



Saints Service  
Organization  
Lakewood Catholic Academy

## 2011 -2012 Volunteer Opportunities

**Volunteer Fair-** This is SSO's kickoff event and provides an opportunity for parents to come and learn about all the activities and events happening throughout the year at LCA. All chairpersons will be on hand to answer questions and recruit volunteers for their event. Volunteer opportunities include planning, publicizing the event to the school, arranging for donated desserts, set-up and clean-up, check-in. On the day of the event 2-3 volunteers needed for 3 hours.

**Run for Excellence** – One of the two SSO fundraisers for the year. 5k and Michalko Mile Run for Excellence held October 2, 2011. Volunteer opportunities include marketing the event, obtaining sponsorships, organizing the food/water, finding volunteers, planning kid's activities and manning the registration tables the day before the event. Planning begins in Spring. A 20 person committee is needed. On the day of the event 30 volunteers are needed for 5 hours.

**Grandparents Day** – A special day to have grandparents spend time with their LCA student to celebrate mass and participate in classroom activities on October 14, 2011. Volunteer opportunities include planning, greeters, set up, and clean up. Planning begins in early September with a committee of 5-7. On the day of the event 10 – 15 volunteers are needed for 2 hours.

**Fall Festival** – A celebration of Fall geared for Pre-Kindergarten to 3<sup>rd</sup> Grade including crafts, music and games on October 21, 2011. Volunteer opportunities include planning, set-up, organizing games and crafts, bakers and clean-up. Planning begins in early September with a committee of 7-10. On the day of the event 25 - 30 volunteers are needed for 4 hours.

**All Saints School Service Project** – All school community outreach leaf raking project held on November 4, 2011. Volunteer opportunities include planning, supervision of students and driving of students. Planning begins in mid-September with a committee of 5-7. On the day of the event 50 volunteers are needed for 4 hours.

**Book Fair** - Annual Scholastic Book Fair held the week of November 7, 2011. Volunteer opportunities include planning, set up and take down, marketing and assisting students with book selection and checkout. Planning begins in late September with a committee of 5-7. During the week of the event 20 volunteers are needed for 2 plus hours.

**Breakfast with Santa** - An opportunity for families to enjoy breakfast, meet Santa, and create a craft held December 10, 2011. Volunteer opportunities include planning, decorating, serving, supervision of

student volunteers. Planning begins in October with a committee of 3-5. On the day of the event 20 volunteers are needed for 4 plus hours.

**Elf Shelf** – Christmas shopping opportunity for young children held in conjunction with Breakfast with Santa on December 10, 2011. Volunteer opportunities include “parent shoppers”, set up, organize gifts, assist children with their shopping, cashier, and clean up. Time commitment varies depending on position for 25-30 volunteers.

**Pizza Skate-** Martin Luther King Day Pizza and Ice Skating party at Serpentine Skating Rink. Volunteer opportunities include planning, promoting, check-in, food distribution, and clean-up. Planning begins in early December with a committee of -3-5. On the day of the event 5 volunteers are needed for 2 hours.

**Parent Social Event-** An opportunity to meet and greet new and returning LCA parents. The event will be held at an offsite location on January 27, 2012. Volunteer opportunities include planning, publicity, greeters and check in. On the day of the event 3 volunteers are needed for 2 hours.

**Toboggan Night** - Tobogganing in the MetroParks for Grades 4 - 8 on February 12, 2012. Volunteer opportunities include planning, publicity, reservations, check in, set up and clean up. Planning begins in early January with a committee of 4-6. 10 volunteers are needed at the event for three hours.

**Night at the Races** – One of two SSO fundraisers for the year held March 2, 2012 is a casual evening of horse racing, sideboards and fun held at LCA. Volunteer opportunities include planning, promotion, set-up, decorations, raffle sales, check-in and clean-up. Planning begins in early December with a committee of 10-15. On the day of the event 35 volunteers are needed for 1-3 hour shifts.

**Morning with Mom/Daybreak with Dad** – Students and parents enjoy a light breakfast with each other before school on May 18, 2012 (Mom) and April 27, 2012 (Dad). Volunteer opportunities include planning, promotion, reservations, food set-up, food service and clean-up. Planning begins in early March with a committee of 4-6. On the day of the events 10 volunteers are needed for 2 hours.

**Volunteer Appreciation Event-** An evening to celebrate and thank all LCA parent volunteers. Planned and executed by the SSO Executive Board.

**Lakewood Fourth of July Parade-** The LCA community participates in Lakewood’s annual 4<sup>th</sup> of July parade. Volunteer opportunities include recruiting participants, decorations and set-up of light refreshments. Planning begins in April with a committee of 4-6. On the day of the event 5 volunteers needed for 3 hours. All parents and students are encouraged to participate in this event which showcases our vibrant LCA community.

