

Valley Catholic Elementary School 2009-2010 SERVICE HOUR OPPORTUNITIES

PLEASE NOTE: EVERYONE WHO VOLUNTEERS AT SCHOOL OR AT ANY SCHOOL-SPONSORED ACTIVITIES WHERE OUR STUDENTS ARE PRESENT, **MUST** SUBMIT TO A CRIMINAL BACKGROUND CHECK **AND** ATTEND A “CALLED TO PROTECT” SAFE ENVIRONMENT TRAINING **BEFORE THE EVENT**. THE FORM FOR SUBMITTING INFORMATION TO OUR CRIMINAL BACKGROUND INVESTIGATING AGENCY IS AVAILABLE IN THE SCHOOL OFFICE. THE “CALLED TO PROTECT” TRAININGS WILL BE SCHEDULED PERIODICALLY THROUGHOUT THE SCHOOL YEAR.

Please understand that signing up to help at an event is not a guarantee that you will be contacted. Please feel free to contact the chairperson yourself if you have questions. In addition, please note that the list of opportunities is not all-inclusive. The need for volunteer help can arise at any time throughout the school year. Keep an eye on the “Friday Folder” for appeals for help!

PARENT/TEACHER COMMITTEE (PTC) EXECUTIVE COMMITTEE:

This committee holds officer elections in the spring of each year. The object of this committee is to advance the social and fundraising projects of the school. The offices are President, Vice President, Secretary, Treasurer, Assistant Treasurer, and Grade-level Representatives; any person holding these offices will receive 30 service hours. See page 2 for list of PTC-driven volunteer opportunities. For any questions, please contact the Event/Program Leads, or Analizza Lambino (PTC President).

Please also see the PTC web page for more info: <http://www.valleycatholic.org/elementary/activities.php>, or e-mail ptc@valleycatholic.org.

SCHOOL/TEACHER SUPPORT:

There are many creative and supportive ways to serve and attain your service hour commitment. Some of them include:

1. Room Parent and Assistant Room Parent
2. Classroom help (both in class and if the teacher has home projects, i.e. cutting, typing etc.). Teachers will determine the level of their need and advise parents directly.
3. Chaperoning field trips
4. Classroom cleaning (one day at end of the year)
5. Library help
6. On-call help in the school office as needed for special projects

FUNDRAISING ACTIVITIES:

Jog-A-Thon (October 2) – Kelly Alfieri is the chairperson. Get service hours early in the year for the biggest fundraiser for Valley Catholic Elementary School! One service hour for each hour worked; together with Kelly, Laura Louie signs volunteer hours rendered.

Scrip – Sheryl Schultheis is the chairperson. This is an increasingly growing fundraising activity for Valley Catholic Elementary School; involves weekly coordination and distribution of the orders.

Annual Fund (October) – Melissa Maxwell is the chairperson. The Annual Fund supports every Valley Catholic School student every day by helping to bridge the gap between tuition and the true cost of education. Service hour opportunities include: signing letters for your grade, parent phone-a-thon, and assistance with mailings. Contact Melissa at 503-906-1139 or mmaxwell@ssmoministries.org. See the SSMO Foundation section for more opportunities.

Auction (April 17) - Jessica Senecal is the chairperson, supported by Danielle Tomich, the Foundation Auction Coordinator. Proceeds from the auction benefit all Valley Catholic Schools. Usually one service hour for each hour worked, but more can be given specific tasks. See page 4 for complete list of committees.

If you have any questions regarding service hours, please contact the Service Hour Recorders, Derek and Linda Compton, at 503-640-8912, or Principal, Susan Friesen.

PTC-DRIVEN VOLUNTEER OPPORTUNITIES:

Welcome to School Picnic and Volunteer Fair (August 27) – JoAnna Flynn (Kindergarten rep) is the chairperson. This event is an opportunity for all VCES families, returning and new, to get to know each other in a casual, fun atmosphere, and to find out how they can become involved and support our school.

Family Picnic (October 2) – Chairpersons are Viji Krishnaprasad and Srinand Venkatesan (5th/6th grade reps). This is the picnic that happens right after the Jog-a-thon. Many hours of preparation are involved in anticipation of this event. Volunteers are needed to help with planning and preparing food and games, set-up, and clean up. One service hour for each hour worked (this includes time making signs, shopping for items, or preparing food.)

Halloween Carnival – (October 30) Meg Bishop (3rd/4th grade rep) is the chairperson. Help is needed with games, ticket sales, food sales, planning, setup, and cleanup. One service hour for each hour worked.

