



Volunteer Descriptions

Sponsored by St. Mary's PTO

PTO MEETINGS: The PTO meets the first Tuesday of each month from September through May in meeting Room D. Meetings begin at 9:00 AM

SCHOLASTIC BOOK FAIR: Chairperson (plus approx. 25 volunteers) needed for each of our two book fair events every year. Duties consist of set up/take down of books, selling books to students and teachers during fair, after masses and before and after the Winter Program. December and April or May

JINGLE BELL PARADE: 2+ Chairpersons needed for Jingle Bell parade to be a success. The parade is always the 1st Saturday of December each year. Duties consist of securing a trailer, generator or battery for lights and sound (optional), get Nativity from church, advertise/promote, get hay bales, and pick up handouts/candy for kids to distribute (reimbursement for cost), secure event registration with the Grand Haven Chamber of Commerce.

CATHOLIC SCHOOLS WEEK: 3+ Volunteers preferred for coordinating volunteers to bring in food for staff luncheon, setup and clean up, putting together display (3 boards) of service acts, school events, and teacher/staff/alumni information all highlighting St. Mary's School, set up and take down, complete paperwork for approval to secure date/space to set up 2 or 3 tables, covered with linen to display school athletic trophies in the gathering space, and coordination/ordering of spirit wear for students to wear that week.

GRAND FRIENDS DAY: 1+ Chairpersons needed (plus 4-5 volunteers) for setup/serving/cleanup, preparation of snacks and beverages to be served, people to assist Grand Friends with directions positioned in gathering space to direct Grand Friends to School and find elevator if they cannot take stairs.

END OF YEAR FIELD DAY/HOT DOG ROAST: 1+Chairperson needed. 5-6 Volunteers needed to help serve lunch at park or in lunchroom (depending on weather) Place Order for food through the school lunch program. Bandannas will need to be ordered for teams. Teachers/Staff will organize games.

SUMMER FESTIVAL & 5K: Several Chairpersons and Volunteers are needed to coordinate various carnival style games, raffle sales, concessions, setup/cleanup, etc. This is an event that takes all year to plan. The festival Coordinator will contact you with details.

UNITY AUCTION SUMMER GOLF OUTING FUNDRAISER – Hosted by St. Mary's School – (August): Several Volunteers needed to help make this fun fundraiser successful. No need to know how to golf. Help is needed for acquisition of auction items, selling raffle tickets, checking teams in at the registration desk, etc. The Golf Outing Coordinator will contact you with details.

UNITY AUCTION SUMMER GOLF OUTING FUNDRAISER – Hosted by St. Patrick-St. Anthony Church – (September): Several Volunteers needed to help make this fun fundraiser successful. No need to know how to golf. Help is needed for acquisition of auction items, selling raffle tickets, checking teams in at the registration desk, etc. The Golf Outing Coordinator will contact you with details.

UNITY AUCTION FUNDRAISING EVENT AND DINNER (February): Several Volunteers needed to help the night of the auction and several months prior in various capacities. Positions include securing acquisitions in a range of categories, cataloging items for auction within their category, raffle ticket sales, auction spotters, setup/cleanup, décor, dinner seating coordinator, invitation/catalog design/development and printing, thank you letters, mailings, etc. The Unity Auction Chairperson will contact you with details.

RACE FOR EDUCATION FUNDRAISER (February - May): Several Volunteers needed to help with Race preparations (paperwork, filing, envelopes, etc.) and the day of the Race which is held during the school day in May. The Race for Education Chairperson will contact you with details.

LUNCH ROOM HELPERS: Several Volunteers needed to help in the lunchroom from 11:15 to 12:30 daily during class lunch times. Duties include K-8 table supervision, assisting kids, helping with setup, hot and cold lunch student check lists,

distribution of milk/water, washing tables, moving used trays/utensils into kitchen, etc. The Director of Food Service will contact you with details. This commitment lasts the entire school year (1-day per week).

PLAYGROUND HELPERS: Volunteers are needed for daily help on the playground. Recess Supervisor will contact you with details.

ST. MARY'S ATHLETICS: Several Volunteers needed in a variety of positions including basketball coaches for grades 5/6 and 7/8 for both boys and girls teams, time keepers, concessions, cheerleading coach, etc. The Athletic Director will contact you with details. **(If your child participates in athletics, the coaching staff will require you to volunteer in some capacity. This is in addition to any other volunteer opportunities listed on this sheet.)**