**Campbell Soup Labels and Boxtop labels-** The collection of Campbell soup labels and Boxtops in the main office to be redeemed for school equipment. All families are encouraged to participate by collecting and turning in their labels to the office monthly. The initiative will also include working to increase awareness to designate LCA as the recipient of points for educational tools and monies.

**Catechesis of the Good Shepherd Atrium** – A Montessori-based approach to religious education based in Scripture and Liturgy for children in grades K through 5. Volunteer opportunities include assisting the

catechist with activity setup and supervision of students. Weekly, bi-weekly and monthly commitments of 3-4 hours for 10 volunteers.

**Early Childhood Education Volunteers** – Year round commitment to assist with a variety of opportunities in LCA's Early Childhood Program including classroom activities and strengthening relationships within the school community. Varying time commitments for 5 volunteers.

**Eighth Grade Year Activities** – Assist eighth grade coordinators with 2 fundraising activities. Volunteer opportunities include planning graduation rehearsal breakfast and post-graduation cake and punch reception with seventh grade parents. On the day of the event 10 eighth grade parents and 10 seventh grade parents are needed for 3 hours.

**Green Hospitality** – An effort to increase awareness and the use of green products for LCA hospitality events and classroom parties.

**Green Initiative** - To foster awareness and initiatives that promote wise stewardship of our resources including International Walk to School Day, Greenhouse, 1st Communion Garden Project and increased recycling in the cafeteria and throughout the school. Volunteers needed to maintain and grow the Greenhouse, build "green" awareness at LCA and organize the International Walk to School Day.

**Library Volunteers** – School year commitment to support the librarian throughout the school day. Volunteer opportunities include helping students with book selection, re-shelving, checking out and checking in student materials, book collection and inventory. Weekly commitment for 15 volunteers for 2 -3 hours during the school day.

**Market Day** – A program in which families purchase food through the Market Day catalog which then provides revenue to be used by the school. Volunteer opportunities include set-up, collection of payment, and distribution of catalog purchases. Monthly commitment the day of Pick-Up 5 volunteers are needed for 3 hours.

**Membership** – Responsible for the creation and distribution of the LCA Directory and ongoing tracking of volunteer hours of SSO events.

**Newsletter**- A quarterly communication of SSO activities and events that is distributed to the LCA community. SSO chairpersons are responsible for article submissions at the conclusion of their event and to advertise upcoming events.

**Parent Ambassadors**- Parent greeters at school events throughout the year including Kindergarten orientation, New Parent Orientation, Open Houses and Kindergarten screening. Volunteer's welcome visitor's and answer questions as a way to put a "parent face" on LCA. On the day of the events 5-10 volunteers will be needed for 4 hours.

**Room Parents**- Parent volunteers are responsible for meeting the needs of their individual teacher along with SSO responsibilities including assisting with finding volunteers from their home room for events, organizing classroom/grade parties, assisting with student projects for the auction, Catholic Schools Week, etc. Volunteer opportunities include at least two parents per classroom for varying hours.

**Spirituality/Mass Preparation** - Planning at least one parent event that focuses on spirituality. Volunteer opportunities include contacting potential speakers, marketing the event, up to 2 volunteers needed. Mass preparation includes working with the 8th grade to prepare the altar, maintain necessary linen, hosts, etc. for all school and class masses. At least two volunteers are needed.

**Spirit Wear** - Organize the purchasing and ordering of Spirit Wear at least twice per school year. Planning begins in early September with a committee of -3-5. At least 2 volunteers needed to organize order, promote program and distribute items.

**Sunshine Committee**- A year round program that identifies, through the Office of Advancement, families who are going through illness, loss, or other extreme circumstances. The committee will provide cards, small gifts, and meals. Volunteer opportunities include the making and delivery of meals. Varying time commitment for 10-15 volunteers.

**Teacher Appreciation Committee** - Responsible for planning and organizing monthly meals for the faculty and staff at LCA. Volunteer opportunities include pick-up and delivery of food, set-up in the teacher's lounge, clean-up. Monthly commitment of 1-2 volunteers for 2 hours.

**Wednesdays with Words**- An opportunity for parents to read with the class, play vocabulary games and expose students to the joy of reading. Volunteers will be needed three Wednesdays a month for a 1 hour time commitment. Volunteer opportunities include between one and three days per month, parent team are encouraged.

**Yearbook**- Organizing a collection of photos and articles to capture the current school year's activities and events. Volunteer opportunities include cataloging photos, tracking yearbook orders, and coordinating with Ripcho to obtain and scan photos. School year commitment for 5 volunteers with varying hours.