Family Dine-Outs (November date TBD, February 3, May 18, early Aug) – Jennifer Bly is the chairperson. This series of FUNtastic Family Dine-Outs is something we would like to institute as a community-building event which could also help raise some funds for the school. One service hour for each hour worked.

Family Mass and Banquet (January 30) – Laura Schultz (1st/2nd grade rep) is the chairperson. This is one special event when Valley Catholic Elementary School families can attend Mass together and have dinner at the campus. This event requires help in the following areas: purchasing food and supplies, coordination for dinner, set-up and clean up, etc. One service hour is given for each hour worked.

Father-Daughter Event (February 13) – Meg Bishop is the chairperson for this event. Volunteers are needed to make this a magical event for our fathers and daughters. One service hour is given for each hour worked.

Teachers Appreciation Week (May 3-7) – On behalf of the PTC, JoAnna Flynn will coordinate what we can do to express our appreciation for the teachers/staff. One service hour is given for each hour worked.

Mother-Son Event (May 16) – Jackie Ardrey is the chairperson. Volunteers are needed to coordinate this event and make it a memorable day for mothers and sons. One service hour is given for each hour worked.

First Communion Reception (May 26) – Laura Schultz (1st/2nd grade rep) is the chairperson. Volunteers are needed to set-up the reception for 2nd graders who have received their First Communion. One service hour is given for each hour worked.

Cub Scouts – Alan Hendrickson is the contact for Cub Scouts. Cub Scouting is fun and educational program designed for boys with a focus on building character, physical fitness, practical skills and community service. Volunteers are needed to serve as den leaders; you do not have to have a Cub Scout child to participate. One service hour is given for each hour worked.

Girl Scouts – Girl Scouts is a fun and educational program for girls to build character and develop leadership, strong values, social conscience, and a conviction about their own potential and self-worth. Parents are needed to serve as Leaders and in various supporting roles in the Troop. Valley Catholic is supported by Girl Scout Service Unit 7 which covers Troops in South Beaverton schools. To volunteer, please contact the Service Unit Membership Coordinator Amy Coursen, at mystichope2004@yahoo.com, or phone: 503-579-9140. One service hour is given for each hour worked.

Art Literacy Program – Pam Kirwin is the chairperson. This program exposes the students to at least four artists each year. Help is needed in each grade to prepare lessons and materials for teaching the children about each artist and encouraging their exploration of each artist's medium. One service hour is given for each hour worked.

Campbell Soup Labels and Boxtops – Minnie Quiring and Susan Davidson coordinate the tallying of soup labels. The school earns points towards the purchase of school equipment. One service hour is given for each hour worked.

Playground Monitors – Jennifer Boss is the coordinator. There is training session for these volunteers early each school year. This is an ongoing, daily need from 11:05-12:30.

Cultural Event (TBD) – Contact person is TBD. Depends on volunteers, we will determine what specific cultural events we can have. One service hour is given for each hour worked.

Special/Ad Hoc Events (e.g. Back-to-School Coffee Social, Beaverton Parade) – We have special events like the Back-to-School Coffee Social at the Villa on September 3, and the Beaverton Parade on September 19, to be coordinated by Laura Schultz. One service hour is given for each hour worked.

If you have any questions regarding service hours, please contact the Service Hour Recorders, Derek and Linda Compton, at 503-640-8912, or Principal, Susan Friesen.

VCS STAFF-DRIVEN VOLUNTEER OPPORTUNITIES:

After-School Sports – Kelli Alfieri is our CYO Director. Valley Catholic Elementary School offers many after-school sports. Many coaches and assistant coaches are needed. These sports include: swimming, football, volleyball, basketball, and track.

Picture Day (September 29) – Contact school secretary, Dianne VanAlstine. Help is needed getting the students to and from the classrooms and with preparing the children for the photos. Five people are needed for this day. One service hour is given for each hour worked.

Vision Screening (October 23) – Contact Dianne VanAlstine or Jacquelyn Delplanche. Nine volunteers are needed on this day to help the screening supervisors. One service hour is given for each hour worked.

Grandparents Day (November 2) – Contact Dianne VanAlstine. This is a special day where grandparents and special family friends are invited to school to visit. At least 8-10 people are needed to help as greeters and ambassadors for this event. One service hour is given for each hour worked.

Programs and Concerts – Our music teacher, Sr. Denise Klaas, always needs and appreciates help with set-up, clean-up, decorating, and supervision of the children during school music programs.

