

Nativity of Mary School  
**Volunteer Registration Information**  
2011-2012 School Year

Dear Parents and Guardians,

This is the time in our children's lives and 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 collective volunteering efforts raise substantial funds for Nativity of Mary School activities and reduce tuition through the 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.

Volunteer opportunities listed on the registration form cover a wide variety of interests and offer options that can fit into everyone's schedule - even these of the busiest working parent (inside or outside of the home). As a non-public school, we need everyone's involvement, and we strongly urge every parent to volunteer. 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 day 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's classroom time.

### **Clerical Aides**

Chair: Shannon Dahl

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: Shannon Dahl

To give the school secretary a lunch hour away from the desk, we need volunteers to cover the phones, greet visitors, etc. Volunteers are typically 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.

### **Head Room Parent (Grades K-5)**

Chair: Stephanie Cossette

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 basket that will be donated to the auction. Specify grade preference(s).

### **Classroom Party Helpers (Grades K-5)**

Chair: Stephanie Cossette

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 parties. Sign up sheets for your child's classroom party events will come out in the summer registration packet. Party dates will be determined in September by the teachers.

### **People in Prayer Group**

Chair: Barb Dockendorf

Members of our community gather together to pray for the needs of our students, families, school and staff. The prayer group gathers on Wednesday mornings from 10:30- 11:30 in the Founder's Room located to the left of the north church door #1. Using the upcoming weekend readings for reflection, we will collectively pray with scripture through praise, forgiveness, thanksgiving and petition.

### School Welcoming Committee

Chair: Katy McGrane

Come one, come all to help newcomers to Nativity of Mary School feel welcomed and appreciated. This newly forming Welcoming Committee will take on the New Family Night event that takes place in August of each school year. Throughout the school year this committee will work with staff and community members to host family fun events, answer questions from prospective families, and keep in communication with area Catholic churches.

### Marketing Committee

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. Volunteers assist by distributing flyers, preparing mailings and putting on open house events. No marketing experience needed! Indicate your interest and you will be contacted in the fall to discuss how you can help.

### Teachers Aides/Tutors

Classroom Teachers

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).

### 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.\

### Alumni Committee

Chair NEEDED

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.

### 8<sup>th</sup> Grade Video

8<sup>th</sup> Grade parent 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.

### 8<sup>th</sup> Grade Graduation

7<sup>th</sup> Grade parent Chair NEEDED

7<sup>th</sup> Grade parents needed to plan the graduation celebration in June, 2012 for the 8<sup>th</sup> 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: Anita Hoaglund

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 sessions at Schmidt Music at the Galleria. A music CD and lesson book are provided for volunteers who will come into the classrooms six times during the school year to present the 30 minute lessons. No musical background is necessary.

### Junior Great Books (Grades 2-5)

Chair: Kristi Reardon

Junior Great Books is seeking volunteers who enjoy discussing literature and love working with small groups of children. 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. Formal and online training is available and experienced volunteers are willing to train you in. Three or four leaders or teams of leaders are needed for each grade from 2-5. Please specify your grade preference.

## **EXTRA CURRICULAR ACTIVITIES**

### Family Dance (February 3, 2012)

Chairs: Tim & Julie 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 18, 2012)

Chairs: Mike Ott & Dan Koch

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

### Ski Club (Grades 5-8)

Chairs: Clark & 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.

### 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 leaders 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 school year by our Athletic Department staff.

## **FUNDRAISING**

### New & Used Uniform/Accessory Sale

Chair: Judy Praska

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

### Book Fair (January, 2012)

Chair: Tina Meyer

This is a once a year event typically held in October. Volunteer duties involve marketing, communications/publications, set-up, sales and accounting.

### 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 Kemps products brought in by the children need to be sorted before submitting to the sponsoring company.

Marathon/Rake-a-thon and Friday Service Projects

Chair: Katy McGrane

Nativity of Mary students participate in the Twin Cities Marathon for Non-Public education. The Marathon will be held October 14, 2011. It will have a service theme and we will be having a rake-a-thon throughout the community on Saturday, October 15, 2011.

Spirit of Spring Social & Silent Auction (April 20, 2012)

Chairs: Kim & Jim Steiner

Volunteers are needed to help with various committees before the event such as business solicitations and publications, and during the event such as decorations, hospitality, registration & check-out. 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.

Athletic Concessions

Chair: Tammy Price

During the winter sports season, the concessions 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.

**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 (September 1, 2011)

Chair: Katy McGrane

First Day Coffee (September 4, 2012)

Chair NEEDED

Teacher Conference Dinners (Fall and Spring)

Chair: Jill Johnson

Grandparent's Day (October 9, 2011)

Chair: NEEDED

Bus Driver Appreciation (December 9, 2011)

Chair: Tina Flowers

Kindergarten Info Night (November 8, 2011)

Chair: Cindy Olstad

School-Wide Open House (January 31, 2012)

Chair: Cindy Olstad

Kindergarten Visit Day (April 19, 2012)

Chair: Kristi Koelfgren

Holistic Breakfast (May 9, 2012)

Chairs: Barb Hoffmann/Kristi Rollwagen

Teacher Appreciation luncheon (May 8, 2012)

Chair: Christine Thelen

Field Day (June 5, 2012)

Chairs: Tim Thoreson/Jesse Robertson