ticket sales. Many shifts are available. March 20, 2011

Ski Club (Grades 5-8)

Chair: Tina Flowers

This group has a lot of fun hosting several ski events for students during the winter months. Generally, the club goes directly from school to the slopes and spends three to four hours with everyone skiing.

Drama Club (Grades 6-8)

CHAIR NEEDED

This group meets during the winter one night a week and in the spring one-two nights a week. Performance skills are taught and practiced. A spring performance culminates the year. Look for volunteer sign ups later in the fall.

Middle School Activities (Grades 6-8)

Chair: Tammy Price

Middle School supervised activities are not only fun, but also essential for healthy social development during these years of greater peer influence. Two chair people are needed for each event scheduled. Volunteers meet in September to discuss, plan events and coordinate the schedule. Please see the additional sign up sheet to volunteer for these events.

Athletics

This is a large and involved area of our school. The programs are available to all students of our school. Please look for volunteer opportunities and sign up schedules to come out at the beginning of the 2010-2011 school year by our Athletic Department staff.

FUNDRAISING

Marathon/ Rake-a-thon and Friday Service Projects

Chair: Patty Weichselbaum

Nativity of Mary students participate in the Twin Cities Marathon for Non-Public education. The Marathon will be held on Fri., October 15 and Sat., Oct. 16, 2010. It will have a service theme and we will be having a rake-a-thon throughout the community on Sat., Oct. 16.

New & Used Uniform/Accessory Sales

CHAIR NEEDED

Coordinate the sales of new & used school uniforms and gym uniforms on Back to School Registration day. Donated used uniforms can be dropped off in the school office.

Labels/UPC/Box Tops

Chair: Jennifer Lovegreen

An at-home project takes about three hours twice a year. Labels brought in by the children need to be trimmed and sorted before submitting to the sponsoring company.

Kemps Give'Em Five Milk Lids

Chair: Noelle Hawton

An at-home project takes about three hours twice a year. Milk lids and other Kemp products brought in by the children need to be sorted before submitting to the sponsoring company.

Book Fair (Oct. 18-20, 2010)

Chair: Tina Meyer

This is a once a year event during October. It involves marketing, communications/ publications, set-up in our school gym, sales and accounting of the event.

Innisbrook & magazine sales

Chair: Brenda Harley

These non-mandatory fundraisers help raise additional funds for Nativity of Mary school. Chair person time commitment is 5 hours of organizational work.

Restaurant Nights

Chair: Christi Burke & Dan Nordquist

These non-mandatory fundraisers are pre-arranged dates that occur throughout the school year. Upon dining, a portion of your spending will go back to Nativity of Mary School. Chair person is needed to solidify these dates with restaurants in the area and publicize them through our communication folders.

Athletic Concessions

Chair: Tammy Price

During the winter sports season, the concession stand at home basketball games is staffed by parent volunteers and their families. Chair person schedules these volunteers and their time shifts. Look for the sign up for volunteering as the basketball season approaches.

Spring Social / Silent Auction: (May 6, 2011)

Chair: Joan McCrory

Volunteers are needed to help with various committees before the event and during the event. This is a wonderful evening for the parents, staff and friends of our school community to have fun and socialize with one another, while raising funds for our school.

Continuation of Spring Social/Silent Auction: (May 6, 2011)

| | | |
|---------------------------------------|-------------------------|------------------------|
| Areas in which volunteers are needed: | Business Solicitations | |
| Cashier/Check-out/Accounting | Organize Sweepstakes | Decorations/Set-up |
| Record incoming donations | Hospitality | Create Auction Booklet |
| Publicity/Communications/Promotions | Prepare auction baskets | |

HOSPITALITY

Help make these events special by volunteering some time to set up and decorate, volunteer the day of the event, or prepare a dish in advance for the Teacher Conferences and Teacher Appreciation luncheon. Most of these events only require a few hours, and you can pick and choose the ones in which you are most interested.

Back to School Registration (Sept. 2, 2010)

Chair: Katy McGrane

1st Day Coffee (Sept. 7, 2010)

Chairs: Lisa Harris

Bus Driver Appreciation (Dec. 9, 2010)

Chair: Tina Flowers

Grandparent's Day (Oct. 20, 2010)

Chairs: Roseline Dedee Shelstad

Teacher Conference Dinners (Fall and Spring)

Chair: Jill Johnson

Kindergarten Round-up (Nov. 18, 2010) Preschool Open House (Jan. 11, 2011) School-Wide Open House (Jan. 25, 2011)

Chair: Cindy Olstad

Kindergarten Visit Day (May 6, 2011)

Chair: Jill Johnson

Teacher Appreciation luncheon (May 3, 2011)

Chair: Mary Kay Hird

Holistic Breakfast (May 11, 2011)

Co-Chair: Barb Hoffmann/Kristi Rollwagen

Field Day (June 7, 2011)

Chairs: Tim Thoreson/Jesse Robertson

RETURN THIS FORM INDICATING WHICH TWO OR MORE AREAS TO VOLUNTEER

NAME _____

PHONE _____

E-MAIL ADDRESS _____

We request an e-mail address if possible so that chair people may communicate in a more efficient manner throughout the school year. The volunteer coordinator will also use the e-mail list from time to time to ask for volunteers on a short-term basis. Please check here if you DO NOT want to be added to this e-mail listing _____.

SCHOOL SERVICES

_____ Hot Lunch (indicate day of week/times per month) _____

_____ Playground-K-5th grade (indicate day of week/times per month) _____

_____ Library (indicate day of week/times per month) _____

_____ Head Room Parent (indicate grade preference) _____

_____ Parent Prayer Group

_____ Teacher's Aide/Tutor (indicate grade preference) _____

_____ Clerical Aide (indicate day of week/times per month) _____

_____ Office Aide (indicate day of week/times per month) _____

_____ New Family Mentorship (contact katymcgrane@earthlink.net to volunteer)

_____ Marketing Volunteer (indicate your interests) _____

_____ Alumni Committee

_____ Liaison to Bloomington Parish Family (indicate which Catholic church) _____

_____ Kindergarten Info Night (Nov. 18, 2010) Preschool/School-Wide Open House (Jan, 2011)

_____ School Pictures (indicate: Fall _____ or Spring _____)

_____ 8th Grade Video (Created by 8th grade parents)

_____ 8th Grade Graduation (June 3, 2011) – (7th grade parents coordinate this event)

_____ Alumni Committee

ENRICHMENT

_____ Art Adventure (indicate grade preference) _____
(Training-Fall 2010)

(OVER)

_____ Bravo Music (indicate grade preference) _____
(Training-Sept./Oct. 2010 & Jan./ Feb. 2011)

_____ Junior Great Books (Oct. 2010- Feb. 2011)
(indicate grade preference) _____

EXTRA CURRICULAR ACTIVITIES:

_____ Family Dance (Feb. 4, 2011)
_____ Dad's Pancake Breakfast (March 20, 2011)
_____ Ski Club

FUNDRAISING:

_____ New/Used Uniform/Accessory Sales (August, 2010) contact katymcgrane@earthlink.net
_____ Book Fair (Oct. 18-20, 2010)
_____ Box Tops and Kemps programs

Marathon- (Oct. 15 & 16, 2010)

_____ Yes, I would like to join the Marathon Committee.
_____ Food/Hospitality - help organize and serve lunch on the day of the Marathon Rake-a-thon.
_____ Parish Mailings: help stuff marathon flyers to Nativity parishioners
_____ Prizes – in August help get prizes for the Marathon Top 5 students.
_____ Cash counting starting at 9:30 A.M., dates yet to be determined
_____ Registration Table on morning of Saturday, Oct. 16th
_____ St. Edward's weekend. Volunteers needed one full weekend at all masses to collect Marathon pledges for Fr. Mike. Dates to be determined.

Spring Social/Silent Auction: (May 6, 2011)

_____ Join the Committee _____ Business Solicitations _____ Decorations
(2010-2011 school year)
_____ Donation Organizing _____ Hospitality _____ Creating Auction Booklet
_____ Publicity/Communications _____ Cashier/Check-out/Accounting

HOSPITALITY:

_____ 1st Day Coffee (Sept. 7, 2010)
_____ Teacher Conf./Workshop days (Fall & Spring)
_____ Grandparent's Day (Oct. 20, 2010)
_____ Bus Driver Appreciation Day (Dec. 9, 2010)
_____ Kindergarten Info Night (Nov. 18) / Preschool/School-Wide Open House (Jan, 2010)
_____ Holistic Breakfast (May 11, 2011)
_____ Teacher Appreciation Lunch (May 3, 2011)
_____ bring food _____ be in classroom
_____ Field Day (June 7, 2011)