Science Fair – (date TBD) Our Science teacher, Mrs. Christiansen, holds our annual science fair, in March or April. Volunteers are needed to coordinate the event, set-up, making and putting up signs, judging, and cleaning up. One hour is given for each hour worked.

VC Middle School Speech Tournament (February 27) – Jennifer Gfroerer, Dean of Students at VCS Middle School is the contact. We need judges and other various parent helpers. One service hour is given for each hour worked.

VC Middle School Regional Science Fair (April 23) – Jennifer Gfroerer, Dean of Students at VCS Middle School is the contact. Volunteers are needed as judges. One service hour is given for each hour worked.

Career Day Presenter (April 22) – Ms. Friesen or a committee of teachers coordinate this event. Parents and local community members are solicited to share their careers with students in three back-to-back presentations. One service hour is given for each hour worked.

Swimming During PE Classes – Our PE teacher, Eric Holstrom, will send out a notice via the Friday Folder when he is planning to start swimming with the various grades. Many volunteers are needed to help with PE swimming classes. Monitors are needed in the dressing rooms and in and around the pool.

Field Day (June 4) – Contact is Mike Segerdahl. Parent volunteers help with event set-up, preparing certificates, and supervising the student activities. One service hour is given for each hour worked.

SSMO FOUNDATION-DRIVEN VOLUNTEER OPPORTUNITIES:

Contact Melissa Maxwell at mmaxwell@ssmoministries.org for the following: (1) **Annual Phone-a-thon** (October), (2) **Annual Fund Campaign**, and (3) **Mailing and general office assistance**.

For the **Auction**, contact Danielle Tomich at dtomich@ssmoministries.org; see page 4 for details.

For the **Golf Tournament** (May), contact Kira Kvamme at kkvamme@ssmoministries.org. Volunteers are needed to solicit sponsors, help with publicizing the event on campus, as well as run the event. One service hour is given for each hour worked.

Contact Karen Crandal at kcrandal@ssmoministries.org for the following: (1) **Evening & weekend photography**, (2) **Writing stories for news and campus events**, and (3) **Organize and track news coverage**. One service hour is given for each hour worked.

If you have any questions regarding service hours, please contact the Service Hour Recorders, Derek and Linda Compton, at 503-640-8912, or Principal, Susan Friesen.

AUCTION (April 17, 2010): For all auction questions, contact Danielle Tomich at 503-718-6405.

General Chair: Shadow this year's chair, Jessica Senecal, in steering and overseeing the auction.

Cashiering: Needed night of the auction. Training provided. Approx. 5 to 7 hours.

Catering: Assist Catering Chair in coordinating all aspects of food for the auction. Flexible schedule, approx. 15 hours.

Class Projects: Coordinate or assist with class project. Flexible schedule, up to 30 hours.

Clean Up / Tear Down: Needed night of the auction. Approx. 4 hours, double hours given after 9:00 p.m.

Communications: Assist with bulletin boards, website updates. Flexible hours, as needed.

Database: Takes place in the auction office during business hours; training provided. Make your own schedule.

Decorations: Assist Decorations Chair with preparations, especially the week of the auction. Up to 30 hours.

Hospitality: Needed night of auction to greet and direct guests, answer general questions. Approx. 4 hours.

Invitations: Help stuff envelopes to prepare invitations for mailing on one day in February. Up to 8 hours.

Facilities & Logistics: Assist in reserving facilities, keys, and resources for auction night. Up to 15 hours.

Live Auction Set Up: The week of the auction, help set tables, fold napkins, set centerpieces in the dining room.

Live Auction Video: Assist in collecting campus photos and compiling in music video. Up to 30 hours.

Live Auction Slide Show: Assist in designing and building slide show presentation for silent auction. Up to 15 hours.

Procurement: Assist Procurement Chairs in brainstorming, mailing letters, making follow-up phone calls to procure items; coordinate sign-up parties, off-campus donations, on-campus donations.

Raffle: Help display raffle car daily, contact parishes, help with student assemblies/incentives. Up to 30 hours.

Rentals: Assist Rentals Chair in coordinating all aspects of rental for the event. Up to 20 hours.

Retrieval: Needed night of the auction to collect purchased items for guests. Up to 6 hours.

Silent Auction: Help with packaging, planning and preparing silent auction room. Up to 30 hours.

Volunteer Coordinator: Assist in recruiting volunteers and help Chairs with volunteer needs. Up to 30 hours.

If you have any questions regarding service hours, please contact the Service Hour Recorders, Derek and Linda Compton, at 503-640-8912, or Principal, Susan Friesen.