

St. James Volunteer List Form 2017 – 2018

Please place a checkmark next to the position(s) you are volunteering for and return this form to the school office by **September 13, 2017**. In order to volunteer, you **must complete Safe Environment** (see how on the last page).

- Box Tops for Education** _____ Sort, bundle, and count in preparation of submission (1-4 x/yr)
School Secretary will contact you regarding due dates
Instructions will be provided and they may be done at home
- Milk Moola** _____ Sort, bundle, and count in preparation of submission (1-4 x/yr)
School Secretary will contact you regarding due dates
Instructions will be provided and they may done at home
- Hearing/Vision Screening** _____ Hearing and Vision screening services provided by Eau Claire City
County Health Department
November 8, 2017 and November 17, 2017 (afternoons only)
Volunteers assist the Public Health Nurse in the Testing
Process (1-3 x/yr)
Younger siblings welcome
- Lifetouch Pictures** _____ Perform as liaison between classroom teachers and photographer
October 9, 2017 and/or April 9, 2018
Younger siblings welcome
- Sports Day** _____ Assist with 4th and 5th Grade Sports Day at Regis
May Date yet to be determined
Online volunteer information will be distributed
in the Spring for this event
- Walk for Virtues** _____ Assist with Walk for Virtues
May 11, 2018
Save the Date! Online volunteer information will
be distributed in the Spring for this event
- Teacher Appreciation Week** _____ Cover a recess for teachers during Teacher Appreciation Week
May 7, 2018 through May 11, 2018
Times: 10:10 a.m. - 10:35a.m., 11:45 a.m.- 12:25 p.m.,
2:10 p.m. - 2:35 p.m.
Younger siblings welcome

Santa's Workshop

_____ Assist Santa's Workshop Chairperson with Santa's Workshop
December 5, 2017 from 2:00 p.m. – 5:30 p.m.
Younger siblings welcome to attend, but crafts are geared
towards elementary students

Catholic Schools Week

_____ Organize a school-wide family function for an evening during CSW
in cooperation with the Principal
CSW: January 28, 2018 through February 3, 2018
Younger siblings welcome

Library Helper

_____ Assist students during regular library hours
Thursdays 8:00 a.m. - 2:00 p.m. (this can be split between
multiple volunteers)
Librarian will contact you with final schedule after
receiving the list of volunteers' availability

_____ Assist Librarian shelving books etc. in library
Librarian will contact you with needs and make arrangements
for times that work with your schedule
Younger siblings welcome

_____ Assist with Setup/Packup of Book Fair during Catholic Schools Week
Librarian will contact you with exact times
Occurs in January, each is about 1.5 hours
Younger siblings welcome

Art Helper

_____ Assist with setting up art shows
Week of February 19-22, 2018
Art Teacher will contact you with exact time
Hang and display art for art show

_____ Assist with digital art capture
Photograph and upload artwork of students to the
Artsonia website
Art teacher will provide training
Can be done at home with ipad or iphone or at school
Younger siblings welcome

Room Parents

Three Room Parent positions are available for each grade. Once all volunteer sheets are turned in, three volunteers will be selected to fill each grade's positions. Room Parents are responsible for meeting the needs of the classroom teacher for the classroom Halloween, Christmas, and Valentines parties, plan a treat for the birthday of the classroom teacher, as well as help with the one St. James school-wide function assigned to that grade.

Kindergarten Room Parents _____ Assist the Classroom Teacher with Halloween, Christmas, and Valentines classroom parties
Plan a Treat for the Birthday of the Classroom Teacher
Assist with the Uniform Exchange, as needed

First Grade Room Parents _____ Assist the Classroom Teacher with Halloween, Christmas, and Valentines classroom parties
Plan a Treat for the Birthday of the Classroom Teacher
Assist the Santa's Workshop Chairperson with Santa's Workshop

Second Grade Room Parents _____ Assist the Classroom Teacher with Halloween, Christmas, and Valentines classroom parties
Plan a Treat for the Birthday of the Classroom Teacher
Assist the Santa's Workshop Chairperson with Santa's Workshop

Third Grade Room Parents _____ Assist the Classroom Teacher with Halloween, Christmas, and Valentines classroom parties
Plan a Treat for the Birthday of the Classroom Teacher
Assist the Santa's Workshop Chairperson with Santa's Workshop

Fourth Grade Room Parents _____ Assist the Classroom Teacher with Halloween, Christmas, and Valentines classroom parties
Plan a Treat for the Birthday of the Classroom Teacher
Assist the Santa's Workshop Chairperson with Santa's Workshop

Fifth Grade Room Parents _____ Assist the Classroom Teacher with Halloween, Christmas, and Valentines classroom parties
Plan a Treat for the Birthday of the Classroom Teacher
Create the Fifth Grade Promotion Mass Slide Show

Specialist Parents

Three Specialist Parent positions are available. Once all volunteer sheets are turned in, three volunteers will be selected to fill these positions. Specialist Parents work with the School Secretary to plan for the birthdays of support staff, specialists, and administration, as well as coordinate staff potlucks, etc.

Specialist Parent _____

_____ I have completed the safe environment questionnaire and background check

_____ I have not complete the safe environment questionnaire and background check

Please go to: www.regiscatholicschools.com

Click on Quick Links

Click on Safe Environment

Complete the questionnaire, print the background authorization that drops into your e-mail, sign it, and return to the school office (volunteers may not give their service until the signed background check has been submitted and the results have been received)

Name

Telephone

E-Mail

Children _____

Grade _____

Additional Notes:

