

VOLUNTEER OPPORTUNITIES AT SFDS / 2015-16

The following pages list jobs parents can perform to fulfill their annual volunteer hours

Time When Volunteer Job Must be Done

See directory for phone numbers under oldest child

Area	Task	Must be Done During School Hours	Can Be Done Any Time	Requires Time Both During & After School	How Can a Parent Help in This Area?	Notes
Altar Server Coordinator	Run Altar Server Program			√	Contact Office 818-784-9573 or Parish Center 818-784-0105	
Art Show	Put together show for Open House Set Up & Tear Down (requires heavy lifting etc)	√		√	Contact Diane Colucci or Shelly Klace Respond to email soliciting help	
Athletics	Coach various athletic teams Team Parent		√	√	Contact Athletic Director Ms. Alicia Williams Contact Coach	
Bake Sales	Altar Server Bake Sale Coordinator Help at Bake Sale Donate Baked Goods	√	√		Ana Benko. (Mason Family) Respond to email soliciting help Respond to email soliciting help	
Book Fair	Book Fair Chairs Book Fair Committee Book Fair Help		√	√	Contact Michelle Swofford - Librarian Librarian Respond to email soliciting help	
Box Tops for Education	Collecting and sorting Box Tops		√		Contact Mrs. Anita Clark	
Classroom	Classroom Help - School Hours Classroom Help - After Hours Projects Classroom Supplies Class Parties	√	√		Contact teacher Contact teacher Respond to email soliciting help Contact Room Parents	
Chili Cook-Off / Harvest Festival	Supply Food Help Set Up / Clean Up Help During Event Help Organize Event	√	√	√	Respond to email soliciting help Respond to email soliciting help Respond to email soliciting help Contact Laura Call	Must be done on day of event Must be done on day of event Must be done on day of event
Collections for Charity	Various Collections			√	Contact Jerri Ford, Religion Coordinator	
Pre School Christmas Boutique	Help Organize Christmas Boutique help	√	√		Contact Jerri Ford Contact Jerri Ford	
Confetti Eggs	Coordinator Collect Egg Collection on School Mornings Fill Eggs		√	√	Contact April Quintero Respond to email soliciting help Respond to email soliciting help	
Cub Scouts	Pack and Den Leaders Help Run Meetings Pancake Breakfast Help	√	√	√	Contact Sam Williams Contact Den Leader Respond to email soliciting help	
Drama Club	Help at rehearsals / meetings Build sets, make costumes Donate snacks	√	√	√	Help solicited when child signs up Help solicited when child signs up Help solicited when child signs up	

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E-Waste Collection -Saturday /Jan	Supervise e-waste collections	√			Contact school office/January	
Facilities	School Repairs and Maintenance		√		Inquire at School Office	Examples: carpentry or plumbing
Festival	Festival Committee Chair		√		Bill Madden	818-761-2557
	Festival Committee		√		Contact Bill Madden	
	Festival Booth Captain		√		Contact Bill Madden	
	Festival Corporate Sponsor Committee		√		Contact Bill Madden	
	Festival Program Ad Sales		√		Contact Bill Madden	
	Festival Booth Worker		√		Respond to email soliciting help	
Field Day	Supervise field day activities - 12 parents needed	√			Contact Room Parent Coordinator	
	Help set up lunch for students	√			Contact school office	
Girl Scouts	Help Run Meetings	√			Contact Leader	
	Cookie Sales		√		Contact Leader	
8th Grade Graduation Day	Supervise classrooms from 9:30 - 12:30	√			Contact Room Parent Coordinator	
	(2 parents for each classroom)	√				
Hot Lunch	Hot Lunch Coordinator			√	Contact Richard Alcala	
	Hot Lunch Helper	√				
Ice Cream sales	Sell Ice Cream at lunch time	√			Contact School Office	
Library	Library Committee	√			Contact Michelle Swofford, Librarian	
	Library Help - checking out / putting away books	√			Contact Michelle Swofford, Librarian	lrising@sf franciscds.org
	Reading to younger children	√			Contact Michelle Swofford, Librarian	
	Visiting Author Committee	√			Contact Michelle Swofford, Librarian	
	Visiting Author Help	√			Contact Michelle Swofford, Librarian	
Marquee on Brick Building	Update marquee on monthly basis		√		Contact School Office/ Tom Chuchvara	
Mock Trial Coordinators	Organize and coach team members			√	Mary O'Neil Montoya	
Open House	Donate Baked Goods or Other Supplies		√		Respond to email soliciting help	
	Set Up / Clean Up		√		Respond to email soliciting help	
Parish or Church	Choir		√		Inquire at Parish Center	Sunday Mass
	Teaching Sunday School (CRE)		√		Inquire at Parish Center	Must be available during class times
	Teaching Confirmation Classes		√		Inquire at Parish Center	Must be available during class times
	Little Church		√		Inquire at Parish Center	Must be available during class times
	Usher at Masses		√		Inquire at Parish Center	Weekend Masses
	Lector		√		Inquire at Parish Center	Weekend Masses
	Parish Council			√	Must be invited	

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Room Parent				√	Apply at end of school year	
Scholarship Committee			√		Inquire at School Office	
Scholastic Book Orders	Distribute and collect order forms each month		√		Contact your child's teacher	
School Functions	Donate Baked Goods or Other Supplies		√		Respond to email soliciting help	
	Set Up / Clean Up	√	√		Respond to email soliciting help	Depends on time of function
	Help Hospitality	√	√		Respond to email soliciting help	Depends on time of function
	Directing cars for parking	√			Respond to email soliciting help	Depends on time of function
St. Joseph's Spaghetti Dinner	Supply Food		√		Respond to email soliciting help	Must be done on day of event
	Help Set Up / Clean Up		√		Respond to email soliciting help	Must be done on day of event
	Help During Event		√		Respond to email soliciting help	Must be done on day of event
	Help Organize Event			√	Contact Laura Call	
Silent Auction	Silent Auction Committee Chairs			√	Tammy Castoe, Jeannette Lizarraga, Dianna Quille	
	Data Entry			√	Contact Committee Chair	
	Organizing / Wrapping	√			Contact Committee Chair	
	Class Platters	√			Contact Committee Chair	
	Set Up / Clean Up			√	Respond to email soliciting help	
	Festival Weekend		√		Respond to email soliciting help	
Specialized Skills	Examples: Graphic or Architectural Design		√		Inquire at School Office	
Spring Concert	Set Up / Ticket Sales / Set Design			√	Contact Kathleen Ward- Burch	
Student Council	Various Activities / Drivers needed before Thanksgiving			√		
Swim Team	Coordinator		√		swimsfds@gmail.com	
	Help at Swim Meets		√		Shane Ross 818-406-6230	
Uniform Exchange	Coordinator		√		Tammy Escobedo	
	Help at Sales	√			Contact Tammy Escobedo	
Walk-a-Thon	Chairperson			√	Mark & Julie Iadanza	
	Walk-a-Thon Committee			√	Contact Mark & Julie Iadanza	
	Help to set up and day of event			√	Respond to email soliciting help	
	Help on day of event	√			Respond to email soliciting help	
Yard Duty	Help during recess & lunch/	√			Inquire at School Office	
	Catholic School's Week (last week of January)	√			Inquire at School Office	
Yearbook	Yearbook Committee			√	Zoe Biggs & Diana Quille	
	Photographer			√	Contact Joe Dunn	
	Graphic Design			√	Contact Joe Dunn	