



ST. IGNATIUS SCHOOL

Volunteer Opportunities & Sign Up Form

Become a volunteer and meet other families while providing much needed support to St. Ignatius programs and events! Parent and family involvement in the school community is essential to the growth and advancement of St. Ignatius School. Thank you!

Please turn this form into the main office in hard copy or email.

Name: _____ Email: _____

Student(s) Name & Grade(s): _____

Home Phone: _____ Cell Phone: _____

OK to receive text messages? Yes _____ No _____

Please indicate your preferred volunteer activities below. Thank you!

Intermittent Volunteer Needs

- | | |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <input type="radio"/> Assist with school or office projects and mailings | <input type="radio"/> Done in a Day Jobs – Labor (facilities, grounds work, moving furniture) |
| <input type="radio"/> Done in a Day Jobs (mailings, event support, database/computer) | <input type="radio"/> Hospitality Events |
| <input type="radio"/> Tradespeople / Special Skills: Please indicate here: _____ | |

Event Volunteer Needs

- | | |
|-------------------------------------------------------------------------|------------------------------------------------------------|
| <input type="radio"/> Jogathon – Thursday, October 13 | <input type="radio"/> Teacher Appreciation Week – May 2017 |
| <input type="radio"/> Turkey Bingo – Saturday, November 19 | <input type="radio"/> Italian Dinner – Sunday, February 19 |
| <input type="radio"/> Catholic Schools Week / Open House – January 2017 | <input type="radio"/> Auction Night – Saturday, April 22 |

[Type text]

Ongoing Volunteer Needs

- ☐ Room Parent
- ☐ Art Lit Teacher
- ☐ Cafeteria Helpers
- ☐ Volunteer Coordinators
- ☐ Website Updates (training available)

Auction Planning & Support

- ☐ Procurement
- ☐ Mailings
- ☐ Project Management – Guest Lists, Invitations, Table Seating and Programs
- ☐ Classroom Projects and Gifts
- ☐ Data Entry, Proofreading & Printing
- ☐ Software Reporting
- ☐ Website Design
- ☐ Decorations & Event Planning
- ☐ Logistics – Set up, Clean Up

Volunteer Committees

- ☐ Finance – budget planning and account tracking
- ☐ Fundraising – restaurant events, plant sales, merchandise
- ☐ Marketing – publicity, communications
- ☐ Campus Renewal Planning – school representation as part of parish planning
- ☐ Social & Community Events – hospitality
- ☐ Parent Education & Afterschool Classes

Time Commitments and Availability

When times and days work best for you?

- ☐ School Days
- ☐ Weekends
- ☐ Evenings

How often would you be like to offer the above availability?

- ☐ Weekly
- ☐ Occasionally/Special Events
- ☐ As needed
- ☐ Monthly
- ☐ Always!

Any other opportunities, talents, skills or services that you would like to share with the school community? _____

Questions? Contact the school office or Parent Association ignatiusparents@gmail.com