

*WE WELCOME PARENTS, GUARDIANS, GRANDPARENTS - ALL VOLUNTEERS!  
WE NEED YOUR: TIME, TALENT, TREASURE!*



# VOLUNTEER FORM

## POSITIONS & COMMITTEES

2023-2024

St. Mary's Catholic School

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

First & Last Name(s) & Grade(s) of Student(s) enrolled: \_\_\_\_\_

I HAVE A TALENT/ A SPECIAL SKILL/ A CONNECTION THAT COULD BENEFIT THE SCHOOL (please detail in comment box)

### PARENT TEACHER COUNCIL (PTC) EXECUTIVE BOARD POSITIONS:

- President
- Vice President
- Treasurer
- Secretary
- Parliamentarian
- Teacher Rep
- Volunteer Coordinator (non-voting)

### STUDENT ACTIVITIES

- Back to School Night
- Back to School Picnic
- Movie Night
- Bowling Night
- Catholic Schools Week
- School Dance
- Field Day
- Anywhere needed
- All of the above

### SCHOOL SPIRIT

- Spirit Shirts/ sweat-shirts
- Fall Fest Shirts
- Clothes Closet Organizer
- Anywhere needed
- All of the above

### FALL FESTIVAL

- Chair/ Co-Chair
- Sponsorships
- Live & Silent Auctions
- Games
- Food
- Early-bird Tickets
- Raffle Tickets
- Advertising
- Scheduling
- Pot of Gold
- Setup / Clean-up
- Thanking Donors
- Anywhere needed

**ON THE BACK:**  
Position Descriptions  
Committee Descriptions  
Comment Box

**QUESTIONS? PLEASE CONTACT A PTC MEMBER** (a contact list can be found on school website)

### STAFF SUPPORT

- Staff Appreciation Week Committee
- Teacher luncheon (Christmas)
- Teacher luncheon (year-end)
- Office aide
- Library aide
- Cafeteria aide
- Lunchroom/ Recess
- Anywhere needed

### CLASSROOM SUPPORT

- Homeroom Coordinator
- Assistant Coordinator
- Classroom helper
- Tutor
- Substitute
- Field Trip Driver
- I can do things from home
- Anywhere needed



### DONATE

- \$ \_\_\_\_\_
- Supplies
- Baked goods—events

### FUNDRAISING, cont...

- Trash bags
- Golf Tournament
- Box tops
- Scrip program
- Cans
- Ink cartridges
- Christmas Coin Drive
- Raise Craze
- Anywhere needed

**\*\*SAFE ENVIRONMENT TRAINING IS REQUIRED TO HELP WITH STUDENT ACTIVITIES BOTH IN AND OUT OF THE CLASSROOM—HAVE YOU COMPLETED YOURS?\***



**ST. MARY'S  
CATHOLIC  
SCHOOL**

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info@smsponcity.org  
www.stmaryspsok.com

**Homeroom Coordinator:**

Organizes class holiday parties including reminding those individuals who signed up to assist;  
Organizes help for teachers for special projects in the classroom & may assist in filling in drivers for field trips;  
Communicates with parents regarding Smart Snack Policy;  
Works with the teacher in keeping class parents/guardians up-to-date regarding happenings within the classroom/ school;  
Works with class parents/guardians during teacher appreciation week to organize something special for the teacher/ staff member during the week on a smaller scale as compared to PTC events;  
Works closely with the teacher on coming up with, implementing, and completing class project(s) for Fall Fest;  
Coordinates class booth volunteers for Fall Fest

**Volunteer Coordinator:**

Acts as a liaison between the PTC and volunteer network; Assists PTC board in compiling and tracking a volunteer network based upon feedback from parents and guardians on the reverse of this sheet; Also, to personally call St. Mary's parents and guardians and invite them to participate in school events; Makes his/her contact information accessible to answer questions and coordinate help for events

**Teacher/ Staff Appreciation Week:**

Usually falls on the first full week of May; PTC works hard to make this event special for the teachers and staff which may include daily activities, gifts, light lunches, etc. Teachers and staff fill out surveys prior to this week that details their preferences, what would make their classroom better, etc.; Help is needed to facilitate activities and coordinate gifts, etc.

**Fall Festival:**

There are many opportunities to serve your school leading up to and during Fall Fest which is typically held on a Saturday evening in late September. Help is needed to not only organize the event, but also collecting monetary and auction donations, tracking ticket sales, providing and serving food, organizing volunteers to work booths during the event, as well as set-up, clean-up, and thanking donors. [\(Detailed descriptions of the committees can be found in a separate sheet titled, "Fall Fest"\)](#)

**PTC Board Officer Duties**

Pastor, Principal, and Teacher Representative are joined by a President—chairperson of the board; Vice President—perform duties of president in his/her absence, oversee all committees; Treasurer—receive and distribute monies for PTC, keep records and prepare financial documents; Secretary—keep minutes, calendar of events, maintain voting records; Parliamentarian—ideally the immediate past president or officer; advisor to executive board enforcing "Roberts Rule of Order"  
[\(Please see PTC bylaws on website for a more complete description\)](#)

**COMMENT BOX: [\(attach additional pages if necessary\)](#)**

**Student Activities:**

Back to school picnic—typically held the first Sunday afternoon following the start of school; students and families get to know one another at a pot-luck picnic at a local park; meat is provided by PTC and cooked by the Knights of Columbus; help is needed for setup/cleanup, etc.

Movie Night—traditionally for younger students and is held in January; they watch a holiday movie :

at the Ponca Theatre, exclusively for our school, with a popcorn and drink provided by the PTC; help is needed to obtain food and snacks, supervise students, and cleanup the cafeteria afterwards

Christmas Coin Drive—held in December; classrooms compete to find out who can raise the most \$ for PTC sponsored Christmas families; help is needed to count change daily during the week of participation and for purchasing, wrapping, and delivering gifts

Bowling Night— held as a family event; pizza and bowling provided, by the PTC at the bowling alley; help is needed to track RSVPs, sign in and supervise students

Catholic Schools Week—usually held in Jan/Feb; this event is not organize by the PTC but rather teacher committees; often teachers call on the PTC to gather individuals that can help facilitate some of the activities which may include face-painting, crafts & serving treats.

School Dance—typically held on a Friday evening at the end of Catholic Schools week; the theme is advertised; a DJ is hired and popcorn, snacks and drinks are provided by the PTC while students dance the night away! Help is needed for decorating, snacks, cleanup and student/games supervision.

Field Day—one of the favorite activities of the school year; it is held on the next-to-last-day of school; students are kept out of classrooms for the day and play games, run relays, and participate in a talent show; funding provided by the PTC; many volunteers are needed to supervise students on the school grounds