



Time & Talent Sign Up St. Mary School – 2012/2013

There are many ways to share our time with God and our talents with each other by taking an active role in School Ministry. We invite you to prayerfully consider how you will answer the call to be a good and faithful steward. We thank you in advance for your generous sharing of time and talent.

We ask you to please complete this sign-up form and **return to the school office as soon as possible**. You will be contacted by the committee chair approximately 2 to 4 weeks prior to the *start* of your "ministry".

There will be another ministry sign-up in **January 2013** to give you an additional chance to volunteer for those events scheduled January through June. Up-to-date postings on all ministry needs may also appear in *The Connection*.

Any questions, please contact Sue Miller at mmiller101@wi.rr.com (262)250-0175 or Carrie Nowak at cnowak19@wi.rr.com, (262) 251-9676

FAMILY NAME (please indicate which parent is interested in volunteering):

PHONE NUMBER: _____

EMAIL ADDRESS: _____



MINISTRY OPPORTUNITIES:

1. _____

6. _____

2. _____

7. _____

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5. _____

10. _____

return this page only

SCHOOL MINISTRY NEEDS SEPTEMBER 2012 TO JUNE 2013:

Friendship Families: At one time we were all new to St. Mary's school and had many questions. Help new families make a personal connection to our community beginning with your family. Meet new friends by answering questions, explaining events, and helping those who are new among us to "learn the ropes". Families may meet at gatherings, or contact newcomers on an individual basis. Open to all school families

Magazine Sale: Sept.: Help tally orders of new and renewal magazine subscriptions. Prepare and send out information about the sale, collect money and prepare reports. Help with lunch-time incentive games. Open to adults and high school students.

Golf Outing: Sep. 29--Help is needed for planning and execution of this event that will take place in the Fall, 2013. Time commitment is flexible based on task.

Hot Lunch Servers: Here's a great chance to interact with children from all grades while serving daily hot lunch. Time frame is 11:05 AM - 12:30PM and time commitment is flexible. Open to adults. SAFE ENVIRONMENT EDUCATION training is required.

Daily Hot Lunch Program /Tuition Angel Lunches : There are a number of ways to become involved in this important program including processing orders, preparing deposit slips, doing order data entry. Time commitment is 4-6 hours per month. Open to adults.

Playground Supervisors: Help is needed throughout the school year to supervise playground activity during the school day. Time commitment is based on your availability. Open to adults.

Bradley Center Team Captains: Each year St. Mary School families are assigned to a team to work one or two games at the Bradley Center as concession stand volunteers. There are nine teams, one for each grade. Please help out your child's grade and be a team captain to raise money for our school! Raises thousands of dollars for our school annually. Time commitment—10-12 hours. Must be 18 years old or older. On-line training required.

Market Day: Many volunteers are necessary to facilitate this program. Help unload boxes of Market Day products from a conveyor, unpack and organize food by category and help fill and check orders. Time commitment is 4 hours per month, from 12:30 – 4:30 on the 1st or 2nd Tuesday of the month, September through June. Men are especially important to this ministry from 12:30 to 1:30 to help unload the truck. SAFE ENVIRONMENT EDUCATION training is required.

Movie Night: Do you like children's movies? Is popcorn one of your favorite foods? Then chaperoning Movie Night is the ministry for you! Responsibilities include checking students in at the door, selling concessions and very limited cleanup. Time commitment is flexible, 1 to 5 evenings per year, approx 4 hours per evening. Open to adults. Small children are welcome with a parent. SAFE ENVIRONMENT EDUCATION training is required.

Book Fair: Scholastic book fairs are held twice per year (spring and fall). Volunteers are needed to help set up the fairs and to work daytime and evening shifts during the events. Time commitment varies by task. Open to adults. Sharing your time at the book fair is a great way to watch our students exercise their curiosity!

Calendar Raffle: This is a fund-raiser to support Catholic education. Parent volunteers coordinate and/or provide clerical assistance.

BIG Cash Raffle: Help coordinate and publicize the annual school cash raffle. Prepare and distribute information about the raffle, process ticket orders, arrange drawing. We need your help to make this important school fundraiser a success. Time commitment varies by task. Open to adults.

Annual Appeal Committee: Committee of parents to work with School Committee member to oversee the Annual Alumni Appeal: writing appeal letters, creating alumni newsletters, designing materials, assisting with mailings and follow-up communications including “thank you” letters. Commitment as needed, three times a year.

School Parent's Mailing Group: Get to know other parents and have fun while preparing school mailings. Serves on an as-needed basis. Training provided

Office Helpers: Our school office is a very busy place! Help out by photocopying teacher materials, assisting students and visitors and assembling packets. Time commitment is very flexible averaging a few hours each month. Open to adults. SAFE ENVIRONMENT EDUCATION training may be required.

Box Top Sorters/Clippers: Be part of the clipping and sorting team throughout the school year. This is a great way to help from home. Time commitment varies.

