

Nativity of Mary School
VOLUNTEER REGISTRATION INFORMATION
2009-2010 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: Sherri Werner

You assist the playground supervisor 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. or 12:45 P.M. – 1:10 P.M. Another option is to volunteer during the one month your child's classroom is in charge of supplying additional playground supervision.

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, Valentines 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. 2007 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 August 26, 2009. 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. from 12:00 P.M. – 1:00 P.M. Volunteers typically get scheduled 1-2 times per month.

Marketing Volunteers

Marketing Committee

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 house. Assist us by distributing flyers, preparing mailings, managing the school bulletin board outside the church sanctuary, 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.

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 Round-Up & Open House

Chair: Audrey Riddle & Sharon Stadnik

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. Open House: Jan. 26, 2010. K-Round-Up: Feb. 18, 2010.

School Picture Days (Fall & Spring)

Chair: Brenda Harley

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

Yearbook

Chair:

Compile pictures for the yearbook and work on the digital format of the school yearbook. Most of this compilation takes place in late winter/early spring.

8th Grade Video

Chair: Judy Skogmo

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

Chairs: Chair/Co-chair needed

7th Grade parents needed to plan the graduation celebration for the 8th graders.

ENRICHMENT

Art Adventure (Grades K-8)

Chair: Chair/Co-chair needed

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: Chair/Co-chair needed

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)

Chairs: Barb Dockendorf & Denise Nygren

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.

Accelerated Reading (AR) (Grades 3-5)

Chair: Chair/Co-chair needed

This is a self-guided, comprehension reading program. The AR program motivates and rewards children who read AR level books and then test their comprehension on a school computer. Books that qualify for the AR program are available in the school library and public libraries.

EXTRA CURRICULAR ACTIVITIES

Family Dance (Jan. 30, 2009)

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

Chairs: Chair/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. Date to be determined.

Ski Club (Grades 5-8)

Chair: Amy Monssen

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: Chair needed

6th Grade Chairs: 2 Chair People Needed

7th Grade Chairs: 2 Chair People Needed

8th Grade Chairs: 2 Chair People Needed

Middle School supervised activities are not only fun, but also essential for healthy social development during these years of greater peer influence. Each year we host a variety of activities including dances, and offsite gatherings (ie: Cosmic bowling, Chaska swimming pool, Trail of Terror). Two chair people are needed for each grade level. Volunteers meet in September to discuss, plan events and coordinate the schedule.

Athletics

Chair: Tim Thoreson

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 2008-2009 school year by our Athletic Department staff.

FUNDRAISING

Marathon

Chair: Patty Weichselbaum

Nativity of Mary students participate in the Twin Cities Marathon for Non-Public education. The Marathon will be held on Saturday, Sept. 26, 2009. For specific marathon volunteer opportunities please see the attached sign-up form.

New & Used Uniform/Accessory Sales

Chair: Dee McMullen

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.

Label/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: Chair needed

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

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. Book Fair dates: Oct. 12, 13, 14, 2009.

Innisbrook & magazine sales

Chair: Barb Hoffmann

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.

Spring Social / Silent Auction: April, 2010

Chair: Chair/Co-chair needed

Held in April, 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.

Business Solicitations: Assist in soliciting businesses for donations

Cashier/Check-out/Accounting

Organize Sweepstakes

Record incoming donations

Hospitality

Publicity/Communications/Promotions

Prepare auction baskets

Decorations/Set-up

Create Auction Booklets

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.

Welcome Back Faculty Luncheon (Aug., 2009)	Chair: Chair Person Needed
Back to School Registration (Sept. 1, 2009)	Chair: Katy McGrane
1 st Day Coffee (Sept. 8, 2009)	Chairs: Lisa Harris
Bus Driver Appreciation (Dec., 2009)	Chair: Chair needed
Grandparent's Day (Oct. 14, 2009)	Chairs: Sylvia Matzke-Hill Roseline Dedee Shelstad
Teacher Conferences	Chair: Chair/Co-chair needed
Open House (Jan. 26, 2010) Kindergarten Round-up (Feb. 18, 2010)	Chair: Cindy Olstad
Kindergarten Visit Day (May, 2010)	Chair: Chair needed
Teacher Appreciation luncheon (May 4, 2010)	Chair: Chair/Co-chair needed
Holistic Breakfast (May 12, 2010)	Chair: Barb Hoffmann/ Judy Skogmo
Field Day (Last Day of School, 2010)	Chair: Tim Thoreson

RETURN THIS FORM

(Fall/2009-2010)

NAME _____

PHONE _____

EMAIL ADDRESS _____

We request an email address if possible so that chair people may communicate in a more efficient manner throughout the school year.

SCHOOL SERVICES

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

_____ Playground (indicate day of week/times per month/lower level or upper level grades)
_____ year-round volunteer _____ volunteering for one month commitment

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

_____ Head Room Parent (indicate grade preference) _____

_____ Parent Prayer Group

_____ New Family Mentorship (August 26, 2009 evening event)

_____ 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) _____

_____ Marketing Volunteer (Indicate your interests) _____

_____ Kindergarten Round-up (Feb. 18, 2010) & Open House (Jan. 26, 2010)

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

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

_____ 8th Grade Graduation (May 2010) – (7th grade parents coordinate this event)

ENRICHMENT

_____ Art Adventure (indicate grade preference) _____
(Training - Fall 2009)

_____ Bravo Music (indicate grade preference) _____
(Training - Sept. / Oct. 2009 & Jan. / Feb. 2010)

_____ Junior Great Books (Oct. 2009- Feb. 2010)
(indicate grade preference) _____

_____ Accelerated Reading Program (AR)

(OVER)

EXTRA CURRICULAR ACTIVITIES:

_____ Family Dance (Jan. 29, 2010) _____ Dad's Pancake Breakfast (Winter, 2010)
_____ Ski Club
_____ Jr. High Activities: _____ 6th grade _____ 7th grade _____ 8th grade

FUNDRAISING:

_____ New/Used Uniform/Accessory Sales (August, 2009)

Marathon- (September 26, 2009)

_____ Yes, I would like to join the Marathon Committee.
_____ Food/Hospitality - help organize and serve lunch on the day of the Marathon.
_____ 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 _____ 9:00 a.m.– 11:00 a.m. OR _____ 11:00a.m.-1:00 p.m.
_____ St. Edward's weekend. Volunteers needed one full weekend at all masses to collect Marathon pledges for Fr. Mike. Dates to be determined.
_____ Book Fair (Oct. 12, 13, & 14, 2009)

Spring Social/Silent Auction: (April, 2010)

_____ Join the Committee _____ Business Solicitations _____ Decorations
(2009-2010 school year)
_____ Donation Organizing _____ Hospitality _____ Creating Auction Booklet
_____ Publicity/Communications _____ Cashier/Check-out/Accounting

HOSPITALITY:

_____ Back to School Registration (Sept. 1, 2009)
_____ Welcome Back Faculty Luncheon (August, 2009)
_____ 1st Day Coffee (Sept. 8, 2009)
_____ Teacher Conf./Workshop days (Fall & Spring)
_____ Grandparent's Day (Oct. 14, 2009)
_____ Bus Driver Appreciation Day (Dec, 2009)
_____ Kindergarten Round-up (Feb 18, 2010) / Open House (Jan 26, 2010)
_____ Holistic Breakfast (May 12, 2010)
_____ Teacher Appreciation Lunch (May 4, 2010)
_____ bring food _____ be in classroom
_____ Field Day (Last Day of School, 2010)

