

ST. URSULA VILLA — PARENT VOLUNTEER NETWORK

Please remember that every family is expected to volunteer. If you have any questions, please contact Jeanie Stephens at 871-8218 x 118. *(Please return completed form to the Resource Development Office-Jeanie Stephens)*

See attached descriptions for more information on the listings below.

FIRST NAME _____ LAST NAME _____

CHILD (CHILDREN) NAME(S) AND GRADE _____

ADDRESS _____ ZIP CODE _____

HOME PHONE _____ WORK PHONE _____ CELL PHONE _____

E-MAIL ADDRESS _____

Please indicate in the left column the area(s) below in which you would like to volunteer. Indicate any day or time preferences. Please return by September 1, 2006.

Annual Auction

- (1) _____ Work on auction committee
- (2) _____ Work night of auction (3/24) _____ or set-up week 3/19 –23
- (3) _____ Help secure gifts for auction
- (4) _____ Write copy for catalog (February and March-2x a week for two months)
- (5) _____ Help with data entry February and March

Christmas at the Manor House

- (6) _____ Christmas Committee, meetings Oct.—Dec. 3rd
- (7) _____ Work the day of the open house 12/3 –1:00 –4:00 p.m.
- (8) _____ Decorate the Manor House week of 11/27-12/2
- (9) _____ Make/purchase cookies for this event

Resource Development Office

- (10) _____ Annual Fund committee member
- (11) _____ Alumni Events—help with Spring/summer alumni event
- (12) _____ Graphic Design to support events/projects
- (13) _____ Adult Education Committee

Admissions Office

- (14) _____ Open House host/hostess _____ Set-up/clean up - January 21, 2007 1-3 p.m.
- (15) _____ Informational Coffees-host/hostess _____ set-up/clean up ____ 11/15 ____ 11/30 (8:30-10 a.m.)
- (16) _____ Recruitment/Sales Presentations (need 8 or more volunteers, several times a month)
- (17) _____ Photography Assistant (several, occasional)

Volunteer Parent Organization (VPO)

- (18) _____ Room Parent
- (19) _____ Student Lunch (one day a week 10:45 a.m.—1:00 p.m.)
- (20) _____ Teacher Appreciation lunch/activities
- (21) _____ May Party worker/committee
- (22) _____ Catholic Schools Week
- (23) _____ Picture Day helper
- (24) _____ Grandparent's Day hosts/guides 10/6
- (25) _____ Event refreshments
- (26) _____ VPO Board/committees
Education, New Family , Room Parent Coordinator, Special Events, Treasurer
- (27) _____ New Family Orientation

Campus Minister

- (28) _____ Drivers to take sandwiches to the soup kitchen
- (29) _____ Driver to deliver Christmas gifts to CAIN
- (30) _____ Liturgical Ministers (musicians, vocalist, Lector, Eucharistic Minister)

Boosters

- (31) _____ Raffle
- (32) _____ Equipment Coordinator(s)
- (33) _____ Coaches and Assistants

School Events/Activities

- (34) _____ Fine Arts Week
- (35) _____ Graduation
- (36) _____ Right to Read Week
- (37) _____ Library general help—one day a week
- (38) _____ Library birthday books
- (39) _____ Process new library books
- (40) _____ Author visits
- (41) _____ Wednesday Folder (weekly on Tuesdays)
- (42) _____ Computer Assistant
- (43) _____ Manor House Receptionist (mornings or afternoons one day a week)

Other

- (44) _____ Gardening/Grounds
- (45) _____ Boy Scouts/Cub Scouts
- (46) _____ Girl Scouts/Brownies
- (47) _____ Occasional helps/event or activity based

Board of Trustees Standing Committees

- (48) _____ Buildings & Grounds
- (49) _____ Education
- (50) _____ Finance
- (51) _____ Human Resources
- (52) _____ Resource Development
- (53) _____ Ursuline Identity

Strategic Planning sub-committees

- (54) _____ Admissions
- (55) _____ Whole Child Development
- (56) _____ Manor House

Special Talent to share-

- Career/Occupation _____
- Dance _____
- Musical Instrument _____
- Singing _____
- Other _____

ADDITIONAL VOLUNTEER OPPORTUNITIES ARE ALWAYS AVAILABLE THROUGHOUT THE YEAR—IF YOU FEEL YOU CANNOT COMMIT TO ANYTHING NOW, BUT WOULD LIKE TO BE CALLED AS NEEDS ARISE, NOTE ANY SPECIFIC DAY OR TIME RESTRICTIONS