SCRIP: SCRIP is a program that provides third source funding for our parish, our school and our CF programs. Families purchase gift certificates at face value and the scrip vendors rebate a percentage of the purchase price to the parish. One or two volunteers are needed to manage the program. Additional helpers are needed to process orders, to compile and distribute them. Time commitment varies according to task. Open to adults. Children can be accommodated.

Library Helpers: Many individuals are needed to keep our library running smoothly. Activities include cataloging books, covering books, straightening shelves, returning books to shelves and helping students find, checkout and return books. Time commitment varies by task from 1 hour per month to 2-3 hours per week. Open to adults. Small children can be accommodated. SAFE ENVIRONMENT EDUCATION training is required.

Classroom Library Helpers may also be needed. Check with your child's teacher for sign-up at back-to-school night at the start of the year.

Computer Lab Helper: Extra hands are needed to help with projects in the computer lab. Computer helpers proof, scan, print and help our younger students create special projects. Time frame is extremely flexible. Open to adults. SAFE ENVIRONMENT EDUCATION Training is required.

IT Support: Technology support is needed on an infrequent basis. Basic IT knowledge necessary, i.e. installing updates and software, assuring connections, etc. Time commitment is very flexible.

Theater Guild: Be a part of the magic! Help behind the scenes in one or all of our school's annual musical productions. Collect and/or make costumes, design and paint scenery and assemble props. Help with makeup and costume changes on performance night. Performances are in December (grades K5-3), March (grades 3-5) and May (grades 6-8). Time commitment is flexible. Open to adults.

Visual Arts Ministry – “Art Angels”: Our students develop their talents through our rich visual arts curriculum. Helpers are needed to assist the art teacher with planning and setup of special art room projects. Additional activities include setup and takedown, and preparing and serving refreshments at two art shows per year. Time commitment is flexible. Open to adults.

Destination Imagination: If you like problem solving and working with children, this ministry is right for you. Encourage teams of students in 1st - 6th grades as they work on word problems and building problems. Time commitment is 1 hour, 11:30 am-12:30 pm every other Monday. Most help is needed starting in January through March. SAFE ENVIRONMENT EDUCATION training is required.

"Nitpickers" Parents on-call during school day to conduct periodic check for head lice. Training provided.

Teacher Conference Lunches and Teacher Holiday Event: Volunteers are needed to help prepare food & bring lunch and/or refreshments to school for these two events. Time commitment is two times per year.

Santa's Secret Shop: Students do the shopping at Santa's Secret Shop. Help with setup and taking inventory and clean up, and work with students as they select and wrap inexpensive (but heartfelt!) gifts for their families. Time commitment is one 3-4 hour shift in late November. Open to adults.

Bearly Recruiting Volunteers: Help recruit new families for our school. Mail information and invitations to potential students from infants' Baptism to school age. This can mostly be done from home; but requires routine communication with the school office. Recruitment Kits, training provided.

Catholic Schools Week: January 27 to February 2-- Help is needed for various activities that take place during Catholic Schools Week. One big event where help is needed is for the annual Open House on January 30th. Time commitment varies by task. This is a great family event.

Career Day:--This annual event introduces students to careers in a variety of fields. Helpers are needed to secure speakers, act as hosts for guest speakers and to plan and serve refreshments for guests and hosts. Consider being a presenter! Time commitment varies by task. Open to adults.

Middle School Dance: Mar. 30--Parents are needed to help organize the Middle School Dance in the spring. Guidance is provided. Volunteers are essential this year!

Parent/Child Socials: Help organize social gatherings for parents and their children including father/daughter and mother/son events. New ideas are always welcome! Time commitment varies. Open to adults.

St. Mary's Auction: The annual parish auction takes place in spring. Helpers are needed for all aspects of the event planning process. This is a great way to get to know others in the school community. Time commitment varies by task. Open to adults. Youth may be requested for day of/night of assistance.

Grandparent's/Special Person's Day:--Spend a morning reserved especially for individuals who are special to our students. Greet guests as they come to school and serve refreshments in the classrooms after Mass. Time commitment is 2-3 hours morning of event. Open to adults

Ice Cream Social:--Each May our students celebrate Spring with an old fashioned ice cream social. Volunteers are needed to take orders, set up, serve and clean up on the "social" day. Time commitment is one afternoon per year.

Teacher Appreciation Week:-Help plan and celebrate National Teacher Appreciation week in May. Develop creative ways to show our faculty and staff how much we appreciate their contribution to our children's lives. Time commitment is flexible

Used Uniform Sale: Jun. 4--The used uniform sale is held annually at the end of the school year. Helpers are needed to organize clothing items and to work the sale. Time commitment is 1-3 hours per year based on task. Open to adults.

Mom's Faith Sharing Group: Weekly mom's group that meets at school or homes to read and reflect on Sunday Scripture Readings. Young children are always welcome! Great daytime and evening opportunities to grow in your faith and share/learn from other mom's going through similar situations

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Stewardship Committee_School Time Talent_2012.rev